

Maintenance Matrix
Allegro Villas

**ALLEGRO VILLAS HOMEOWNERS ASSOCIATION
CONDOMINIUM MAINTENANCE RESPONSIBILITY CHECKLIST**

As of: 05/2007

DESCRIPTION	HOMEOWNERS	ASSOCIATION
UNIT INTERIOR		
Air conditioning & heating	X	
Appliances – built in	X	
Appliances – free standing	X	
Carpeting	X	
Caulking – bathrooms, kitchens	X	
Chimneys – flues	X	
Chimneys – sweeping	X	
Doorbell – components	X	
Doors – glass	X	
Fireplaces – chimney sweeping	X	
Fireplaces – repair firebox	X	
Fireplaces – repair mantle	X	
Fireplaces – repair stone/bricks	X	
Floor coverings – carpet	X	
Floor coverings – vinyl	X	
Floor coverings – tile (ceramic)	X	
Floor coverings – tile (vinyl)	X	
Floor coverings – wood	X	
Garbage disposal	X	
Lighting fixtures	X	
Painting	X	
Wallpaper and paneling	X	
Window glass	X	
Window flashing and waterproofing		X
Window frames	X	
Window hardware	X	
ROOF		
Roof decking		X
Roof flashing		X
Roof shingles/tiles		X
Roof underlayment		X
Roof vents		X
EXTERIOR		
Air conditioning unit	X	
Antennas (owner installed)	X	
Building surfaces		X
Caulking		X
Chimneys		X
Doorbell – component/button switch	X	
Doors – entry – flashing waterproofing		X
Doors – entry – frame and door		X
Doors – entry – locks and hardware	X	

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DESCRIPTION	HOMEOWNERS	ASSOCIATION
EXTERIOR (cont'd)		
Doors – entry – painting		X
Doors – screen (owner installed)	X	
Doors – sliding (owner installed)	X	
Doors – storm (owner installed)	X	
Doors – security (owner installed)	X	
Driveways		X
Faucets, handles, washers (clubhouse)	X	
Fireplace – repair exterior stone/bricks	X	
Furnace		X
Gutters and downspouts		X
Lighting fixtures		X
Sidewalks		X
Stucco painting/coloring		X
Stucco repair and replacement		X
Trim – wood – maintenance and replacement		X
Trim – wood – painting		X
Boiler		X
EXCLUSIVE USE AREAS / PATIOS / BALCONIES		
Drains	X	
Deck membranes/waterproofing		X
Deck railings – painting		X
Patios/balconies – painting		X
Patio covers – painting (installed by homeowner)	X	
Patio sliding doors	X	
Patio sliding doors – flashing and waterproofing		X
Patio sliding doors – frames and tracks		X
Patio sliding doors – hardware	X	
GARAGE / CARPORTS		
Carport covers		X
Carport/parking space		X
Doors – garage – electric openers & remotes controls	X	
Doors – garage – locks and hardware	X	
Doors – garage – painting exterior		X
Doors – garage – painting interior	X	
Doors – garage – replacement		X
Garage aprons		X
UTILITIES / WIRING / PLUMBING		
Cable TV wiring	X	
Drains – bathtubs/showers/sinks	X	
Electrical panel/circuit breakers	X	
Electrical switches, sockets, wall plates – exterior	X	

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UTILITIES / WIRING / PLUMBING (cont'd)		
Electrical switches, sockets, wallplates – interior	X	
Gas lines below ground		X
Gas lines in crawl spaces		X
Plumbing fixtures – toilets/tubs/sinks/faucets/etc.	X	
Plumbing lines – interior (behind walls, floors, ceilings)		X
UTILITIES / WIRING / PLUMBING (cont'd)		
Sewer lines – in crawl spaces under slab		X
Telephone wiring	X	
Toilet & sewer backups (when caused by homeowner)	X	
Toilets – wax rings	X	
Toilets – fixtures and components	X	
Water lines – shutoff to Unit interior	X	
Water lines – shutoff to street		X
PEST CONTROL		
Spraying for household pests (ants, fleas, etc.) – interior	X	
Spraying for landscaping pests		X
Termite eradication – common area		X