

**The Townes at Liberty Park Condominium Association**  
Maintenance Matrix

ITEM	ASSN	CO-OWNER	COMMENTS
<b>Address Signs</b>			
Light Bulbs	X		
Sign Unit	X		
Wiring	X		
<b>Air Conditioners</b>			
Compressor		X	
Fan			
<b>Awnings</b>			
<b>Balconies</b>			
Light Bulbs			
Light Fixtures			
Repair/Replacement			
<b>Basement</b>			
Cracks	X		
Drainage	X		
Leaks	X		
Sump Pumps		X	Including related piping & hardware
<b>Carbon Monoxide Detector</b>			
<b>Carports</b>			
<b>Decks</b>			
Repair/Replacement	X		*costs are assessed to the appurtenant co-owner
Decoration/Maintenance	X		*costs are assessed to the appurtenant co-owner
<b>Doorwalls</b>			
Frame		X	
Glass		X	
Handles & Locksets		X	
Screens		X	
Seal		X	
<b>Electrical</b>			
Circuit Breakers	X		
Circuits	X		
Doorbells		X	
Fixtures/Buttons/Lights		X	
Wiring/Transformers	X		
Exterior Light Bulbs	X		Excluding porch light fixtures
Exterior Outlets	X		
Exterior Fixtures	X		Excluding porch light fixtures
Interior Outlets		X	
Switches & Plugs		X	
<b>Exterior Doors</b>			
Door Knob/Locks		X	Except for Building exterior doors
Jambs	X		Excludes unit entry doors
Outside Surface	X		Excludes unit entry door
Painting/Exterior	X		Excludes unit entry door
Storm Door		X	
Threshold	X		Excludes unit entry door
Weather Stripping	X		Excludes unit entry door
<b>Extermination</b>			
of insects			
of rodents			
<b>Fire Alarm System</b>			

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<b>Fire Supression System (Sprinklers)</b>			
<b>Furnace</b>		X	Includes interior chimney, flue & dampers
<b>Garages</b>			
Doors		X	
Floors	X		
Light Bulbs, Exterior	X		
Light Fixtures, Exterior	X		
Openers		X	
Springs		X	
<b>Gutters, Downspouts &amp; Splashblocks</b>	X		
<b>Irrigation System (Lawn)</b>			
Installation	X		
Maintenance	X		
Water Bill	X		
<b>Landscaping</b>			
General Commons	X		
Limited Commons			
Next to Garages			
Next to Patios/Decks			
Private Areas			
<b>Leaks</b>			
Basement	X		
Gutters	X		
Roof	X		
<b>Mailboxes &amp; Posts</b>			
Keys		X	
Maintenance	X		
<b>Painting/Staining</b>			
Exterior Surfaces	X		
Entry Doors			
Garage Doors			
Interior Surfaces		X	Prime & paint if damage from exterior cause
<b>Patios</b>			
Fences	X		
Standard (privacy)			
Additional (enclosures)			
Landscaping			
General Commons	X		
Limited Commons			
Next to Garages			
Next to Patios/Decks			
Private Areas			
Light Bulbs	X		
Light Fixtures	X		
Snow Removal		X	
Structure	X		*costs are assessed to appurtenant co-owner
<b>Plumbing</b>	X		Includes shut-off valves and that contained
Disposal		X	Within unit walls up to point of connection
Drain Clogging/Interior	X		But not including the fixture.
Leaks-Faucet/Interior		X	
Malfunction-Fixture		X	

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Malfunction-Pipe	X		
Outside Spigot			
Pipe Noise	X		
Sewer Backup	X		
Toilet		X	
Toilet Wax Ring		X	
Underground Pipes	X		
Water Meter	X		
<b>Porches</b>			
Light Bulbs		X	
Light Fixture		X	
Railing			
Repair	X		*costs are assessed to appurtenant co-owner
Snow Removal	X		
<b>Roofs</b>	X		
<b>Sidewalks</b>			
Repairing	X		
Snow Removal	X		
<b>Smoke Detector</b>			
Battery		X	
Hardware		X	
<b>Snow Removal</b>			
From Decks		X	
From Driveways	X		
From Patios		X	
From Porches	X		
From Roadways	X		
From Sidewalks	X		
<b>Sump Pumps</b>		X	Including related piping & hardware
<b>Television Reception Equipment</b>			
Amplifiers			
Antennas			
Wiring			
<b>Vents</b>			
Bathroom		X	
Clothes Dryer, Exterior		X	
Roof	X		
Stove Hood		X	
<b>Walls-Interior</b>			
Cracks/Settling/Popping		X	
Drywall Repair	X	X	Assn=if damaged by gen. common element
Leak Damage	X	X	Assn=if damaged by gen. common element
Resident Abuse		X	
Structural Separation			
<b>Water Heater</b>		X	
<b>Window Grates/Muntins/Grids</b>		X	
<b>Windows</b>			
Balancing Mechanisms		X	
Caulking	X		Exterior only
Frame		X	
Glass & Glass Seal		X	

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ITEM	ASSN	CO-OWNER	COMMENTS
Lock & Handle		X	
Screens/Storms		X	
Shutters			
Sills/Interior		X	
Skylights			
Sticking/Won't Open		X	
Weather Stripping		X	
Window Wells			