



Maintenance Matrix

This matrix is provided as a **"quick reference" guide**.

If this matrix conflicts with the current RBCA Master Deed, Bylaw's or Exhibit B drawings, those legal documents shall govern.

Item	Responsibility		Comments
	Association	Co-Owner	
Air Conditioner			
Cleaning and Maintenance		X	
Compressor		X	
Fan		X	
Water Damage		X	
Carbon Monoxide Detector		X	
Decks			
Decorations		X	
Maintenance		X	
Light bulbs		X	
Light Fixtures Selection / Hardware	X		
Repair / Replacement Cost		X	
Stain / Seal Coating		X	Seal Color - Clear or Light Natural
Awning		X	
			Fabric: Sunbrella #4809 Mabry Meadow (<i>no longer available</i>)
			New awnings to match as close as possible to above
			Awnings purchased from "Marygrove Awnings" but not required
Garage			
Lightbulbs	X		
Electrical			
Circuit Breakers		X	
Doorbells		X	
Fixtures / Buttons / Lights		X	
Wiring / Transformers		X	
Exterior (non-garage) Light Bulbs		X	
Exterior Outlets	X		
Exterior Fixtures	X		
Interior Outlets		X	
Switches and Plugs		X	

Exterior Doors			
Door Knob / Locks			X
Outside Surface		X	
Painting / Exterior		X	
	Sherwin Williams, Shercryl Acrlic Satin Finish SW6468 "Hunt Club"		
Threshold			X
Weather Stripping			X
Storm / Screen Door (Front)			X
	Brand: Fox Aluminum Doors		
	Model: #21-00 Clear Glass w/screens		
	Color: Hunter Green		
	Fixtures: #C Pull Hardware in Brass		
	Purchased from: Midwest Door and Window, Livonia		
Extermination			
of Insects		X outside	X
of Rodents			X
Community Fire Alarm Controller Boxes		X	
Furnace			
General Maintenance and repairs			X
Filter replacements			X
Landscaping		X	
Leaks			
Gutters		X	
Roof		X	
Mailboxes and Posts		X	
Painting / Staining			
Exterior Surfaces		X	
	Trim Paint		
	Sherwin Williams, Duration Satin Finish SW6126 "Navaho White"		
Entry Doors		X	
Plumbing			
Disposal			X
Drain Clogging/interior			X
Leaks - Faucet / interior			X
Malfunction - Fixture			X
Malfunction - Exterior Pipe		X	
Spigot - Exterior		X	
Spigot - Garage			X
Sewer Backup			X
Toilet			
	Toilet Wax Ring		
Underground Pipes		X	
Water Meter			X

Porches				
Light Bulbs				X
Light Fixture		X		
Support Pole		X		
Repair / Replacement		X		
Snow Removal		X		
Roofs		X		
Shingles (original)				
Brand: CertainTeed				
Model: Landmark, 30 year				
Color: Weatherwood				
Sidewalk - Paver				
Repair / Replacement				X
Smoke Detector				
Battery				X
Hardware				X
Snow Removal				
From Decks				X
From Walkout Patios				X
General common elements		X		
Sprinkler System				
Installation		X		
Maintenance		X		
Water Bill		X		
Sump Pumps				X
Vents				
Clothes Dryer (Outside)		X		
Roof		X		
Stove Hood				X
Walls - Interior				
Cracks / Setting / Popping				X
Drywall Repair				X
Leak Damage				X
Resident Abuse				X
Water Heater				X
Windows (Anderson Series 200)				
Broken pane				X
Frame / Exterior				X
Glass				X
Lock and Handle				X
Screens / Storm				X
Seal				X
Sill / Interior				X
Sticking / Won't Open				X
Weather Stripping				X