

RAVENSFIELD CONDO ASSOCIATION

Maintenance Matrix

ITEM	ASSOC	CO-OWNER	COMMENTS
Address Signs			
House Numbers	X		
Air Conditioners			
Compressor		X	
Fan		X	
Basement			
Cracks	X		not responsible for removal of drywall
Drainage	X		or wall coverings
Leaks	X		
Finished Areas		X	
Building - Exterior			
Brick	X		
Siding	X		
Roofs	X		
Gutters & Downspouts	X		including cleaning
Vents	X		
Building - Interior			
Walls		X	See Walls - Interior (below)
Doors		X	
Trim		X	
Flooring		X	
Furnace/Water Heater/(De)Humidifier		X	
Air Conditioners		X	
Appliances		X	
Bathroom Fixtures		X	
Lighting Fixtures/Switches		X	
Cable System (I.e., Comcast)			
Exterior cabling			Cable Company
Interior Cabling		X	
DVR boxes, cable receiver boxes		X	Co-owner/Cable Company
Decks & Patios		X	
Electrical			
Circuit Breakers		X	
Circuits		X	
Doorbells		X	
Fixtures/Switches/Lights		X	
Wiring	X		Within walls
Exterior Light Bulbs		X	Except for lamp posts
Exterior Outlets	X		
Exterior Fixtures	X		
Interior Outlets		X	
Switches & Plugs		X	
Exterior Doors			
Door Knobs/Locks/Kick Plate		X	

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Jambs			
Painting/Exterior	X		
Storm Door		X	Must comply with approved specifications
Threshold			
Weather Stripping		X	
Extermination			
Of Insects	X		
Of Rodents	X		
Fire Alarm Control System			Entire system is tested annually
Control Box	X		by Association
Heat Detectors	X		
Battery	X		
Hardware	X		
Wiring	X		Within Walls
Smoke Detectors		X	
Battery		X	
Fireplace		X	
Furnace		X	
Garages			
Doors	X		Association also paints doors as needed
Interior walls		X	
Floors		X	
Light bulbs, Exterior		X	
Light fixtures, Exterior	X		
Opener Remote		X	
Opener Mechanism / OPERATOR		X	
Springs	X		
Damage (caused by Co-owner)		X	
Gutter/Downspouts/splashblocks	X		
Landscaping			
Lawns	X		
Maintenance	X		
Mowing	X		
Fertilization	X		
Sprinklet System Shutoff Valves	X		
Gardens			
Trees and Shrubs	X		Except those planted by homeowner
Flowers		X	Except those planted by Association
Leaks			
Basements	X		
Gutters	X		
Roof	X		
Mailboxes & Posts			
Keys		X	
Maintenance			US Postal Service

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Painting/Staining			US Postal Service
Natural Gas	X		Lines only
Appliances or fixtures		X	
Plumbing			
Disposal		X	
Drain Clogging/Interior		X	
Leaks-Faucet/Interior		X	
Malfunction- Pipe		X	
Garage Spigot			
Outside Spigot	X		
Pipe Noise		X	
Sewer Back up	X		Unless co-owner neglect
Toilet Wax Ring		X	
Underground Pipes	X		
Water Meter	X		
Porches			
Light Bulbs		X	
Light Fixture	X		
Railings	X		
Concrete Repair	X		
Snow Removal	X		
Satellite Dishes		X	
Sidewalk & Driveways			
Repairing	X		
Snow Removal			
From Decks		X	
From Driveways	X		
From Patios		X	
From Porches	X		
From Roadways	X		
From Sidewalks	X		
Sprinkler System (Lawn)			
Installation	X		
Maintenance	X		
Water Bill	X		
Sump Pump	X		
Telephone		X	
Telephone cabling/wiring		X	From point of entry and into the unit
Exterior cabling/wiring	X		

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Vent Exterior			
Bathroom/Exterior	X		
Clothes Dryer/Exterior	X		
Roof	X		
Walls - Interior			
Cracks/Settling/Popping		X	
Drywall Repair/Painting/Finishing		X	
Leak Damage	X		If exterior origin - does not include paint
Resident Abuse		X	
Structural Separation	X		
Water Heater		X	
Windows			
Window Grates/Muttons/Grids		X	
Windows		X	
Balancing Mechanisms		X	
Caulking Exterior	X		
Frame/Exterior		X	
Glass		X	
Lock & Handle		X	
Screens/Storms		X	
Seal		X	
Sills/Interior		X	
Skylights		X	
Sticking/Won't open		X	
Leaking			
Weather Stripping		X	

Maintenance and/or repairs required due to Co-owner abuse is not covered under any circumstances.

This is only a summary that was prepared for the convenience of the Co-owners.

The Condominium documents including the Master Deed and Bylaws remain the official and governing documents concerning all such issues.