



## **MAINTENANCE, REPAIR, AND REPLACEMENT GUIDELINES W/ MATRIX**

The maintenance, repair, and replacement policies at TURNBERRY VILLAGE Condominium Association can be confusing. The responsibilities belong to either the Association or the Owner. To assist in the determination of responsibility for various maintenance items, a matrix has been prepared. Some general statements about policies are as follows:

1. Responsibilities for maintenance, repair, and replacement are defined by the recorded Master Deed and By-laws for the condominium association with subsequent interpretation and policy established by the Board of Directors as appropriate.
2. Performance of the maintenance, repair and replacement of the Association is the responsibility of the Board of Directors and may be delegated to the Association's Management Agent.
3. In general, the condominium association is responsible for maintenance, repair, and replacement of the General Common Elements including land, roads, sidewalks, utility networks (electrical, gas, telephone, plumbing) up to the point of unit connection, foundations, outside perimeter walls, and roofs.
4. In general, the Co-owners are responsible for maintenance, repair, and replacement of items within the inside of the perimeter walls and beyond interior utility network connection points including many of the Limited Common Elements or those items reserved only for each individual unit owners' use such as fixtures.
5. In general, the Co-owners are responsible for maintenance, repair, and replacement of all items that are damaged by themselves, guests, and or invitees regardless of normal maintenance responsibility.
6. The priority, timing, method, financing, degree, and type of maintenance, repair, and replacement for the association is up to the reasonable discretion of the Board of Directors. The costs are ultimately assessed to all Co-owners through the association fees.
7. Modification or alteration requires approval of the Board of Directors. Please submit all modification requests to the Board before commencing work.
- 8. *These statements and the attached matrix serve only as guidelines, and if any items are in conflict with the recorded Master Deed and By-laws, then the recorded documents will prevail.***

**Contact Herriman & Associates if you have questions or maintenance requests:**

Phone: 734-459-5440 • Fax: 734-459-0690 • Web: [herriman.net](http://herriman.net)

ELEMENT	RESPONSIBILITY		NOTE
	ASSOCIATION	CO-OWNER	
<b>Air Conditioner</b>		<b>X</b>	The cost of maintenance, repair, and replacement of each individual air conditioner condenser, its related pad and the ground surface immediately below.
<b>Animal Removal &amp; Remediation</b>	<b>X</b>		Pest control provided by mgt. vendor if pest enters from openings in exterior
<b>Appliances</b>		<b>X</b>	
<b>Basement</b>			
– Cracks	<b>X</b>	<b>X</b>	Dependent on cause
– Drainage		<b>X</b>	
– Leaks	<b>X</b>		
<b>Cabinets and Shelves</b>		<b>X</b>	
<b>Chimney</b>	<b>X</b>		
<b>Deck Paint/Stain/Repair</b>		<b>X</b>	All decks are modifications of original unit; Use approved paint/stain colors
<b>Doors, Ext.</b>			Doors and screens, interior and exterior, all glass and screen portions shall be the responsibility of the co-owner.
– Knobs/Lock Mechanism		<b>X</b>	
– Frame	<b>X</b>		
– Inside Surface		<b>X</b>	
– Outside Surface	<b>X</b>		
– Threshold		<b>X</b>	
– Lockouts		<b>X</b>	
– Storm Doors		<b>X</b>	
<b>Doors, Interior</b>		<b>X</b>	
<b>Dryer Vent</b>			
– Vent Cover, Ext.	<b>X</b>		
– Vent Cleaning, Int.		<b>X</b>	
<b>Electrical</b>			
– Bulbs, Exterior	<b>X</b>		
– Circuit Breakers/Box		<b>X</b>	
– Doorbells		<b>X</b>	
– Light Fixtures, Interior		<b>X</b>	
– Light Fixtures, Exterior	<b>X</b>		Standard garage, porch, & back fixtures

ELEMENT	RESPONSIBILITY		NOTE
	ASSOCIATION	CO-OWNER	
– Outlets & Switches, Int.		X	
– Outlets & Switches, Ext.	X		Exterior fixture/hardware: Association; Electrical issue from inside: Co-Owner
– Security Lights	X		
– Transmission system	X		“...up to, but not including, the electric meter for each Unit...”
<b>Fireplaces</b>		X	
<b>Floors</b>			
– Coverings		X	
– Subfloor		X	
<b>Foundation</b>	X		
<b>Furnace</b>		X	
<b>Garage</b>			
– Door	X		Except in cases of Co-owner fault
– Door Opener		X	
– Floor		X	
– Lock/Hardware		X	
– Walls, Exterior	X		
– Walls, Interior		X	
– Weather Stripping	X		
<b>Gas</b>			
– Throughout Project	X		“distribution system ... up to, but not including, the gas meter for each Unit.”
– Individual Meter		X	
<b>Insect infestation</b>	X		Pest control provided by mgt. vendor if pest enters from openings in exterior
<b>Lawn &amp; Grounds</b>			
– Lawn Mowing	X		
– Common Bed Weeding	X		
– Annual Planting	X		At south entrance and along Ailsa Craig
– Privacy Area		X	Limited Common area behind each unit, up to 14' from unit. If unobstructed, lawn will be maintained by Association.
– Irrigation/Sprinklers	X		For lawn and common areas; Not for privacy areas
<b>Mailboxes</b>			
– Key		X	
– Stands	X		

ELEMENT	RESPONSIBILITY		NOTE
	ASSOCIATION	CO-OWNER	
<b>Painting</b>			
– Exterior Maintenance	<b>X</b>		Siding, trim, garage door, front door ext.
– Window / Door		<b>X</b>	Co-owner responsible to match paint to approved colors if replacing/repairing door or window
<b>Parking Areas</b>	<b>X</b>		
<b>Patios</b>			
– Fencing / Privacy Screens		<b>X</b>	Must be approved by Board; Use approved paint/stain colors
– Light Fixture, Exterior	<b>X</b>		Association responsible for standard light fixtures connected to the unit, not for updated lighting added on patio
– Repairs		<b>X</b>	All patios are modifications of original units
– Snow Removal		<b>X</b>	
<b>Plumbing</b>			
– Disposal		<b>X</b>	
– Drain Clogging, Interior		<b>X</b>	
– Leaks-Faucet, Int.		<b>X</b>	
– Leaks-Inside Walls	<b>X</b>		Dependent on cause
– Outside Faucet		<b>X</b>	Exterior faucets are modifications of original units
– Sewer Backup	<b>X</b>		
– Sewer Backup Damage	<b>X</b>	<b>X</b>	Restoration to original common standard only; Co-owner enhancements are personal responsibility, e.g. finished basement, carpet, etc.
– Sump Pump		<b>X</b>	
– Toilet		<b>X</b>	
– Underground Pipes	<b>X</b>		
– Water Meter / Bills	<b>X</b>		Paid from association fees
<b>Porch (Front)</b>			
– Light Fixture	<b>X</b>		
– Maintenance/Repairs	<b>X</b>		Concrete porch and step / bricks
<b>Roof &amp; Downspouts</b>			
– Downspouts & Gutters	<b>X</b>		
– Maintenance/Repair	<b>X</b>		Flashing, shingles, etc

ELEMENT	RESPONSIBILITY		NOTE
	ASSOCIATION	CO-OWNER	
<b>Sanitary Sewer</b>	<b>X</b>	<b>X</b>	Association: "...including that contained within Unit walls, up to the point of connection with plumbing fixtures within any Unit."
<b>Sidewalks &amp; Walkways</b>	<b>X</b>		Shared sidewalks and unit walkways
<b>Smoke Detectors</b>		<b>X</b>	
<b>Snow Removal / Salt</b>			
– Driveway & Shared Sidewalks	<b>X</b>		
– Mailbox Stand Area	<b>X</b>		
– Patio/Deck		<b>X</b>	
– Porch/Walkway		<b>X</b>	
– Road	<b>X</b>		
<b>Sump Pumps</b>		<b>X</b>	
<b>Telephone &amp; Telecommunications Cables</b>	<b>X</b>	<b>X</b>	Association: "Up to, but not including connections to individual units"
<b>Stormwater Drainage</b>	<b>X</b>		Drainage system & retention areas
<b>Walls, Exterior</b>	<b>X</b>		Siding, wood trim, brick, etc.
<b>Walls, Interior</b>			
– Drywall Cracks	<b>X</b>	<b>X</b>	Dependent on cause
– Nail Pops		<b>X</b>	
– Structural Failures	<b>X</b>		
– Surfaces / Paint / Wallpaper		<b>X</b>	
<b>Windows &amp; Doorwalls</b>			Must match association standards
– Broken Glass		<b>X</b>	
– Caulking, Exterior	<b>X</b>		
– Handles & Locks		<b>X</b>	
– Frame	<b>X</b>		
– Screens		<b>X</b>	
– Seals, Defective/Fog		<b>X</b>	
– Sills		<b>X</b>	
– Weather Stripping		<b>X</b>	
<b>Water Heaters</b>		<b>X</b>	

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