

HILLSIDE ESTATES CONDOMINIUM ASSOCIATION

Maintenance Matrix

2013

ITEM	ASSOCIATION	CO-OWNER	REMARKS
Air Conditioner		X	
Compressor		X	
Fan		X	
Pad		X	
Animals in House		X	
Appliances		X	
Asphalt			
Driveway	X		
Street	X		
Balconies			
Structure	X		
Sealing & Staining		X	
Basement			
Carpet		X	
Drainage	X		
Cracks	X		
Humidifier/Dehumidifier		X	
Leaks	X		
Floor & Foundation	X		
Chimney			
Cap	X		
Flue	X		Leaks
Critter Control	X		
Decks, Front & Rear			
		X	HECA Board pre-approval required for plans, style, fixture & color.
Structure, Maintenance, Snow Removal		X	Includes cost to remove/replace decks due to work required on General Common Elements.
Doors-Exterior			1-3 entry doors per unit.
Caulking	X		
Opening/Locking Mechanisms		X	
Frame	X		
Screens		X	
Painting - Exterior	X		
Painting - Interior		X	
Storm Doors		X	Style/color to be approved by HECA Board.
Threshold, Warping, Sealing	X		
Electrical			
Circuits & Breakers	X		
Doorbell & Exterior Outlets		X	
Exterior Lamp Fixtures		X	Bulbs and fixtures
Photo Electric Cell	X		
Interior Outlets & Switches		X	
Alarm System		X	
Fireplace			
Combustion Chamber		X	
Damper Controls		X	
Flue		X	Cleaning
Floors			
Coverings		X	Carpet, tile, wood, etc.
Sub-Floor	X		C.D.X., floor joists.
Squeaks		X	
Furnace			
Humidifier/Dehumidifier		X	
Ducts		X	

1/24/2017

For further explanation of the items listed herein, please refer to Article IV of the Master Deed.

*Association responsibility does not apply in cases of Co-Owner fault or Negligence.

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Garage			
Automatic Opener		X	Includes locks and keys.
Door Assemblies	X		Hardware, tracks, springs & exterior paint except damage by owner or visitor.
Drainage	X		
Floor Surface	X		
Interior Drywall	X		Repair and replacement only.
Unit Entry Door		X	
Weather Stripping	X		
Interior Doors		X	All hardware.
Landscaping			
Mowing, Trimming, Pruning	X		General common elements.
Shrub Trimming	X		Limited common elements.
Shrub Removal/Replacement		X	Limited common elements.
Sprinklers	X		
Patios	X		
Porch-Concrete	X		
Steps	X		
Snow Removal	X		
Plumbing			
Disposal		X	
Drain Clogging		X	Between fixtures and tie-in at common line.
Leaks	X		After faucets and fixtures.
Faucet/Fixture Leaks		X	
Frozen Pipe	X		Up to fixtures only.
Malfunction Fixtures		X	
Malfunction Pipes	X		Up to fixtures only.
Outside Faucets	X		Co-owners must winterize.
Sewer Backup	X		
Underground Pipes	X		
Sump Pump	X		
Fixtures		X	Toilet, sink, tubs, faucets, disposal. Damaged by owner/visitor is Co-owner responsibility.
Mailbox & Structure	X		
Painting-Exterior	X		
Roof, Gutters	X		
Sidewalk	X		Cleaning and repairing.
Skylights		X	
Sliding Glass Door			
Glass & Seals (Fogging)	X		Broke from within is Co-owner responsibility.
Caulking-Exterior	X		
Exterior Sills, Frame & Seals	X		
Hardware		X	
Screens		X	
Smoke Detectors and Other Detectors		X	
Snow Removal	X		Streets, driveway, front steps, porch & sidewalk.
Television, Cable, Dish		X	No exterior antenna. Dish size & location pre-approved by HECA Board.
Walls			
Exterior Perimeter	X		Repair, replacement & paint.
Interior	X		Repair & replacement.
Drywall Repair/Replacement	X		
Drywall Cosmetics		X	Includes cracks, nail pops, imperfections, paint, wall paper, etc.
Leaks Repair/Replacement	X		Leaks caused by pipes (up to fixtures) or nature.
Resident Abuse		X	
Structural Failures	X		

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Windows			
Broken Glass	X		From inside is Co-owner.
Caulking-Exterior	X		
Knobs & Locks		X	
Frame	X		
Screens		X	
Seals (Fogging)	X		Association policy.
Stuck Shut	X		
Washing Interior & Exterior		X	
Weather Seals	X		

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