

**BELLA PALERMO HOMEOWNERS ASSOCIATION
MAINTENANCE MATRIX
DIVISION OF MAINTENANCE AND REPAIR RESPONSIBILITY**

The list below contains those building elements most commonly found in buildings found in a condominium project such as Bella Palermo. The Board of Directors has assigned maintenance responsibility to each element based upon the Board's reading and interpretation of the Association's governing documents, in some cases interpreting the documents where the assignment is not clear. Where the CC&Rs are not specific, the Board has used the statutory assignment contained in Civil Code Sections 1351(i)(1) and 1364 as the basis for the assignment.

In reading the assignments of responsibility below, use the following guide:

A = Association
O = the individual homeowner
N/A = Not applicable

If an "x" is shown in the column labeled "Assoc." or "Owner", it means that the Association or Owner, as applicable, is responsible for all of the categories in that row, whether or not specifically marked.

In general, and pursuant to Civil Code §1364, each Owner is responsible for the maintenance, repair and replacement of all elements of the Condominium Unit and exclusive use common areas, except as otherwise set forth below or in the governing documents. The Association is generally responsible for all of the maintenance, repair and replacement of the common areas. Notwithstanding the foregoing, in the event of a casualty, the Association may repair and replace all items covered by the Association's insurance, at the Board of Directors' sole discretion.

Each Owner is responsible for the maintenance, repair and replacement of all elements of the Owner's separate interest "Unit," except as otherwise set forth below or in the governing documents. The Association is responsible for all of the maintenance; repair and replacement of the common areas. Notwithstanding the foregoing, in the event of a casualty in which a claim is made against the Association's master insurance policy, the Association shall repair and replace all, items covered by the Association's insurance.

IMPROVEMENT	MAINTENANCE OBLIGATION & RESPONSIBLE PARTY							
	Assoc	Owner	Clean	Maintain	Repair	Replace	Paint	Resurface
Add-ons by Owner		X						
Air conditioning condenser		X						
Air Conditioning System lines & Equipment		X						
Antennas – (See Satellite Dishes)								
Appliances & Fixtures – Built-in		X						
Appliances – Free Standing		X						
Attic Areas – (Beams, Insulation, Walls)	X						n/a	
Bathtub Waste and Overflow – See Drains								
Bearing Walls, Studs, Frames, Tie-Downs, Other Structural Items	X						n/a	
Cable TV – (See Wiring)								
Carpeting / Floor Coverings in Unit – (See Floor Covering)								
Caulking – Exterior	X							
Caulking – Interior		X						

IMPROVEMENT	MAINTENANCE OBLIGATION & RESPONSIBLE PARTY							
	Assoc	Owner	Clean	Maintain	Repair	Replace	Paint	Resurface
Ceiling Coverings – Texturing		X						
Chimneys – Exterior / Structure, Stucco, Bricks, Etc.	X							
Chimneys – Interior (<i>See Fireplaces</i>)								
Clubhouse – Recreation Areas	X							
Common Area Improvements Not Otherwise Specified	X							
Damaged Components – When due to owner or occupant negligence or other abuse (The Association reserves the right to do the work on damaged common area components and to charge the cost to the Owner as a Penalty Assessment as provided in Section 1.06(c) of the CC&Rs)		X						
Decks (Second Story) – Structural Components	X							
Decks (Second Story) – Interior Surfaces			O	O	O	n/a	n/a	A
Decks (Second Story) - Waterproofing			n/a	O	A	A	n/a	A
Doorbell – Button Switch and Exterior Components		X						
Doorbell -- Bell & Interior Components		X						
Doors-Entry – Flashing/Waterproofing	X							
Doors – Entry / Frame / Threshold			O	O	O	O	A ¹	n/a
Doors – Entry / Locks, Hardware, Weather-stripping & Glass		X						
Doors – Entry / Exterior Surface			O	A	A	n/a	A	n/a
Doors – Entry / Interior Surface			O	O	O	O	O	n/a
Doors – Entry - Replacement			n/a	n/a	n/a	A	n/a	n/a
Doors – Garage (<i>Vehicle Entry</i>) - Replacement			n/a	n/a	n/a	A	n/a	n/a
Doors – Garage Pedestrian Exterior Surface			O	A	A	O	A	n/a
Doors – Garage Pedestrian Interior Surface			O	O	O	O	O	n/a
Doors – Garage Pedestrian Replacement		X						
Door Frames – Patio (Slider or French)			O	O	O	O	n/a	n/a
Door Frames – Garage (<i>Vehicle Entry</i>)			O	O	O	O	A	
Door Frames – Garage Pedestrian Door			O	O	O	O	A ²	n/a
Doors – Patio, (Slider or French) Glass, Locks, Hardware, tracks		X						
Doors – Patio Storage			O	O	O	O	A	n/a
Doors – Garage (<i>Vehicle Entry</i>)/ Electric Openers & Remote Controls		X						
Doors – Garage (<i>Vehicle Entry</i>)/ Locks / Hardware		X						
Doors – Garage (<i>Vehicle Entry</i>)/ Interior Surface Finish		X						
Doors – Garage (<i>Vehicle Entry</i>)/ Exterior Surface Finish			A	A	A	n/a	A	n/a
Doors – Garage - Replacement. <i>See “Garage Doors (Vehicle Entry)”</i>								
Doors – Screen / Storm / Security		X						
Drainage Systems (e.g. ditches, catch basins, desolation basins, etc.) in common areas	X							
Drainage Systems – Private Yards		X						
Drains & Overflow – Bathtubs, Showers, Sinks		X						
Drains – Curb	X							

¹ Association paints exterior surface only – Owner paints interior surfaces of all external doors and door frames

² Association paints exterior surface only – Owner paints interior surfaces of garage pedestrian door frames

IMPROVEMENT	MAINTENANCE OBLIGATION & RESPONSIBLE PARTY							
	Assoc	Owner	Clean	Maintain	Repair	Replace	Paint	Resurface
Drains – Decks			O	O	A	A	n/a	n/a
Drains – Private Yards			O	O	O	O ³	n/a	n/a
Dryer Vents			O	O	A	A	n/a	n/a
Drywall – Interior			O	O	O	O	O	O
Ducts, Forced Air (Heating / Cooling)			O	O	A	A	n/a	n/a
Electrical Wiring – (See Wiring)								
Electrical Switches – Sockets, Wall Plates – Interior		X						
Electrical Switches – Sockets, Wall Plates – Exterior (serving only 1 unit)		X						
Electrical Switches – Sockets, Wall Plates – Exterior (serving common area)	X							
Exhaust Fans – Attic	X							
Exhaust Fans – Bathroom, Laundry, Kitchen		X						
Exterior Building Surfaces			A	A	A	A	A	A
Exterior Lighting Fixtures – common areas	X							
Exterior Lighting Fixtures – serve 1 Unit / attached to private power		X						
Faucets, Handles, Washers – Common Area	X							
Faucets, Handles, Washers – Deck or Yard		X						
Fences – Patio / Yard (Wood) (Separating Unit and Common Areas) – interior surfaces			O	O	O	n/a	O	n/a
Fences – Patio / Yard (Wood) (Separating Unit and Common Areas) – exterior surfaces			O	O	O	A	A	n/a
Fences – Patio / Yard (Wrought Iron) (Separating Unit and Common Areas) – interior surfaces			O	O	O	n/a	A	n/a
Fences – Patio / Yard (Wrought Iron) (Separating Unit and Common Areas) – exterior surfaces			O	O	O	A	A	n/a
Fences – Between Units – See Party Walls								
Fences and Walls – Perimeter of Property	X							
Fireplaces – Exterior Stone / Brick / Stucco	X							
Fireplaces – Decorative – Interior Surfaces		X						
Fireplaces – Interior, Flue, Cleaning, Maintenance		X						
Fireplaces – Mantle, Trim & Facing		X						
Fire Protection – Automatic Sprinkler System in Units	X							
Fire Protection – Extinguishers (Exterior of Units)	X							
Fire Protection – Smoke/Fire Detectors in Units		X						
Floor Coverings – Unit Interior (Carpet, Tile, Wood Vinyl)		X						
Front Entry Landings	X							
Furnace – HVAC Unit		X						
Furnace – HVAC Ducts			O	O	A	A	n/a	n/a
Garages – Interior walls/floors/ceilings		X						
Garage Door Hardware, springs, openers, locks		X						
Garage Doors (Vehicle Entry)			O ⁴	O ⁵	O	A	A	n/a

³ Owner's responsibility extends to 6" below the surface of the yard and below that, the Association becomes responsible for the repair and replacement of yard drains.

⁴ Except the exterior surface for which the Association is responsible (aesthetic issues only)

⁵ Except the exterior surface for which the Association is responsible (aesthetic issues only)

IMPROVEMENT	MAINTENANCE OBLIGATION & RESPONSIBLE PARTY							
	Assoc	Owner	Clean	Maintain	Repair	Replace	Paint	Resurface
Garages – Exterior	X							
Garbage Disposal		X						
Gas Lines – serving only one Unit, wherever located		X						
Gas Lines – serving multiple Units	X							
Glass – Unit Windows/Doors		X						
Glass – Recreation Area / Common Area	X							
Gutters & Downspouts	X							
Hose Bibs -- (See Faucets)								
Insulation – Walls, Attics	X							
Insulation – Upgrades / Increase R rating (with approval of Board)		X						
Landscaping – Private Yards / Down six inches below surface		X						
Landscaping – Decks		X						
Landscaping – Common Areas	X							
Landscaping – Front Yards outside owner's fence	X							
Landscaping – Lawns	X							
Landscaping – Patios/Courtyards outside owner's fence	X							
Landscaping – Patios/Courtyards inside owner's fence		X						
Landscaping – Slopes	X							
Lighting Fixtures – On Home Exteriors		X						
Lighting Fixtures – Home Interiors		X						
Lighting Fixtures – Common Areas	X							
Linoleum & Vinyl Flooring (See Floor Coverings)								
Mailboxes	X							
Mailbox -- Keys / Locks / Hardware		X						
Painting – Building Exterior	X							
Painting – Unit Interior		X						
Party Walls		X ⁶						
Party Fences / Division fence between 2 Units		X ⁷						
Patio Covers – all Owner Installed		X						
Pest Control – Household Interiors and Yards		X						
Pest Control – Common Area	X							
Pest Control – Termite	X							
Plumbing Fixtures – Interior		X						
Plumbing Fixtures – Pressure Regulators		X						
Plumbing Fixtures – Toilets, Sinks, Tubs, Faucets, etc.		X						
Plumbing Lines – Interior, not located behind walls, floors or ceilings		X						
Plumbing Lines – Behind Walls or Ceiling – services single Unit only		X						

⁶ The cost of maintaining, repairing and/or replacing party walls and fences between two Units is to be shared between the two Unit owners unless the damage was caused by only one of the two owners sharing the party wall or fence.

⁷ The cost of maintaining, repairing and/or replacing party walls and fences between two Units is to be shared between the two Unit owners unless the damage was caused by only one of the two owners sharing the party wall or fence.

IMPROVEMENT	MAINTENANCE OBLIGATION & RESPONSIBLE PARTY							
	Assoc	Owner	Clean	Maintain	Repair	Replace	Paint	Resurface
Plumbing Lines – Behind Walls or Ceiling – services multiple Units	x							
Plumbing Lines – Main shut-Off Valve – multiple units	x							
Plumbing Lines – Main shut-Off Valve – one units		x						
Plumbing Lines – Under Slab – Single Use		x						
Plumbing Lines – Under Slab – Multiple Use	x							
Roof – Decking / Sheathing	x							
Roof – Flashing & Other Roofing Components	x							
Roof – Drains and/or Scuppers / Including Downspouts	x							
Roof – Shingles / Tiles	x							
Roof – Underlayment	x							
Roof – Penetrations / Vents / Flues	x							
Satellite Dishes & Antennas – Owner Installed		x						
Sewer Lines – Below ground, servicing 1 Unit		x						
Sewer Lines – Below ground, servicing multiple Units	x							
Sewer/Toilet Backups – In Line serving one unit		x						
Sewer/Toilet Backups – In Line serving more than one unit	x							
Skylights – Owner Installed / Post original construction		x						
Slab and Foundations – residential unit	x							
Slab - Patio		x						
Sidewalks – Entry	x							
Sidewalks – Common Areas	x							
Sliding Patio Door Flashing/Waterproofing (<i>See Doors</i>)								
Staircase and Landing – Exterior	x							
Staircases – Interior		x						
Streets and Drives	x							
Stucco (Building Exterior)	x							
Structural Components – Bearing Walls, Studs, Tie Downs Etc.	x							
Termite – (<i>See Pest Control</i>)								
Toilet – Wax Ring		x						
Toilet – Fixture & Connecting Components		x						
Trim – Exterior Wood	x							
Wall Coverings – Interior (paint, wallpaper, paneling, mirrors, etc.)		x						
Walls Non-Structural / Non-Load Bearing			o	o	o	o	o	o
Water Heater		x						
Water Lines – (<i>See Plumbing</i>)								
Water Intrusion (non-negligent) – Interior Unit Restoration		x						
Water Softeners		x						
Window Frames / Shutters		x						
Window Glass		x						
Window & Slider Screens		x						
Window Flashing/Waterproofing	x							

IMPROVEMENT	MAINTENANCE OBLIGATION & RESPONSIBLE PARTY							
	Assoc	Owner	Clean	Maintain	Repair	Replace	Paint	Resurface
Window Hardware		X						
Wiring – Servicing multiple units	X							
Wiring – Electrical (Outlets in Unit)		X						
Wiring – (In Walls or Ceiling serving only 1 unit)		X						
Wiring – Circuit Breaker Panel		X						
Wiring – Cable TV		X						
Wiring – Telephone		X						
Yards – (<i>See Landscaping</i>)								

Updates/Revisions:

8/12/2013: Matrix was mailed to all homeowners following the August 2013 board meeting.

3/12/2015: The HOA Board formally adopted the matrix at the March 2015 board meeting.

6/10/2016: Revised to add entry: “Doors – Garage - Replacement. See “Garage Doors (*Vehicle Entry*).”

10/12/2017: Revised to clarify the 1st board approval date and add the 2nd date formal adoption date.

1/13/2022: Revised to add entry: “Fireplaces - Interior, Flue, Cleaning, Maintenance.”