

Waterway Pines Condominium Association Maintenance Matrix

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
AIR CONDITIONER		X	
ANIMAL & PETS		X	All damage done by pets to Common Elements
APPLIANCES		X	
ATTICS			
Additional Insulation		X	
Garage Attic Floor		X	
Garage Pull-down Stairs		X	Must be Board Approved
Garage Ventilation Fan		X	Must be Board Approved Place is limited behind green louvers
Roof Tube Light		X	Must be Board Approved
Vents-Bath & Laundry	X		
Water Damage	X		
BASEMENT-LOWER LEVEL			
Carpet		X	
Concrete Floor	X		
Cracks in Foundation	X		
Electrical circuits		X	
Finished Drywall		X	
Furnace		X	
Hot Water Heater		X	
Humidifier/Dehumidifier		X	
Light Fixtures		X	Including bulbs or ballasts
Water Leaks		X	Through wall or plumbing
Plumbing/Fixtures		X	
Thermo pane Windows	X		Manufacturer's Warranty
CARBON MONOXIDE DETECTOR		X	
CHIMNEY/ FURNACE			
Cap/Screens	X		External Pipe and Screen
Cleaning		X	
Damper Adjustments		X	
Inspection		X	Draw or Back Draft Problems
Water Leaks	X- Outside	X- Inside	

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DECKS & DECK RAILINGS			
Light Fixtures	X		
Repair	X-Major	X- Normal	
Snow Removal		X	
Staining	X		
DOCKS			
Installation		X	With approved Modification Request
Maintenance		X	
DOORS- EXTERIOR			
Broken Glass		X	
Caulking	X		
Handles/Locks/Knobs		X	
Cedar Trim Painting	X		
Storm Doors		X	Glass/Screen or Handle
Painting- Outside	X		
Painting- Inside		X	
Weather Stripping	X		
ELECTRICAL			
Circuit Breakers & Box		X	
Doorbell		X	Including button, wiring & transformer
Electrical Circuits		X	
Light Bulbs		X	Interior and exterior
Light Fixtures	X- Exterior	X - Interior	
Outlets & Switches Interior		X	
Outlets Exterior		X	
Switches/ Dimmers		X	
FIREPLACE			
Exterior Vent/ Piping		X	Any leakage
Gas Valve, Burner & Controls		X	
Glass Door & Screen		X	
Inside Surfaces		X	
FLOORS			
Coverings		X	Carpet, tile or wood
Squeaks		X	

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GARAGE			
Overhead Door Opener		X	Controls/Guides/Spring/Rollers
Overhead Door Casing	X- Painting	X-Any damage	
Overhead Door Weather Stripping	X		
Floor Surface		X	
Inside Lights		X	
Locks & Keys		X	
Structure	X- General	X- Any damage	
INSECTS			
Bees/Wasps		X	
Carpenter Ants/Bees	X- Outside	X- Inside	
Termites	X- Outside	X- Inside	
LAWN & GROUNDS			
Lawn Maintenance	X		
Landscaping	X		
Pond Maintenance	X		
Pond Lights & Fountains	X		
Road Maintenance	X		
Signage- Entrances	X		
Sprinkler System	X		
Tree Maintenance	X		
PATIO			
Concrete	X		
Light Fixture	X		
Slider Door	X		
Slider Door Screen		X	Abuse or Misuse
Slider Door Casing	X		Exterior Painting
PLUMBING			
Drains	X- Outside	X - Inside	Clogging
Faucets & Fixtures	X-Outside	X- Inside	
Pipe Leaks	X- Outside	X- Inside	
Sewer Back-up		X	
Back-up Damage		X	
Shutoff Valve		X	
Water Meter		X	

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POND LIGHTING	X		
PORCH			
Concrete	X		
Snow Removal		X	
ROOFS & GUTTERS			
Roof Maintenance	X		
Gutter Maintenance		X	Must be Board Approved
SATELLITE DISHES		X	Must be Board Approved
SIDEWALKS	X		
SMOKE & FIRE DETECTORS		X	
STREET LIGHTING	X		
TELEVISION CABLE		X	
TELEPHONE WIRING		X	
WALLS & CEILINGS			
Exterior Perimeter	X		
Interior Perimeter		X	
Ceilings		X	Except for roof leak damage
Drywall Cracks		X	
Drywall Nail Pops		X	
Paint & Wallpaper		X	
Wall Surfaces- Interior		X	
WINDOWS			
Broken Glass		X	Abuse or Misuse
Caulking		X	
Frame		X	
Cranks & Locks		X	
Screens		X	
Thermopane Seals	X		Manufacturer Warranty
Surface Cleaning		X	
Weather Stripping	X		

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Master Deed - Bylaws - Article V.C.1-3

C. Upkeep of Common Elements and Appliances; Payment of Utility Bills. The respective responsibilities for the maintenance, decoration, repair and replacement of the common elements, of certain appliances and for the payment of utility bills are as follows:

- (1) The cost of decorating and maintaining, but not of staining, repairing or replacing, except in case of co-owner fault, all surfaces referred to in Article V. B(2) above shall be borne by the co-owner of the unit to which such limited common elements appertain.

- (2) The cost of decorating, maintaining, repairing and replacing the items referred to in Article V. B(3), as well as the water heater, garage door opener, internal unit plumbing, dishwasher, refrigerator, stove, oven, garbage disposal, heating and air-conditioning equipment, lighting and other items servicing a unit that are not common elements, whether or not they are within the unit they service, shall be the sole responsibility of the co-owner whose unit is serviced by such items.

- (3) Except as provided above, the cost of maintaining, decorating, repairing and replacing all general and limited common elements shall be borne by the Association, unless the need for maintenance, repair or replacement is due to the act or neglect of a co-owner or his agent, guest, invitee, family member or pet, for which such co-owner shall be wholly responsible. Except as otherwise provided herein or in the Condominium Bylaws, any damage caused to a unit or its contents by the maintenance or by repair activities of the Association or by the common elements shall be repaired at the expense of the Association.

Any maintenance, repair or replacement (the cost of which is to be borne by the co-owner) may, if not performed by the co-owner, be performed by or under the direction of the Association, and the cost may be assessed against the responsible co-owner.