

**EL CORTEZ OWNERS ASSOCIATION
DRAFT MAINTENANCE MATRIX**

COMPONENT(S)	OWNER	ASSOC.
Air Conditioning System - Individual Living Unit ¹	X	
Air Conditioning System - Individual Commercial Unit ²	X	
Appliances – Unit - Built-in	X	
Appliances – Unit - Free Standing	X	
Association Property, Excepting Exclusive Use Association Property		X
Balcony – See “Patio”		
Bathtub Waste and Overflow - Unit	X	
Boilers ³ – Exclusively Serving One Living Unit	Maintain & Repair	Replace
Boilers – Exclusively Serving One Commercial Unit	X	
Boilers – Serving Two or More Units; Association Property		X
Cabinets - in Units	X	
Carpeting - in Units	X	
Caulking – Unit Windows/Doors - Exterior ⁴		X
Caulking – Unit Windows/Doors - Interior	X	
Ceilings – Unit Interior – Texturing and Painting	X	
Ceilings – Unit – Drywall		X
Commercial Pad – Exclusive Use Association Property	X	
Decks – Association Property		X
Doorbell - Exterior Components/Button Switch	Maintain & Repair	Replace
Doorbell - Interior Components; Wiring	Maintain & Repair	Replace

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COMPONENT(S)	OWNER	ASSOC.
Doors – Garage		X
Doors – Unit Entry - Frame & Door	Maintain & Repair	Replace
Doors – Unit Entry - Locks and Hardware	Maintain & Repair	Replace
Doors – Unit Entry - Painting - Exterior Surface		X
Doors - Entry - Painting - Interior Surface	X	
Doors - Entry - Weather Stripping	X	
Doors – Unit Interior	X	
Doors – Patio – Exclusive Use Association Property	Maintain & Repair	Replace
Doors – Storage Closets – Exclusive Use Association Property	Maintain	Repair & Replace
Doors – Utility Closets – Association Property		X
Drains - Bathtubs, Showers, Sinks - Unit	X	
Drains – Patio – Exclusive Use Association Property	Maintain & Repair	Replace
Dryer Vents – Cleaning and Repair	X	
Dryer Vents – Replacement	Inside Unit	Outside Unit
Drywall – Unit Interior – Perimeter Walls and Interior Bearing Walls – Repair/Replace		X
Drywall – Unit Interior – Non-Bearing Walls Repair/Replace	X	
Electrical Panel/Circuit Breakers – Unit Interior	X	
Electrical Switches, Sockets, Wall Plates – Unit Interior	X	
Electrical Wiring – Serving Two or More Units; Association Property		X
Electrical Wiring – Serving a Single Living Unit, Located within Unit	Maintain, Repair & Replace	
Electrical Wiring – Serving a Single Living Unit, Located outside Unit	Maintain & Repair	Replace

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COMPONENT(S)	OWNER	ASSOC.
Electrical Wiring – Serving a Single Commercial Unit, Wherever Located	X	
Exterior Building Surfaces		X
Exterior Faucets, Handles, Washers – Association Property		X
Exterior Faucets, Handles, Washers – Balcony/Patio – Exclusive Use Association Property	Maintain & Repair	Replace
Fences – Perimeter		X
Fences – Stucco		X
Floor – Structural		X
Floor Coverings – Unit – Carpet, Tile, Wood, Vinyl, Etc.	X	
Front Entry Landings – Unit	Maintain & Repair	Replace
Furnace – Serving Single Living Unit ⁵	X	
Furnace – Serving Single Commercial Unit	X	
Garage Door Openers	X	
Garage Doors		X
Garbage Disposal - Unit	X	
Gates – Building		X
Gates - Pedestrian		X
Gates – Vehicle Entry		X
Glass – Other than Unit Windows/Doors		X
Glass - Unit Windows/Doors ⁶	Maintain	Replace
Grease Interceptor – Exclusive Use Association Property	Clean, Maintain & Repair	Replace
Gutters & Downspouts		X
Hose Bibs – Association Property		X
Hose Bibs – Balcony/Patio Exclusive Use Association	Maintain &	Replace

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Property	Repair	
COMPONENT(S)	OWNER	ASSOC.
Insulation – Bearing Walls		X
Insulation – Unit Interior – Non-Bearing Walls	X	
Landscaping – Association Property		X
Landscaping – Patios	X	
Lighting Fixtures and Related Components – Association Property		X
Lighting Fixtures - Inside Unit	X	
Lighting Fixtures - Outside - Entrance to Unit	Maintain & Repair	Replace
Lighting Fixtures - Outside – Patio – Exclusive Use Association Property	Maintain & Repair	Replace
Mailboxes and Parcel Locker System		X
Mailboxes – Lock and Key	X	
Painting – Unit Interior	X	
Parking Space – Exclusive Use Association Property	Clean	Repair & Replace
Patio/Balcony – Exclusive Use Association Property - Interior Surface – Maintain Only	X	
Patio/Balcony Deck Membranes/Waterproofing		X
Patio/Balcony/Deck Railings – Repair, Replace and Paint (Inside/Outside Surfaces)		X
Patio/Balcony/Deck All Other Structural Components – Repair, Replace and Paint		X
Plumbing Fixtures – Unit Interior (Toilets/Tubs/Sinks/Faucets, etc.)	X	
Plumbing Lines – Serving Two or More Units; Association Property		X
Plumbing Lines – Serving a Single Living Unit, Located within the Unit	X	
Plumbing Lines – Serving a Single Living Unit, Located Outside the Unit	Maintain & Repair	Replace

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COMPONENT(S)	OWNER	ASSOC.
Plumbing Lines – Serving a Single Commercial Unit, Wherever Located ⁷	X	
Pool, Pool Equipment		X
Railings and Planter Boxes - Units	X	
Retail Shafts	Clean, Maintain & Repair	Replace
Roofs		X
Sewer Lines and Back- Ups - Common Use Portion of Line	X	
Sewer Lines and Back-Ups - Single Use	X	
Sidewalks		X
Smoke Alarms/Carbon Monoxide Alarms – Association Property		X
Smoke Alarm/Carbon Monoxide Alarm – Unit	X	
Solar – Serving Association Property		X
Solar – Serving Individual Unit	X	
Spraying for Household Pests (Ants, Fleas, etc.) – Unit	X	
Spraying for Landscaping Pests – Association Property		X
Spraying for Landscape Pests – Exclusive Use Patios/Balconies	X	
Storage Space – Exclusive Use Association Property	Maintain	Repair & Replace
Stucco Painting/Coloring		X
Stucco Repair & Replacement		X
Termite Treatment		X
Termite Inspection		X
Toilet - Wax Ring - Unit	X	
Trim – Exterior		X
Utility Closets – Association Property		X

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COMPONENT(S)	OWNER	ASSOC.
Walls - Bearing, Studs, Frames, Tiedowns, Other Structural Items		X
Walls - Unit Interior – Texture, Paint, Wallpaper, Panel	X	
Water Heater – Association Property		X
Water Heater – Serving Individual Unit ⁸	X	
Water Meters – Serving Single Unit – Exclusive Use Association Property	Repair	Replace
Water Meters – Serving Two or More Units/Association Property		X
Water Shutoff Valves		X ⁹
Window and Slider Screens	Maintain & Repair	Replace
Window Frames	Maintain & Repair	Replace
Window Glass	X	10
Window Hardware	Maintain & Repair	Replace
Wiring - Cable TV/Internet – Serving Single Unit	X	
Wiring - Electrical – Serving a Single Living Unit, Located within the Unit	X	
Wiring - Electrical – Serving a Single Living Unit, Located Outside the Unit	Maintain & Repair	Replace
Wiring - Electrical – Serving a Single Commercial Unit, Wherever Located	X	
Wiring - Electrical – Serving Two or More Units; Association Property		X
Wiring – Telephone – Serving Single Unit	X	