

PARKRIDGE HOMEOWNERS ASSOCIATION
MAINTENANCE, REPAIR AND REPLACEMENT
RESPONSIBILITY CHECKLIST FOR UNITS

Common Interest Development Type: Condominium Project
Total Number of Units: 108

Definitions:

PHOA = Parkridge Homeowners Association

Declaration = Restated Declaration of Conditions, Covenants and Restrictions of Parkridge Homeowners Association dated March 16, 2004 and recorded June 7, 2004

Code = California Civil Code

MRR = Maintenance, Repair and Replacement

Owner = Owner of a Unit

Unit = A separate interest at the Association consisting of airspace bounded by and contained within the interior unfinished surfaces of the perimeter walls, floors, ceilings, windows and doors of a residential dwelling.

Common Area = The entire condominium project excluding all Units.

CC&R = Covenants, Conditions & Restrictions

R&R = Rules & Regulations

BOD = Board of Directors

Notes

1. If only the Owner column is marked with an "X," the Owner performs and pays for MMR, or portion thereof, as applicable
2. If only the Association column is marked with an "X," the Association performs and pays for MMR, or portion thereof, as applicable.
3. Pursuant to Section 8.2 of the Declaration, any proposed alterations, repairs or additions to a Unit by an Owner involving structural components of the building in which the Unit is located are subject to approval of the Association's Board of Directors, and no Owner is allowed to undertake any activity or work in, at or related to their Unit that would impair the structural soundness or integrity of another Unit or the Common Area.
4. If an Owner fails to make required maintenance, repairs and replacements to their Unit components, and such failure causes a threat to the safety of the common area, the Association can, pursuant to Section 15.6(C) of the Declaration, perform the maintenance, repairs and/or replacement. The cost of any materials, supplies, labor, services, maintenance, repairs or structural alterations provided by the Association to a Unit to preserve and protect the Common Area, which the Owner is responsible for under the Declaration, shall be levied as a special assessment against the Unit, after notice and hearing, pursuant to Sections 6.10 and 15.6(B) of the Declaration.
5. The Owner may be financially responsible for the cost of repairs performed by PHOA to common areas or failure to perform Owner responsibilities if cause is found to be from or after improvements &/or repairs are made by a hired vendor, after notice and opportunity to be heard before the BOD.
6. Items not addressed herein, or in the CC&Rs or by California law shall be determined by the BOD pursuant to the CC&Rs.

MAINTENANCE, REPAIR AND REPLACEMENT ITEM	PHOA	OWNER	Declaration SECTION
<i>I. COMMON AREA IMPROVEMENTS AND FEATURES</i>			
Air Conditioning & Water Heater Unit(s) serving common areas	X		9.1
Business office and PHOA storage, supply & personnel rooms	X		9.1(A)
Common Area Landscaping (i.e.: grass, bushes, trees, and plants)	X		9.1(A)
Common Areas/Exterior lights (i.e. garage, sidewalk, planter box pagoda, up lights, stairwell, stair railings, all doorways and interior hall lights, trash room lights, photocell lights above entries, front lobby overhang lights, stair step lights, etc.)	X		9.1(A)
Common storage areas (i.e. walls, floors)	X		8.9 & 9.1(A) R&R 9 (h)
Damage to Common Areas due to Owner, vendor, resident, guest, pet, etc. negligence (PHOA reserves the right to make necessary repairs and charge the Owner)		X	8.2
Drainage systems, ditches and catch basins	X		9.1(A)
Elevators	X		9.1(A)
Entry Phone / Buzzer System and directory	X		9.1(A)
Fences and stone / retaining walls on common area	X		9.1(A)
Fire Protection System and Equipment (i.e. alarms, pull boxes, hoses, extinguishers, sprinkler system, signs, emergency lights, etc.)	X		9.1(A)
Foundation, slabs, subfloors, framing vertical & horizontal supports	X		9.1(A)
Irrigation System (i.e. sprinklers, sprinkler heads, spigots, pipe breaks, etc.)	X		9.1(A)
Mailbox key, lock and locking mechanism		X	9.2
Pool, spa/jacuzzi and saunas (all components)	X		9.1(A) & (B)
Recreation Room (i.e. furniture, restrooms, sinks and showers)	X		9.1(A)
Sidewalks	X		9.1(A)
Stairways, handrails, doors and gates	X		9.1(A)
Streets and driveways	X		9.1(A)
Trash / Recycling collection areas and removal	X		8.8 & 9.1(A)
Trash Removal and Recycling			R&R 2 & 3
Utility Meters	X		9.1(A), 9.1(B)
<i>II. EXTERIOR OF UNIT</i>			
Mailbox (not postmaster related)	X		9.1(A)
Painting of exterior finished surfaces	X		9.1(A)
Skylights – installed by Owner with BOD approval		X	9.2(A)
Skylights and components (i.e. dome, frame, rubber sealing, hardware) – installed at time of construction	X		9.1(A)
Stairs, stairwells, steps and associated railings in Common Areas	X		9.1(A)
Structural repairs	X		9.1(A)
Stucco	X		9.1(A)
<i>III. FIREPLACE IN THE UNIT (wood or gas burning)</i>			
Chimney – structural and exterior surface	X		9.1(A)
Combustion Chamber, Chimney Exterior (crown/cap, spark arrestor)		X	9.2(A) & (D)
Exterior Hardware (i.e. handles and knobs)	X		9.1(A)
Exterior surface elements (excluding glass)	X		9.1(A)
Flue and chimney (excluding interior surfaces)	X		9.2(A) & (D)
<i>IV. GLASS DOORS AND SCREEN DOORS SERVING THE UNIT</i>			
Glass pane(s) of door	X		9.1(A)

MAINTENANCE, REPAIR AND REPLACEMENT ITEM	PHOA	OWNER	Declaration SECTION
Interior frame and internal system components (i.e.: Amerimax)		X	9.2(A)
Locking mechanisms and key	X	X	9.2(A)
Maintenance of gas pipes, exhaust lines, leaks, pilot light, logs and other contents of the firebox		X	9.2(A) & (D)
Non-structural components (i.e. decorations, face, mantelpiece, trim, facing, stone, marble, tile, wood, etc.)		X	9.2(A)
Painting, staining, sealing or otherwise weatherproofing the exterior surfaces	X		9.1(A)
Periodic removal of soot / chimney cleaning		X	9.2(A)
Screen on slider door (unless due to owner negligence)	X		9.2(B)
Sliding door frame, track and rollers (excluding glass)	X		9.2(B)
Up to interior surface of flue, damper, and firebox		X	9.2(A)
Weatherproofing the interior surfaces		X	9.2(A)
V. INTERIOR ELEMENTS WITHIN A UNIT			
All built-in appliances (i.e. microwave, range, ovens, stove hood).		X	9.2(A)
All freestanding appliances (i.e. garbage disposal, dishwashers, refrigerators, ice maker, trash compactors, washing machine, dryer, etc.) including utility lines up to the point of connection with fixture which are located within the Unit.		X	9.2(A)
Bathtub and shower enclosures (including door, hardware, rod, handle/knobs, seal/rubber strips, threshold, channel, rollers, bumpers, caulking, grout, tiles, ceramics).		X	9.2(A)
Ceilings – interior superficial / innermost visible finished surface and owner applied coverings (including paint, wallpaper, paneling, tile, baseboards and mirrors) unless related to common area damage.		X	9.2(A)
Ceilings (including sagging and/or water damage) – unfinished surface and structural components (including drywall, studs, nails, tie downs, plaster, heating coil, insulation, bearing, frames, plywood support beams, crawl space other structural items related to ceiling).	X		9.1(A)
Countertops, cabinets, shelves, their hardware and decorations including kitchen, hallway(s), bar area and bathroom cabinets		X	9.2(A)
Dryer vent and blower (including maintenance and repair).		X	9.2(A)
Exterior Wall Surfaces (including drywall, studs, nails, tie downs insulation, bearing, frames, plywood, support beams and structural components).	X		9.1(A)
Fans and Exhaust fans (in kitchen and bathrooms, including fixtures)		X	9.2(A)
Floor coverings (including carpet, padding, vinyl and linoleum). Note requirement for BOD approval process for all noise conducting flooring (including but not limited to, wood, parquet, cork, tile, etc).		X	9.2(A)
Flooring (including sub-floor and structural slab)	X		9.1(A)
Interior Door Frame and Trim	X		9.1(A)
Interior Doors (including closet, bedroom, shower and bathroom doors) and their hardware (i.e. handles, plates, jamb/stopper, locks, hinges, rollers, track, handles, etc.)		X	9.2(A)
Interior Improvements / Remodeling / Decorating including: electrical, plumbing, interior wall, ceiling, floor surface covering, risers or extensions, columns, fireplace, ducts.		X	8.2
Interior non-perimeter / non load-bearing walls (i.e. bar area)		X	9.2(A)
Interior Wall Surfaces including paint, acoustic/popcorn/cottage cheese application, wallpaper, paneling, tile, baseboards, molding and mirrors. (Excludes drywall unless damaged by owner improvements or negligence).		X	9.2(A)
Light bulbs		X	9.2(A)

MAINTENANCE, REPAIR AND REPLACEMENT ITEM	PHOA	OWNER	Declaration SECTION
Lighting (including fixtures, chandeliers, recessed lighting)		X	9.2(A)
Mold Remediation / Re-construction / Injury / Loss / Damages.		X	9.5
Perimeter and load bearing walls	X		9.1(A)
Sink(s) and Toilet(s) (including all components and without limitation: the lid, seat, bowl, tank, handle, chain, float ball, lift arm, flapper, overflow pipe, trap, hoses, valves, wax ring, etc.)		X	9.2(A)
Smoke detectors (including periodic testing and replacement of batteries)		X	9.2(A)
Thermostat		X	9.2(A)
Washing machine and water hoses		X	9.2(A)
VI. PARKING SPACES			8.15
Maintenance of the floor of the parking space, including but not limited to the cleaning and removal of oil from the parking space		X	9.2(A)
Repair and replacement of the floor of parking space	X		9.1(A)
Re-striping of parking space	X		9.1(A)
VII. PATIOS AND BALCONIES			
Any Fences Installed Against Railings (per BOD approval)		X	
Balcony railings and wall (including metal trim/cap installed by developer)	X		9.1(A)
Decorating and surface cleaning		X	R&R 6
Drain and drainage system	X		
Electrical outlets and switches		X	9.2(D)
Faucets and hose outlet/bib (all components)		X	9.2(D)
Light bulbs		X	9.2(D)
Light fixtures		X	9.2(D)
Painting of railings, fences and gates – exterior and interior	X		9.1(A)
Patio Flooring installed by the developer, exterior surface finish and waterproofing	X		9.1 (C)
Plants, pots, feeders, securely fastened hanging planter boxes, landscaping, furniture, and any decorations located in Exclusive Use areas		X	9.2(A)
Regular sweeping and cleaning (including keeping any drains clear of debris)		X	9.2(C)
Sliding door/window maintenance		X	9.2(C) & (D)
Structure (including patio slab and beams)	X		9.1(A) & (C)
Waterproofing of railings, fences and gates	X		9.1(A)
VIII. PEST CONTROL WITHIN UNIT AND EXCLUSIVE USE PATIOS, BALCONIES, DECKS, TERRACES AND YARDS			
Pest and Termite control within Common Area	X		9.1(D)
Termite or any wood destroying pests or organisms damage repair to Unit, Common Area or Exclusive Use area	X		9.1(D)
Treating / Spraying / eradicating for household pests other than wood destroying pests or organisms (i.e. ants, roaches, insects, spiders, fleas, fruit flies, maggots, mice, squirrels, rodents, aphids, snails, bird nests, etc.)		X	9.2(A)
IX. ROOF			
Deck	X		9.1(A)
Flashing and other surface materials	X		9.1(A)
Gutters & Downspouts (replace, repair, maintain)	X		9.1(A)
Leaks in Common Areas	X		9.1(A)
Pests in Common Areas (including birds, bees, wasps, ants, roaches, rodents).	X		9.1(D)
Roof vents – structural components	X		9.1(A)

MAINTENANCE, REPAIR AND REPLACEMENT ITEM	PHOA	OWNER	Declaration SECTION
Roof vents, plumbing vents/stacks and other roof penetrations – exterior surface	X		9.1(A)
Underlayment (gravel, tar, tar paper, bitchithane, etc. if applicable)	X		9.1(A)
X. UNIT ENTRY DOOR			
Door and/or frame replacement	X		9.1(A)
Doorbell Area – exterior components (including button, switch, knocker and Unit number plate).		X	9.2(A)
Doorbell Area – interior components (including chime, eyehole and wiring)		X	9.2(A)
Exterior Maintenance (i.e. wood cleaning, varnishing and cleaning of brass or other fixtures)	X		9.1(A)
Maintenance and repair of interior surfaces, the handle, locking mechanism, weather-stripping, jamb/stopper, threshold and kick plates		X	9.2(A)
Repair – all exterior surfaces	X		9.1(A)
XI. UNIT SYSTEMS AND SERVICES			
Air Conditioning/Heating System exclusively serving the Unit (including maintenance of vent/duct, filter, vent cover, condensation line, compressor, fan, freon, chemicals, wiring and interior connections).		X	9.2(D)
Alarm / security panel exclusively serving the Unit		X	9.2(D)
Electrical outlets, wall plates, plugs, sockets and switches		X	9.2(D)
Electrical panel / circuit breakers / fuses		X	9.2(D)
Electrical wiring – exclusively servicing the Unit (wherever located)		X	9.2(D)
Electrical wiring – serving the Common Area or multiple Units from outside up to but not including the breaker in the Unit	X		9.1(B)
Furnaces and heating devices exclusively serving a Unit		X	9.2(D)
Hot water heater (including tank, insulation, thermostat, pressure relief valve, drain valve, shut off valves, pipes, drip pan, earthquake straps).		X	9.2(D)
Maintenance and repair to damage to any surface from installation or removal of cable television, satellite dish, antenna, computer related wiring/cables and wall connectors exclusively servicing only the Unit (wherever located). All satellite dishes must be per CC&Rs and applicable Federal laws. All necessary work shall be performed by or under the direct supervision of PHOA and charged to Unit owner.		X	8.2, 8.12 & 9.2(D)
Plumbing (i.e. toilet, sink) backups, overflow and damages(s) from shared stacked Unit line(s) when cause is known		X	9.2(D)
Plumbing outlets, faucets, hardware and fixtures (including shower, drip pan, tub and sink: handles, spouts, shower head, shower arms, washers, valves, drains, traps, overflow and stem).		X	9.2(D)
Plumbing, drainage, sewage lines, shut off valves, connections and pipes wherever located which exclusively service the Unit (including repair of drain clogs)		X	9.2(D)
Plumbing, drainage, sewage lines, sump pumps, shut off valves, connections, pressure regulator and pipes located outside the perimeter of the exterior walls, floors and ceilings of the Unit <u>or</u> those servicing more than one Unit when cause is unknown	X		9.1(B)
Separately metered utilities that exclusively serve a Unit and Exclusive Use areas		X	9.2(D)

MAINTENANCE, REPAIR AND REPLACEMENT ITEM	PHOA	OWNER	Declaration SECTION
Telephone wiring exclusively serving the Unit, wherever located		X	9.2(D)
Water main and sewer line exclusively serving the Common Area or multiple Units	X		9.1(B)
Water main and sewer line exclusively serving the Unit (including repair of drain clogs), wherever located		X	9.2(D)
XII. UNIT WINDOWS			
Exterior flashing, caulking and weather stripping	X		9.1(A)
Exterior frame (excluding glass)	X		9.1(A)
Interior caulking and weather stripping		X	9.2(A)
Interior frame and structural / internal system components		X	9.2(A)
Interior Improvements and Decorations (i.e. shutters, curtains/draperies, blinds, plantation shutters or any other interior window coverings)		X	8.11
Locking mechanisms		X	9.2(A)
Maintenance and repair of exterior window screens, frames, rollers, sills, track & weep holes	X		
Maintenance of window screens, frames, rollers, sills, rack and weep holes		X	
Washing the exterior of the windows	X		9.2(B)
Window panes (glass)	X		9.1(A)