

BRYNMAWR CONDOMINIUM ASSOCIATION MAINTENANCE MATRIX

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Air Conditioners			
All Connections including condensation discharge line		✓	
Compressor		✓	
Fan		✓	
Pad		✓	
Animals in House	✓		Rodents / Birds / Etc. Not Garage
Walls and Attic			No Chipmunks
Appliances		✓	Including plumbing and connections
Asphalt	✓		
Sealcoating - Driveways	✓		
Attic	✓		
Insulation	✓		
Ventilation	✓		
Balconies	✓		
Basement			
Carpet		✓	
Drainage	✓		
Cracks	✓		
Dehumidifier		✓	
Leaks	✓		
Chimney (Furnace)			
Birds	✓		
Cap Cracks	✓		
Flue Structure	✓		
Leaks	✓		
Decks -except decks at rear of Building 9			
Lattice	✓		Bottom of Deck and Side/Add-On
Lights	✓		Board Approved for Fixture Style
Railing	✓		
Snow Removal	✓		
Structure	✓		
Decks at rear of Bldg. 9		✓	Total Co-Owner responsibility
Doors, Exterior			Unit Entry Door/entry door.
Caulking	✓		
Knobs/Lock Mech.		✓	
Frame	✓		
Lockouts		✓	Association has no keys
Screens/Storm doors		✓	
Surface-Outside	✓		Painting
Inside		✓	Painting
Painting (outside frame)	✓		

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ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Doors Continued			
Threshold	✓		
Warping	✓		
Weather stripping	✓		
Electrical			
Circuits	✓		
Circuit Breakers		✓	
Electrical, continued			
Doorbell & Intercom (inside & outside)	✓		
Exterior Outlets	✓		
Exterior Fixtures	✓		Except Deck ,patio or balcony lights added by Co-owner
Outlets Interior		✓	
Porch Lights	✓		
Landscape lights located at unit walkways		✓	
Switches		✓	
Exhaust Fans			
Bathroom & Kitchen (includes fixture, switch & proper venting)		✓	Any venting into attic is done under supervision of Association and at co-owner's expense
Fireplace			
Chimney Cap/Screen	✓		
Damper Adjustment		✓	
Flue Cleaning		✓	
Glass Doors/Screens		✓	
Surfaces/Interior		✓	
Floors			
Coverings		✓	Carpet, Tile, Etc.
Squeaks		✓	
Subfloor (cement)	✓		CDX, Floor Joist
Alarm System		✓	
Furnace		✓	
Water Heater		✓	
Garage			
Automatic Opener		✓	Includes track assembly
Doors	✓		Except Owner or Visitor damage
Painting	✓		Outside Only
Drainage	✓		
Floor-Surface		✓	Cosmetic cracks
Interior Drywall		✓	
Lights -Inside		✓	
Locks, Keys, Opener		✓	
Springs	✓		
Tracks / Rollers / Springs	✓		
Weather Stripping	✓		
Interior Doors		✓	
Lawn & Grounds	✓		

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ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Patios	✓		
Porch –Concrete	✓		
Steps/wood	✓		
Painting	✓		
Snow Removal	✓		
Plumbing			
Disposal		✓	
Drain clogging		✓	Between fixtures and tie in for common line.
Leaks / Interior		✓	Circumstances
Leaks faucets & Fixtures		✓	
Frozen Pipe / pipe noise		✓	
Malfunction/ fixtures		✓	
Malfunction/ pipes		✓	
Outside faucets	✓		Co-owner must winterize
Sewer Backup	✓		
Underground pipes	✓		
Sump Pump. Damage /cleanup / Check valve	✓		
Humidifier -including supply line & connections		✓	
Fixtures		✓	Toilet / Sink / Tubs / Etc.
Roof & Gutters	✓		Leaks / Cleaning
Sidewalks			
Cleaning	✓		
Repairing	✓		
Skylights		✓	
Sliding Glass Doors			
Broken pane IN and OUT		✓	Not responsible for glass
Caulking-exterior	✓		
Exterior Sills	✓		
Knobs & Locks		✓	
Frame	✓		
Screens		✓	
Glass Seals-Fogged		✓	Not responsible for glass
Sticking / will not open	✓		
Weather Stripping	✓		
Smoke Detectors		✓	
Walls			
Exterior-Perimeter	✓		
Interior-Perimeter	✓		
Drywall Cracks		✓	
Drywall repairs		✓	Circumstances
Leaks	✓		Circumstances
Nail pops		✓	
Paint/ Wallpaper		✓	
Structural Failure	✓		

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Resident abuse		✓	
ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Windows			
Broken pane IN and OUT		✓	
Caulking-exterior	✓		
Knobs & Locks		✓	
Frame	✓		
Screens		✓	
Seals Defective-Fogged		✓	
Sticking / will not open	✓		Circumstances
Weather Stripping	✓		Circumstances