

MAINTENANCE MATRIX OF VILLA LA VERNE HOMEOWNERS ASSOCIATION

These Maintenance Charts set forth the maintenance, repair, and replacement responsibilities between the VILLA LA VERNE HOMEOWNERS ASSOCIATION (“Association”), a non-profit corporation and owners. The Charts clarify and specify the maintenance responsibilities generally provided for in the CC&Rs, Bylaws, and condominium plans for the Association, which generally state that the Association is responsible for the common areas and restricted common area and owners are responsible for their unit. There are two charts: one listing out components per specific categories and in alphabetical order with an X marking the responsible party; the other categorizing the responsibility between owner and the Association.

Civil Code §4775 changed on January 1, 2017, to provide that owners are responsible for the maintenance of restricted use common area and the Association is responsible for the repair and replacement of restricted use common areas. However, this change does not have an impact on the Association because the Bylaws provide that the Association is responsible for the maintenance of the common area and the restricted common area.

Unless otherwise stated, the obligations for the listed components include maintenance, repair, and replacement. Owners must submit for and receive written approval for any modification to components or installation as required under the CC&Rs. Any modified, altered or installed component by an owner, may become the owner's responsibility. Any damage, neglect, abuse, willful or negligent acts or omission by any owner, his/her family, tenants, guests, or pets to a component that causes damage to the component will become the owner’s responsibility. All capitalized terms have the same meaning as defined in the CC&Rs and condominium plans.

BALCONY, GARAGE ¹ , LAUNDRY, STAIRWAYS, STORAGE ROOMS, and STORAGE AREAS - RESTRICTED COMMON AREA	Assn.	Owner	3rd Party
Balcony, stairs, and stair railings	X		
Building structures, foundations, columns, and exterior finished surfaces	X		
Columns, beams, support structures	X		
Damage caused by owner, owner’s residents, guests, tenants, pets, or invitees		X	
Damage to interior area originating from common areas, e.g., flood, pests, etc. (unless caused by negligence or willful conduct of Association)		X	
Doors, door frames and related hardware	X		
Drains, downspouts, rain gutters	X		

¹ It is our understanding that the "Garages" were originally carports designed as "parking spaces" and converted by the Association into garages by the installation of a garage door. Thus, the use of "garages" and "parking spaces" are interchangeable when discussing the restricted common area parking spaces in the Association (with the exception of the open or guest parking).

MAINTENANCE MATRIX OF VILLA LA VERNE HOMEOWNERS ASSOCIATION

BALCONY, GARAGE ² , LAUNDRY, STAIRWAYS, STORAGE ROOMS, and STORAGE AREAS - RESTRICTED COMMON AREA	Assn.	Owner	3rd Party
Enclosed concrete slab, flooring (including resurfacing)	X		
Exterior finished surfaces	X		
Furniture, personal property of residents		X	
Interior of Laundry Rooms, Storage Rooms and Storage Areas (except damage caused by owner, owner's residents, guests, tenants, pets, or invitees)	X		
Interior Lights	X		
Landscaping, plants, trees, shrubs and related irrigation systems	X		
Light fixture and bulbs (Exterior Only)	X		
Oil or other stains		X	
Painting of top and exterior facing walls surrounding patio	X		
Storage areas within the garage (excluding hardware)	X		
Termite and pests	X		
Windows, glass, and related hardware	X		
COMMON AREAS	Assn.	Owner	3rd Party
Railings	X		
Bearing walls	X		
Building structures, foundations, columns, and exterior finished surfaces, including painting of surfaces and trim	X		
Damage to interior area originating from common areas, e.g., flood, pests, etc. (unless caused by negligence or willful conduct of Association)		X	
Damage caused by owner, owner's residents, guests, tenants, or invitees		X	
Insurance	X		
Irrigation system	X		
Landscaping	X		
Lighting fixtures, including on buildings and pathways (unless controlled within a Unit)	X		
Mailbox locks and keys		X	

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MAINTENANCE MATRIX OF VILLA LA VERNE HOMEOWNERS ASSOCIATION

COMMON AREAS	Assn.	Owner	3rd Party
Mailboxes structures	X		
Monuments	X		
Parking areas	X		
Perimeter walls/fences	X		
Plumbing, gas, sewage, telephone lines and pipes outside the Unit	X		
Private alleyways	X		
Recreational facilities - swimming pools, spas, pool decks, equipment, gates, structures	X		
Roofs, gutters and downspouts	X		
Termite and pests (Exterior Only)	X		
Trash service	X		
Walkways, sidewalks, pavements, and other hardscape	X		
UNIT	Assn.	Owner	3rd Party
Air conditioning and heating equipment (whether located within or outside Unit)		X	
Appliances		X	
Building footings, foundations/slabs and structural components	X		
Cabinets, furniture, interior fixtures		X	
Damage to interior originating from Common Area, e.g., flooding, pests, etc. (unless caused by Association's negligence or willful misconduct)		X	
Exterior Doors (including frames and related hardware) – (except interior surface of doors and frames)	X		
Faucet, spigots - outside the unit but serving the Unit		X	
Faucets, plumbing fixtures within the Unit		X	
Glass - windows and doors		X	
Insurance		X	
Interior Doors (all) - hardware, weather stripping and fixtures		X	
Interior floor coverings		X	
Interior surface of Exterior Doors		X	
Interior wall paint and wall coverings		X	
Light fixtures and bulbs - interior and exterior of residence controlled within the Unit		X	
Painting - interior of Unit		X	

MAINTENANCE MATRIX OF VILLA LA VERNE HOMEOWNERS ASSOCIATION

UNIT	Assn.	Owner	3rd Party
Plumbing fixtures and pipes that exclusively serve a Unit		X	
Roof	X		
Satellite and cable equipment serving Unit		X	
Smoke and carbon monoxide detectors		X	
Terminate and pests		X	
Utility fixtures and equipment that exclusively serve a Unit		X	
Water heaters and equipment that exclusively serves a unit (whether located within or outside Unit)		X	
Window screens		X	
UTILITIES	Assn.	Owner	3rd Party
Cable TV (either cable TV company, internet TV, satellite systems) that serves a Unit		X	
Electrical distribution from the meter to and within the Unit		X	
Electrical service up to and including the electric meter	X		X
Gas distribution from the meter to and within the Unit		X	
Gas service up to and including the gas meter	X		X
Sewer line clean out		X	
Sewer line stoppages (unless caused by roots of trees in common area)		X	
Sewer, water and other utility lines within the Common Area and up to each individual Multi Family Structure	X		
Sewer, water and other utility lines within the Unit (including underneath slab, within walls, ceiling or floors or otherwise the lot line) that serve the Unit		X	
Telephone and telephone wires to and within the Unit (either telephone company or owner)		X	X
Utilities, fixtures, and equipment that exclusively serve a Unit		X	
Water distribution from meter to and within the Unit	X		
Water distribution up to and including the water meter			X

MAINTENANCE MATRIX OF VILLA LA VERNE HOMEOWNERS ASSOCIATION

HOA COMMUNITY'S RESPONSIBILITIES	OWNER'S RESPONSIBILITIES
<i>Balcony, Garage, Laundry, Stairways, Storage Rooms, And Storage Areas - Restricted Common Area`</i>	<i>Balcony, Garage, Laundry, Stairways, Storage Rooms, And Storage Areas - Restricted Common Area</i>
Balcony, stairs, and stair railings	Damage caused by owner, owner's residents, guests, tenants, pets, or invitees
Building structures, foundations, columns, and exterior finished surfaces	Damage to interior area originating from common areas, e.g., flood, pests, etc. (unless caused by negligence or willful conduct of Association)
Columns, beams, support structures	Furniture, personal property of residents
Doors, door frames and related hardware	Interior Lights
Drains, downspouts, rain gutters	Oil or other stains
Enclosed concrete slab, flooring (including resurfacing)	Windows, glass, and related hardware
Exterior finished surfaces	<i>Common Areas</i>
Interior of Laundry Rooms, Storage Rooms and Storage Areas (except damage caused by owner, owner's residents, guests, tenants, pets, or invitees)	Damage to interior area originating from common areas, e.g., flood, pests, etc. (unless caused by negligence or willful conduct of Association)
Interior Lights	Damage caused by owner, owner's residents, guests, tenants, or invitees
Landscaping, plants, trees, shrubs and related irrigation systems	Mailbox locks and keys
Light fixture and bulbs (Exterior Only)	<i>Unit</i>
Painting of top and exterior facing walls surrounding patio	Air conditioning and heating equipment (whether located within or outside Unit)
Storage areas within the garage excluding hardware.	Appliances
Termite and pests	

MAINTENANCE MATRIX OF VILLA LA VERNE HOMEOWNERS ASSOCIATION

HOA COMMUNITY'S RESPONSIBILITIES	OWNER'S RESPONSIBILITIES
<i>Common Areas</i>	<i>Unit</i>
Railings	Cabinets, furniture, interior fixtures
Bearing walls	Damage to interior originating from Common Area, e.g., flooding, pests, etc. (unless caused by Association's negligence or willful misconduct)
Building structures, foundations, columns, and exterior finished surfaces, including painting of surfaces and trim	Faucet, spigots - outside the unit but serving the Unit
Insurance	Faucets, plumbing fixtures within the Unit
Irrigation system	Glass - windows and doors
Landscaping	Insurance
Lighting fixtures, including on buildings and pathways (unless controlled within a Unit)	Interior Doors (all) - hardware, weather stripping and fixtures
Mailboxes structures	Interior floor coverings
Monuments	Interior surface of Exterior Doors
Parking areas	Interior wall paint and wall coverings
Perimeter walls/fences	Light fixtures and bulbs - interior and exterior of residence controlled within the Unit
Plumbing, gas, sewage, telephone lines and pipes outside the Unit	Painting - interior of Unit
	Plumbing fixtures and pipes that exclusively serve a Unit
Private alleyways	Satellite and cable equipment serving Unit
Recreational facilities - swimming pools, spas, pool decks, equipment, gates, structures	Smoke and carbon monoxide detectors
Roofs, gutters and downspouts	Interior wall paint and wall coverings
Termite and pests (Exterior Only)	

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HOA COMMUNITY'S RESPONSIBILITIES	OWNER'S RESPONSIBILITIES
<i>Common Areas</i>	<i>Unit</i>
Trash service	Terminate and pests
<i>Unit</i>	Utility fixtures and equipment that exclusively serve a Unit
Building footings, foundations/slabs and structural components	Water heaters and equipment that exclusively serves a unit (whether located within or outside Unit)
Exterior Doors (including frames and related hardware) – (except interior surface of doors and frames)	Window screens
	<i>Utilities</i>
Roof	Cable TV (either cable TV company, internet TV, satellite systems) that serves a Unit
<i>Utilities</i>	Electrical distribution from the meter to and within the Unit
Electrical service up to and including the electric meter (and third party)	Gas distribution from the meter to and within the Unit
Gas service up to and including the gas meter (and third party)	Sewer line clean out
Sewer, water and other utility lines within the Common Area and up to each individual Multi Family Structure	Sewer line stoppages (unless caused by roots of trees in common area)
Water distribution from meter to and within the Unit	Sewer, water and other utility lines within the Unit (including underneath slab, within walls, ceiling or floors or otherwise the lot line) that serve the Unit
	Telephone and telephone wires to and within the Unit (either telephone company or owner) (and third party)
	Utilities, fixtures, and equipment that exclusively serve a Unit