

**NORTHWOOD LAKE CONDOMINIUM ASSOCIATION
MAINTENANCE, REPAIR AND REPLACEMENT
RESPONSIBILITIES with MATRIX**

Maintenance, repair, and replacement of the grounds and property within the Northwood Lake Condominium Association is the responsibility of either the Association or the Co-Owner. To clarify the responsibilities of each, a listing of maintenance items and responsibility has been prepared. Some general statements about maintenance policies are as follows:

1. Maintenance responsibilities are defined by interpretation and policy established by the Board of Directors as appropriate.
2. Performance of the Association's maintenance, repair and replacement is a responsibility of the Board of Directors.
3. In general, the Association is responsible for maintenance, repair and replacement of General Common Elements, including land, driveways, roads: electrical, gas, telephone, plumbing and water networks up to the point of interior unit connection; unit foundations, perimeter walls, roofs and floors.
4. In general, the Association is responsible for maintenance, repair and replacement of many Limited Common Elements, (elements reserved for individual co-owner exclusive use), including garages; standard unit porches; and interior perimeter walls, except for interior surface decoration, which is co-owner responsibility.
5. In general, co-owners are responsible for maintenance, repair and replacement of items within the interior walls or beyond interior utility connection points, including furnaces, appliances, fixtures, cabinets, carpeting, décor, and personal items.
6. In general, co-owners are responsible and obligated for maintenance, repair, and replacement or and secondary damage from items that are not standard equipment with their units, such as decks, concrete patios, handicap railings, garage door openers, finished basements, and added storm doors and windows. If a co-owner fails to maintain an item that is his responsibility, the Association may elect to maintain, repair or replace the item at the co-owner's expense.
7. In general, co-owners are responsible for maintenance, repair and replacement of items damaged by their negligence (regardless of normal maintenance responsibility). For example, damage to a garage by a co-owner's vehicle is the responsibility of the co-owner.
8. The method, financing, degree, and type of maintenance, repair or replacement of Association maintenance is up to the reasonable discretion of the Board of Directors. (All Association costs are ultimately assessed to all co-owners through the monthly association fee.)
9. The priority and timing of Association maintenance is up to the reasonable discretion of the Board of Directors, depending on cost, budgets, safety, functionality, season, visibility, grouping with similar repairs, and other relevant factors.
10. The Association carries casualty insurance over general and most limited common elements. It is recommended that co-owners carry their own insurance over items that are not general or limited common, including appliances, interior furnishings, and other personal items.

NORTHWOOD LAKE CONDOMINIUM ASSOCIATION

ASSOCIATION AND CO-OWNER RESPONSIBILITIES

"A" represents items covered by the Association
 "C" represents items that are co-owner responsibility

No.	ITEM	MAINTAIN	REPAIR	REPLACE	COMMENTS
1	Patio-Concrete	A	A	A	
	Lights	A	A	A	
	Snow Removal	C	C	C	
2	Plumbing				
	Drain	A	A	A	Up to the point of wall connection
	Faucets/Fixtures	C	C	C	
	Pipe Leaks	A	A	A	Inside walls only--except basement
	Pipes Freeze Up	A	A	A	
	Outside Hose Bib	A	A	A	
	Sewer Backup	A	A	A	After connection w/drain at wall
	Shut Off Valve	C	C	C	Know location of valve
3	Porch - Front	A	A	A	
	Light Fixture	A	A	A	
	Concrete	A	A	A	
	Snow Removal	A	A	A	
4	Roofs	A	A	A	
5	Smoke Detectors	C	C	C	
6	T.V. Cable	C	C	C	
7	Walls				
	Exterior-Perimeter	A	A	A	
	Inner-Perimeter	C	C	C	
	Drywall Cracks	C	C	C	
	Nail Pops	C	C	C	
	Paint-Wallpaper	C	C	C	
	Structural Failure	A	A	A	
	Basement	A	A	A	
	Masonry Walls	C	C	C	Owner responsibility for access
	Interior-non perimeter	C	C	C	
8	Windows	C	C	C	
	Broken Glass	C	C	C	
	Handles & Locks	C	C	C	
	Outside Caulking	A	A	A	
	Frame-Rough	A	A	A	
	Latches & Hinges	C	C	C	
	Screens	C	C	C	
	Weatherstrip	C	C	C	
9	Interior Doors	C	C	C	
10	Air Conditioner Outside	C	C	C	
	(A) Retaining Wall	A	A	A	
11	Animals in House	C	C	C	
12	Appliances	C	C	C	
13	Basement				
	Carpet	C	C	C	
	Concrete Floor	A	A	A	Except cracks-C
	Finished Drywall	C	C	C	All finished space in the basement is the owners responsibility

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No.	ITEM	MAINTAIN	REPAIR	REPLACE	COMMENTS
	Electrical/Plumbing	A	A	A	
14	Foundation	A	A	A	
15	Furnace/Air Cond.	C	C	C	
16	Hot Water Heater	C	C	C	
17	Humidifier	C	C	C	
	Dehumidifier	C	C	C	
18	Washer/Dryer	C	C	C	
	Laundry Tub	C	C	C	
19	Wall Leaks	A	A	A	Owner must remove and replace any finished interior wall material like drywall
20	Windows	C	C	C	
21	Chimney	C	C	C	
	Cleaning	C	C	C	
	Damper Adjustment	C	C	C	
	Inspecting	C	C	C	
	Leaks	C	C	C	
	Birds	C	C	C	
22	Decks	C	C	C	
	Staining Rail/Floor	C	C	C	Approved Color Only
	All Other Repair	C	C	C	
	Snow Removal	C	C	C	
	Lights	A	A	A	
23	Doors Outside Only				
	Glass (Broken)	C	C	C	
	Lock Mech	C	C	C	Also Lockouts
	Frame	A	A	A	
	Garage	C	C	C	
	Screens	C	C	C	
	Storm Doors	C	C	C	Approved Models Only
	Surface-Outside	C	C	C	Cleaning is co-owner responsibility
	Inside	C	C	C	
	Threshold	A	A	A	
24	Lawn and Grounds	A	A	A	
25	Electrical				
	Basement -Finished	C	C	C	
	Unfinished	C	C	C	
	Bulbs - Inside	C	C	C	
	Outside	C	C	C	
	All Other Fixtures	C	C	C	
	Circuit Breakers/Box	A	A	A	
	Doorbell	C	C	C	
	Fixtures-Inside	C	C	C	
	Lights-Exterior	A	A	A	
	Interior	C	C	C	
	Outlets & Switches	C	C	C	
	Wiring	A	A	A	
26	Fireplace	C	C	C	

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	Damper Adjustment	C	C	C	
	Flue Cleaning	C	C	C	
	Gas Valves/Fixtures	C	C	C	
	Glass Door/Screen	C	C	C	
	Surfaces	C	C	C	
27	Floors (WOOD)	C	C	C	
	Coverings	C	C	C	Carpet, hardwood, tile, ect.
	Squeaks	C	C	C	
	Sub-floor & Structure	A	A	A	Except from leaking fixtures
28	Furnace/Filters	C	C	C	
29	Garage				
	Automatic Opener	C	C	C	
	Garage Door	C	C	C	Including owner or visitor damage
	Floor Surface	C	C	C	Cosmetic cracks
	Structure	A	A	A	
	Lights-Inside Bulbs	C	C	C	
	Outside Bulbs	C	C	C	
	Locks & Keys	C	C	C	
	Tracks & Rollers	C	C	C	
	Walls-Inside	C	C	C	
	Weather Stripping	C	C	C	
30	Insects				
	Damage from Infestation	C	C	C	Co-owner Inside - Association Outside Including Prem. Wall
31	Water Heater	C	C	C	
32	Divider Wall/Driveway	A	A	A	
33	Pond	A	A	A	
34	Gazebo & Property	A	A	A	
35	Mail Box & Posts	A	A	A	
36	Irrigation System	A	A	A	
37	Roads-Inside Only	A	A	A	
38	Siding & Brick	A	A	A	
39	Basement Window	C	C	C	
	Window Well	A	A	A	
40	Main Water Line	A	A	A	Up to the point of entry
41	Sanitary Sewer Line	A	A	A	Up to the point of entry
42	Gas Line	A	A	A	Up to the point of entry
43	Animal Feces	C	C	C	Co-owner or visitor's pets on all common ground.