

Belmont Square Condominiums Matrix of Responsibilities

Updated: April 29, 2016

DISCLAIMER : Article V of the Belmont Master Deed contains the full explanation of responsibilities for maintenance of units, commons areas and limited common areas. This chart is provided for quick reference and if there is disagreement between documents, the Master Deed always takes precedence.

GENERAL DESCRIPTION OF ITEMS	ASSOCIATION RESPONSIBILITY	CO-OWNER RESPONSIBILITY
<u>Concrete:</u>		
Cracks, settlement in foundation	X	
Floors	X	
Patio	X	
Sidewalk	X	
A/C pad		X
<u>Doors: (Outside and inside)</u>		
Glass		X
Caulking		X
Door frame, knobs & locks		X
Exterior door, screen door, screen		X
Surface painting		X
Slider and screen slider (greenway side)		X
Lockouts		X
<u>Windows:</u>		
Broken glass		X
Caulking		X
Defective seals, fog		X
Frame, knobs, locks		X
Screens		X
Surfaces and weather stripping		X
Basement window well covers		X
<u>Electrical:</u>		
Circuit breakers and box		X
Doorbell		X
Interior light fixtures, outlets, switches		X
Yard and exterior garage light fixtures & bulbs	X	
Light bulbs, entrance doors, garage door opener		X
<u>Floors:</u>		
Coverings and squeeks		X
<u>Heating & Cooling</u>		
Furnace and filters		X
Humidifier		X
Inspection		X
Air conditioner unit		X

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<u>Heating & Cooling (cont.)</u>		
Water leaks around exhaust piping	Outside unit	Inside unit
<u>Garage:</u>		
Automatic door opener		X
Door, weather stripping, track and rollers		X
Door painting, inside and outside		X
Door painting, squirrel damage touch-up	X	
Floor surface, inside		X
Locks and keys	X	
Structure	X	
<u>Lawn and grounds:</u>		
Common area lawn and landscaping	X	
Limited common area landscaping	General care	Any additions
Garden hoses		X
<u>Miscellaneous:</u>		
Pet damage		X
Appliances and hot water heater		X
Smoke and fire detectors		X
TV and Internet cable		X
Pest infestation and/or damage	Outside unit	Inside unit
Dryer vents & hoses	Outside unit	Inside unit
<u>Plumbing:</u>		
Drains	Outside unit	Inside unit
Faucets	Outside unit	Inside unit
Pipe leaks	Outside unit	Inside unit
Sewer backup, damage and repair	Outside unit	Inside unit
Shut-off valves, from point of connection	Outside unit	Inside unit
Sump pump, overflow, power loss		X
<u>Roofs and Gutters:</u>		
	X	
<u>Snow Removal</u>		
Patios		X
Driveways	X	
Sidewalks - driveway to entrance door	X	
Ice melt	Driveways	Sidewalks
<u>Walls:</u>		
Drywall, paint, wallpaper, cracks, nail pops		X
Damage from common elements problems (e.g., roof leaks)	X	
Perimeter	Outside unit	Inside unit