

St Lawrence Estates Condominium Association

**Maintenance Responsibility Matrix**

ITEM	ASSN	Co-Owner	Comments
<b>Address Signs</b>	X		
<b>Air Conditioners</b>		X	
<b>Awnings</b>		X	Requires advance approval of board
<b>Basement</b>			
Cracks	X		
Drainage	X		
Leaks	X		
Sump Pumps	X		
<b>Decks (Rear)</b>			
Repair/Replacement		X	
Decoration/ Maintenance		X	Must be maintained in accordance with board approved specs
<b>Electrical (all electrical distribution up to the point of entry to the unit)</b>	X		
Circuits & Circuit Breakers		X	
Doorbells		X	All
Exterior Light Bulbs	X		All lamps except front porch and rear deck/patio
Rear Decks/Patios		X	All outside lamps
Exterior Outlets		X	
Exterior Fixtures	X		All lamps except rear deck and patio
Rear Decks/Patios		X	All outside lamps
Interior Outlets		X	
Switches		X	
<b>Exterior Doors</b>			
Entrance Doors		X	
Doorknob/Locks		X	
Jambs		X	
Exterior/Surface & Painting	X		
Threshold		X	
Weatherstrip		X	
Storm Door		X	Style & color must meet board approved specs
<b>Exterior Items</b>			
Gutters	X		
Roof	X		
<b>Extermination</b>			
of insects	X		
of rodents	X		
<b>Furnace</b>		X	
Ductwork		X	
<b>Garages</b>			

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Doors		X	Including door hardware
Floors (damage/cracks)	X		
Openers		X	
<b>Lawn Sprinkler System</b>	X		
Maintenance & Water Bill (sprinkler system)	X		
<b>Mailboxes &amp; Posts</b>			
Maintenance	X		
Keys		X	
<b>Painting/ Staining</b>			
Exterior Surfaces	X		
Entry Doors	X		
<b>Patios</b>			
Light Bulbs		X	
Light Fixtures		X	
Snow Removal		X	
Structure		X	
<b>Plumbing (point of entry to the unit)</b>	X		
Disposal		X	
Drain Clogging/Interior		X	
Leaks-Faucet/Interior		X	
Malfunction - Fixture		X	
Malfunction - Pipe		X	
Outside Spigot		X	
Pipe Noise		X	
Sewer Backup	X		Unless caused by co-owner
Toilet & Toilet Wax Ring		X	
Underground Pipes	X		
Water Meter	X		
<b>Porches (front)</b>			
Railing		X	
Repair/Replacement		X	
Snow Removal	X		
Sealing and Tuck Pointing of Masonry	X		
Wood Front Porches (Power washing & Staining)	X		
<b>Radon Remediation &amp; Maintenance</b>	X		
<b>Sidewalks</b>			
Repair	X		
Snow Removal	X		

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<b>Smoke Detector</b>			
Battery		X	
Hardware		X	
<b>Snow Removal</b>			
From Roadways	X		
From Driveways	X		
From Sidewalks	X		
From Porches	X		
From Patios and Decks (rear)		X	
<b>Sump Pumps</b>	X		
<b>Vents</b>			
Bathroom Exhaust	X		
Clothes Dryer		X	
Kitchen Exhaust	X		
<b>Walls-Interior</b>			
Cracks/Settling/Popping		X	
Drywall Repair		X	
Leak Damage		X	
Interior studs		X	
Resident Abuse		X	
Structural Separation		X	
<b>Water Heater</b>		X	
<b>Window Grates</b>		X	
<b>Window Muttons/Grids</b>		X	
<b>Windows</b>			
Caulking /Painting	X		
Frame/Exterior		X	
Glass & Glass Seal		X	
Lock & Handle		X	
Screens/Storms		X	
Sills/ Interior		X	
Skylights	X		
Leaks	X		
Maintenance/Replacement	X		
Sticking Won't Open		X	
Weather Strip		X	