

# LAKE VILLAS AT PINE CREEK CONDOMINIUM ASSOCIATION MAINTENANCE AND REPAIR MATRIX

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The Lake Villas at Pine Creek Condominium Association By-laws authorize the Association to maintain overall responsibility for assuring that the Condominium is maintained appropriately.

The By-laws also provide a division of primary responsibility for the maintenance and the repair of the General Common Elements and the Limited Common Elements between the Association and the individual Co-owners.

When the Association incurs an unusual expense that benefits less than all units, The Board of Directors may authorize that the expense be specially assessed against the affected units in accordance with Article II, Section 3 of the By-laws.

This matrix is provided as a tool to clarify the primary responsibilities for maintenance and repair of various elements.

Maintenance and repair of any item added by the Co-owners including, but not limited to, awnings, egress window covers, flag pole holders, storm and screen doors, are the sole responsibility of the Co-owners.

In the **Amended and Restated By-Laws**, Article IV Insurance, Section 1a defines the insurance responsibilities for both the Co-owner and the Association.

Article V **Reconstruction or Repair**, Sections 4 and 5 defines Co-owner and Association responsibilities for repair.

This matrix was originally approved by the sitting Board of Directors on March 20, 2007  
Revisions and additions were made by the current Board of Directors on December 20, 2007  
Revisions to Basements Leaks were made on February 20, 2008  
Revisions to Walls Interior were made on April 24, 2008

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24 Apr. 08

**LAKE VILLAS AT PINE CREEK CONDOMINIUM ASSOCIATION  
MAINTENANCE AND REPAIR MATRIX**

<b>DESCRIPTION</b>	<b>RESPONSIBILITY</b>	<b>REMARKS</b>
<b>Air Conditioner Unit Complete</b>	Co-owner	
<b>All Appliances</b>	Co-owner	
<b>Animal Removal</b>	Co-owner	
<b>Awnings</b>	Co-owner	
<b>Basement</b>		
Floors	Co-owner	
Leaks	see remarks	Water leaks occurring beyond those covered in the Co-owner's warranty will be the responsibility of the Association
Modifications	Co-owner	
Sump Pump	Co-owner	
<b>Cabinets, bookcases and shelving</b>	Co-owner	
<b>Chimney and Furnace Flues</b>		
Birds	Co-owner	
Caps	Association	
Exhaust and/or Flue Pipes	Co-owner	
Leaks (Exhaust Gases)	Co-owner	
<b>Deck</b>		
Divider Wall	Co-owner	
Foundation	Co-owner	
Lattice	Co-owner	
Railing or Walls	Co-owner	
Snow Removal	Co-owner	
Staining	Co-owner	
Structure	Co-owner	
<b>Doors Exterior</b>		
Knobs, Handles or Knockers	Co-owner	
Locks	Co-owner	
Painting of the exterior door	see remarks	Association will paint the exterior as part of the painting cycle. Painting in intervening years is the responsibility of the Co-owner.
Storm Doors	Co-owner	
Threshold	Co-owner	
Warping	Co-owner	
Weather Stripping	Co-owner	
<b>Doors Interior</b>	Co-owner	
<b>Driveways</b>	Association	
<b>Egress Window Covers</b>	Co-owner	
<b>Electrical</b>		
Alarm Systems	Co-owner	
Bulbs- Interior and Exterior	Co-owner	
Circuit Breaker Box	Co-owner	
Doorbells	Co-owner	
Exterior Receptacles	Co-owner	

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DESCRIPTION	RESPONSIBILITY	REMARKS
Exterior Fixtures	Association	
Interior Fixtures	Co-owner	
Interior Receptacles and Switches	Co-owner	
Sound System Wiring	Co-owner	
Wiring Internal and External	Co-owner	
<b>Exhaust Fans, Vent Fans, Ductwork and Covers</b>	Co-owner	
<b>Exterior Lighting System</b>		
Fixtures on Units	Association	
Street Lights	Association	
Photocell/ Light Sensor	see remarks	Does not include any Co-owner installed photocell/light sensors.
<b>Fireplace - Wood burning or Gas</b>		
Animals, Birds, etc.	Co-owner	
Chimney	Association	
Firebox	Co-owner	
Flue	Co-owner	
<b>Floors</b>		
Coverings	Co-owner	
Squeaks	Co-owner	
Sub Floor	Co-owner	
<b>Foundations</b>		
Basement Walls	Association	
Footings	Association	
<b>Furnace System Complete Incl. Thermostat</b>	Co-owner	
<b>Garage</b>		
Door	Co-owner	
Door Opener	Co-owner	
Door Springs	Co-owner	
Floors	Co-owner	
Locks	Co-owner	
Painting of Outside of Exterior Doors	see remarks	Association will paint the exterior as part of the painting cycle. Painting in intervening years is the responsibility of the Co-owner.
Remote Openers	Co-owner	
Wall/Ceiling of Interior	Co-owner	
Weather Stripping	Co-owner	
<b>Gas System</b>	Co-owner	
<b>Glass Block Windows</b>	Co-owner	
<b>Gutters</b>		
Cleaning As Required	Association	
Downspouts	Association	
Drainage Routing	Co-owner	
Horizontal Runs, Elbows, etc.	Association	

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Splash Blocks	Co-owner	
<b>Improvements/Decorations/Upgrades</b>	Co-owner	
<b>Insect Infestation</b>	Association	Association responsible to the extent of it's contract with a pest control vendor-currently is Eradico Services, Inc.
<b>Insulation</b>	Co-owner	
<b>Land</b>	Association	
<b>Lawn and Grounds</b>		
Common Borders	Association	
Co-owner installed Items	Co-owner	
Entrance	Association	
Landscaped Borders	Association	
Shrubbery	see remarks	Replacement limited to Association installed shrubs only
Tree Replacement	see remarks	Replacement limited to Association installed trees only
Tree /Shrub Pruning	see remarks	Trimming/pruning limited to Association installed shrubs and trees only
<b>Mailboxes</b>		
Flag	Association	
Interior Metal Box	Association	
Numbers	Association	
Posts	Association	
Replacement of Nylon Rope	Association	
Staining	Association	
<b>Mold</b>	Co-owner	
<b>Patio</b>	Co-owner	
<b>Plumbing System</b>		
Disposals-Garbage	Co-owner	
Drain Clogging	Co-owner	
Exterior Sprinkler System	see remarks	Additional heads and piping required due to landscape/patio revisions will be installed by the Association's contractor at the Co-owner's expense
Frozen Pipe Damage	Co-owner	
Hot Water Heater	Co-owner	
Leaks/Malfunctions - Interior Faucets & Fixtures	Co-owner	
Leaks/Malfunctions - Exterior Faucets	Co-owner	
Pipe Failure	Co-owner	
Sinks	Co-owner	
Showers and Tubs	Co-owner	
Shut-off Valves	Co-owner	
Toilets	Co-owner	
Underground Pipes	Association	
Water Meters	Association	
<b>Porches</b>		
Maintenance	Co-owner	

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DESCRIPTION	RESPONSIBILITY	REMARKS
Snow Removal Over 2"	Association	
<b>Radon Remediation</b>	Co-owner	
<b>Roofs</b>		
Maintain/Repair/Replace	Association	
Leaks	Association	
Snow Removal	Co-owner	
Vents, Caps Boots	Association	
<b>Sanitary Sewer System</b>		
Sewer Back-up/Drain Lines	Co-owner	
Sewer Back-up Damage	Co-owner	
<b>Sidewalks</b>		
Maintenance	Association	
Snow Removal Over 2"	Association	
<b>Skylights</b>		
Glass Maintenance	Co-owner	
Leaks	Co-owner	
Repair or Replace	Co-owner	
<b>Sliding Glass Doors</b>		
Broken Pane(s)	Co-owner	
Caulking	Association	
Fogged Panes	Co-owner	
Hardware (Locks, Handles, etc.)	Co-owner	
Screens	Co-owner	
Seals-Defective and/or Fogged	Co-owner	
Sills	Co-owner	
Track	Co-owner	
Weather Stripping	Co-owner	
<b>Walls-Interior</b>		
Resident's Misuse	Co-owner	
Settlement Cracks/Nail and/or Screw Pops	Co-owner	
Surfaces-Paint, Wall Paper and/or any Covering	Co-owner	
Water Leaks	see remarks	Refer to Article V, Section 4 in the documents
<b>Walls-Exterior</b>		
Brick Discolor and/or Deteriorating	Association	
Brick Mortar	Association	
Caulking	Association	

