

## Heatherwood Condominium Association Maintenance Matrix

This is not intended as a replacement of the By-laws & Master Deed. We, the Association or Managing Agent, are not responsible for any errors contained herein.

| Description                          | Association Responsibility | Owner's Responsibility | Comments                  |
|--------------------------------------|----------------------------|------------------------|---------------------------|
| Air Conditioners:                    |                            |                        | Doc. Sec.4.4(a), 4.2(f)   |
| Compressor                           |                            | X                      |                           |
| Duct Work                            |                            | X                      |                           |
| Fan                                  |                            | X                      |                           |
| Animal/Birds (Stray)                 |                            |                        |                           |
| In Unit                              |                            | X                      |                           |
| Inside Attic/Roof/Walls              | X                          |                        |                           |
| Appliances:                          |                            |                        |                           |
| Dishwasher                           |                            | X                      |                           |
| Microwave                            |                            | X                      |                           |
| Range Hood                           |                            | X                      |                           |
| Refrigerator                         |                            | X                      |                           |
| Stove                                |                            | X                      |                           |
| Water Heater                         |                            | X                      | Doc. Sec. 4.2(f) , 4.4(b) |
| Whirl Pool                           |                            | X                      |                           |
| Balcony/Porch/Patio                  |                            |                        |                           |
| Carpet                               |                            | X                      |                           |
| Lights                               |                            | X                      |                           |
| Privacy Fence                        |                            | X                      |                           |
| Railing, Floor, Structure            |                            | X                      |                           |
| Screens                              |                            | X                      |                           |
| Slab                                 |                            | X                      |                           |
| Snow Removal                         |                            | X                      |                           |
| Chimney:                             |                            |                        | Doc. Sec. 4.2(e), 4.4(a)  |
| Birds                                |                            | X                      |                           |
| Cap Cracks                           | X                          |                        |                           |
| Cleaning                             |                            | X                      |                           |
| Flue                                 |                            | X                      |                           |
| Leaks - Water                        | X                          |                        |                           |
| Common Entry Hallways                |                            |                        |                           |
| Doors                                | X                          |                        |                           |
| Halls                                | X                          |                        |                           |
| Stairs and Stairways                 | X                          |                        |                           |
| Hallway & Exterior Outlets, Fixtures | X                          |                        |                           |
| Concrete Driveways & Paths           |                            |                        |                           |
| Repair & Snow Removal                | X                          |                        |                           |
| Electrical:                          |                            |                        |                           |
| Circuit Breakers                     |                            | X                      |                           |
| Circuits (wiring in walls)           | X                          | X                      | Doc. Sec. 4.2(e), 4.4(a)  |
| Doorbells                            |                            | X                      |                           |
| Exterior Lights                      | X                          |                        |                           |
| Fan/Fan Lights                       |                            | X                      |                           |
| Interior Outlets, Switches           |                            | X                      |                           |
| Porch Lights                         |                            | X                      |                           |
| Porch Switches                       |                            | X                      |                           |
| Unit Fixtures                        |                            | X                      |                           |
| Unit Security Systems                |                            | X                      |                           |
|                                      |                            |                        |                           |
|                                      |                            |                        |                           |

| Description                        | Association Responsibility | Owner's Responsibility | Comments  |
|------------------------------------|----------------------------|------------------------|---|
| Entry Doors:                       |                            |                        |   |
| Door Knob & Locksets               |                            | X                      |   |
| Frame, Exterior Trim & Sills       | X                          |                        |   |
| Interior & Exterior Surfaces       |                            | X                      |   |
| Threshold                          |                            | X                      |   |
| Warping                            |                            | X                      |   |
| Weather Stripping                  |                            | X                      |   |
| Exterior                           |                            |                        |   |
| General Maintenance                | X                          |                        | Any not specified elsewhere                                 |
| Trim & Siding                      | X                          |                        |   |
| Outer Wall Painting                | X                          |                        |   |
| Water Damage                       | X                          |                        |   |
| Fireplaces & Chimneys (All)        |                            | X                      |   |
| Fire Suppression                   | X                          |                        |   |
| Foundations                        | X                          |                        |   |
| Furnace (incl. Humidifier)         |                            | X                      |   |
| Fans & Ductwork                    |                            | X                      |   |
| Garages:                           |                            |                        |   |
| Inside Lights                      |                            | X                      |   |
| Outside Lights                     | X                          |                        |   |
| Wall (exterior)                    | X                          |                        |   |
| Weather Stripping, Garage Door     |                            | X                      |   |
| Door                               |                            | X                      | Contact Ann Arbor Realty for specifics of door replacement. |
| Door Opener                        |                            | X                      |   |
| Glass Doors, Windows:              |                            |                        |   |
| Broken Pane                        |                            | X                      |   |
| Caulking (exterior)                | X                          |                        |   |
| Exterior Frame, Trim, & Sills      | X                          |                        |   |
| Lock and Handles                   |                            | X                      |   |
| Screen                             |                            | X                      |   |
| Sills                              |                            | X                      |   |
| Stuck                              |                            | X                      |   |
| Weather Stripping                  |                            | X                      |   |
| Common Entry ways                  |                            |                        |   |
| Insect, Rodent Infestation (Indent |                            | X                      | Contact Ann Arbor Realty for specifics                      |
| Interior:                          |                            |                        |   |
| Cabinets, Shelves                  |                            | X                      |   |
| Carpet                             |                            | X                      |   |
| Ceiling                            |                            | X                      |   |
| Doors                              |                            | X                      |   |
| Drywall                            |                            | X                      |   |
| Floors                             |                            | X                      |   |
| Linoleum                           |                            | X                      |   |
| Sub-floor                          |                            | X                      |   |
| Tile                               |                            | X                      |   |
| Trim                               |                            | X                      |   |
| Walls                              |                            | X                      |   |
| Plumbing:                          |                            |                        |   |
| Disposal                           |                            | X                      |   |
| Drain Clogging                     |                            | X                      | Traps   |
| Faucet/Fixture - Exterior          | X                          |                        |   |
| Faucet/Fixture - Interior          |                            | X                      |   |
| Malfunction – fixture              | X                          | X                      |   |
| Malfunction – fixture - Interior   |                            | X                      |   |

| <b>Description</b>                 | <b>Association Responsibility</b> | <b>Owner's Responsibility</b> | <b>Comments</b>                        |
|------------------------------------|-----------------------------------|-------------------------------|--|
| Sewer Backup, Main Line            | X                                 |                               |  |
| Toilet                             |                                   | X                             |  |
| Utility Lines                      |                                   |                               |  |
| Electrical in Commons              |                                   |                               | Detroit Edison                         |
| Electrical in Walls                | X                                 |                               |  |
| Gas Lines, Interior Line           | X                                 | X                             | Contact Ann Arbor Realty for specifics |
| Gas Lines in Commons               | X                                 |                               | DTE                                    |
| Water Lines in Walls & Water Meter | X                                 |                               |  |
| Roof                               |                                   |                               |  |
| Gutters                            | X                                 |                               |  |
| Maintenance                        | X                                 |                               |  |
| Sidewalks and Footpaths            | X                                 |                               |  |
| Smoke Detector, Interior:          |                                   |                               |  |
| Battery                            |                                   | X                             |  |
| Carbon Monoxide Detector           |                                   | X                             |  |
| Hardware                           |                                   | X                             |  |
| Telephone, Instrument & Jack       |                                   | X                             |  |
| :Telephone wiring in walls         | X                                 |                               |  |
| TV Cable, Instrument & Jack        |                                   | X                             |  |
| TV Cable in walls                  | X                                 |                               |  |