

OXFORD COURT CONDOS ASSOCIATION

MAINTENANCE MATRIX

(ADOPTED 2/1/2022)

In Oxford Court, all outdoor land is COMMON (no private property lines extending beyond the walls of the dwelling).

This matrix identifies for each of the elements of property whether the Unit Owner or the Association is responsible for that element. The matrix does not relate to the Unit interior, because care of and repair of anything inside the Unit and its walls is the Unit Owner's responsibility. In general, the elements that are not within the unit and are common to all Owners is the responsibility of the Association (with limitations noted herein).

When any element that is part of the structure of the unit needs to be replaced or repaired because of damage caused by commonly insurable hazards, such as fire, water and wind, the cost will be covered by the property insurance carried by the Association, except that the deductible will be the responsibility of the effected unit owner.

Item Description	Owner	Assoc.	Comments
Unit Landscaping			
Annuals (flowers)	X		Unit owners may, at their election and expense, plant, maintain and remove (as necessary) flowers and bulbs in the beds adjacent to their individual unit.
Bed Weeding	X	X	Assoc. contract calls for spraying of weeds periodically but will not 100% meet expectations. Owners are encouraged to help keep the beds around their home weed free.
Grass Cutting		X	
Lawn & Plants Watering	X		
Lawn Applications		X	
Mulch Application	X	X	Assoc. will apply mulch to common beds several years apart at the discretion of the Board and budget constraints. Owners are permitted to apply double shredded black mulch to beds adjacent to their home.
Shrubs/Perennials (Additional)	X		Unit owners may, at their election and expense, plant additional shrubbery in beds immediately adjacent to their unit with alteration request approval; these additional shrubs fall under the complete responsibility of the Owner.
Shrubs/Perennials (Basic)		X	The Association is responsible for maintenance trimming, hard prune (as needed), replacement if shrub fails for reason other than Owner neglect (lack of watering during drought). Unit owners may, at their election and expense, trim the shrubbery in the beds adjacent to their unit.
Trees		X	The Association will trim, treat, remove and replace trees on common ground and immediately adjacent to units as needed.
Other Landscaping			
Item Description	Owner	Assoc.	Comments
Common Ground Grass Cutting and Lawn Applications		X	The Association will include a chemical treatment program in the landscaping contract which will fertilize and control weeds in all lawn areas.

Common Ground Mulch or Rock Beds		X	The Association is responsible for all Common Ground (not unit adjacent) bed maintenance, including mulching, weed control and plantings. Owners may NOT plant in common ground beds not immediately adjacent to their units (such as "island" beds and tree circles).
Pest Control - Common Ground		X	if there is a pest issue on common ground (not near any individual unit) the Association will address it on a case by case basis.
Pest Control - Unit Adjacent	X		Owners are responsible for elective & preventative pest control at their properties (such as bee prevention, termite prevention, snake, woodpecker and chipmunk deterrents, etc.) and will be responsible for pest damage, i.e. termites and mice.
Item Description	Owner	Assoc.	Comments
Exterior Lighting, Driveways, Sidewalks, and Pest Control			
Driveways		X	The Association is responsible for the maintenance, repair and replacement of driveways (entrances leading to garage doors), roadways throughout the community, open lot and parking spaces; essentially, all asphalt surfaces are the Association's responsibility to maintain, repair and replace.
Driveways - Snow Removal	X	X	The Association ONLY provides plowing and salting of the asphalt leading towards a garage (the point at which it clearly branches off and only serves one garage) if there is snow in excess of 6". All other winter maintenance (shoveling and salting) in accumulations less than 6" is the responsibility of the Owner should they choose.
Sidewalks		X	The Association is responsible for maintenance, repairs, and replacements of common sidewalks and private walkways leading to unit front doors, provided the damage or deterioration hinders safety or functionality, and not for cosmetic purposes; Owners must clean the sidewalk and are responsible for elective or cosmetic repairs.
Sidewalks – Snow Removal	X		Owners may opt to shovel or treat the concrete walkway serving their unit at their discretion.
Item Description	Owner	Assoc.	Comments
Utilities & Drains			
Air Conditioning	X		Owners are responsible for repairs and replacement of the air conditioning unit, all wiring and connections.
Driveway Drains		X	The Association is responsible to clean and repair any drains on common ground (including driving surfaces and turf) if original to the Association or installed by the Association.
Furnace & Hot Water Tank	X		Owners are responsible for repairs and replacement of the furnace and hot water tank that serves their Unit, including all wires, pipes, and connections.
Satellite Dishes	X		Owners are responsible for the elective installation of a satellite dish, and that the installation is performed neatly and professionally, with minimal visual impact (Association approval is required prior to installation). Dishes may not be installed on roofs.
Telephone & Cable	X		Only to the extent that such lines are not the responsibility of the utility company. Owners are responsible effort the elective installation of sable service wires, and that the installation is performed neatly and professionally, with minimal visual impact.

Utility Lines (Water/Sewage, Gas, Electric)	X	X	The Owner is responsible for service lines at the point the line enters the "footprint" of their home; in other words, Owners are responsible for these service lines within their walls and below their unit's floor. From where the line serving a unit branches off of the main utility line (note this is likely underneath common ground) to the perimeter of a Unit (exterior wall) is the Association's responsibility.
Yard Drains		X	The Association is responsible to clean, repair and replace yard drains and associated lines.
Item Description	Owner	Assoc.	Comments
Windows & Doors			
Doors - Front and Rear	X		Owners are responsible for repair and replacement of all doors serving their unit, including the door jamb, casement, weather stripping, and hardware.
Garage Doors	X		Owners are responsible to repair and replace the garage door, door openers and associated hardware.
Seals, Weather Stripping, and Casement/Framing	X		Owners are responsible for weather stripping around garage doors, window casement, and window/door seals, which are all considered components of the items they serve.
Skylights and Sun Tubes	X		Owners are responsible for repair and replacement of skylights and sun tubes, including their associated flashing and seals. If components associated with the skylight need to be replaced at the time of roof replacement, the Owner will be responsible.
Storm Doors/Screen Doors	X		Owners are responsible for all aspects of their storm doors and screen doors.
Windows	X		Repair and replacement of all windows and associated hardware, weather stripping, casement, caulking. Owners are responsible for cleaning the interiors and exteriors of their windows.
Item Description	Owner	Assoc.	Comments
Lighting & Electrical			
Other Lighting	X		Any/all porch lights, security lights, over garage lights affixed to the exterior of the unit.
Receptacles	X		Repair and replacement of all electrical receptacles and water spigots (hose bibs) outside the unit.
Item Description	Owner	Assoc.	Comments
Roofs, Vents & Gutters			
Chimneys and Fireplaces	X	X	The Association is only responsible for the exterior siding of the chimney (brick, siding and trim boards). Each Owner is entirely responsible for the exhaust pipes inside the chimney structure.
Downspout Pipes - Underground		X	The Association is responsible for cleaning (if clogged) and repairing underground pipes connected to the downspouts.
Dryer Vents	X		Owners are responsible for annual dryer vent cleaning and replacement of exterior dryer vent covers if NOT located on the roof.
Gutters - Normal/Routine Cleaning		X	The Association is responsible for cleaning the gutters of debris once per year.
Gutters - Special Cleaning	X		Owners are responsible for cleaning if needed outside the normal time which the Association is cleaning the entire community (such as case of a pest - birds nest).

Gutters and Downspouts - Repair and Replacement		X	The Association is responsible for cleaning, repair and replacement of gutters due to wear and nature; Owners are responsible for accidental damage and cleanings (debris, birds nests, etc.).
Interior Ductwork - Connected to Roof Penetrations	X		Owners are responsible for interior vent "pathing" or ductwork to be maintained and replaced, such as HVAC pathways, ductwork connecting the bathroom fans to vents in the roof, furnace exhaust pipes, and dryer vent pathways.
Powered Roof/Attic Fans	X		If such a fan exists in the attic for ventilation, Owners are responsible for the upkeep and replacement of the fan as well as its electrical components.
Roof		X	The Association is responsible for roof repairs and the replacement (including shingles, flashing, plywood underlayment, and water shield).
Roof Penetrations		X	The Association is responsible for the repair and replacement of exterior vents on the roof including their flashing, gaskets, boots, caulking, etc. This includes dryer vent covers if located on the roof.
Skylights and Sun Tubes	X		Owners are responsible for repair and replacement of skylights and sun tubes, including their associated flashing and seals. If components associated with the skylight need to be replaced at the time of roof replacement, the Owner will be responsible.
Item Description	Owner	Assoc.	Comments
Exterior Structures			
Building Trim (Pine or Composite Board)		X	The Association is responsible for repair and replacement of trim.
Exterior Painting		X	Any currently painted (wood) architecture, such as trim pieces on the exterior walls are the Association's responsibility to repair, replace and paint. The Association will handle repairs as requested throughout the year at any time as needed, even if only 1 unit is in need. However, painting will only be done on a community-wide, scheduled basis as a project effecting multiple units, NOT addressed on an as-requested, individual basis.
Lintels and Caulking		X	The Association is responsible for caulking/sealing around exterior walls and trim pieces, including maintenance and repair of lintels.
Siding - Brickwork		X	The Association is responsible for repair and replacement of brick siding, such as mortar repair.
Siding - Cleaning		X	The Association is responsible to wash the exterior brick or siding if needed but not on an as-requested, individual basis (most commonly performed by the Association in preparation for a painting project).
Siding - Other Material (Vinyl, Aluminum, or Wood)		X	The Association is responsible for repair and replacement of siding.
Soffit & Fascia		X	The Association is responsible for repair and replacement of soffit and fascia.
Item Description	Owner	Assoc.	Comments
Patios, Porches, & Decks			
Decks		X	The Association is responsible for periodic deck cleaning and staining on a scheduled basis (not one-by-one, as requested).
Patio/Porch Cleaning - Rear and Front	X		Owners must keep exterior horizontal surfaces (porches and patios) clean with regular washing to eliminate mold and dirt accumulation. Owners must limit stored items on the surfaces and maintain neatness.

Patio/Porch Repair and Replacement - Rear and Front		X	The Association is responsible for repairs as needed (cracks, leveling, etc.), provided that the deterioration was not caused by Owner negligence or neglect nor covered by a prior Owner alteration (such as patios covered by decking or carpeting).
Steps	X	X	Any steps serving the front and rear patios/porches are considered part of the horizontal surface and treated the same as above.
Item Description	Owner	Assoc.	Comments
Insurance			
Insurance - Common Areas/Structures		X	
Insurance - Directors & Officers		X	To cover the Board of Directors and Managing agent for indemnity, error and omission, and fidelity.
Insurance - Gap Coverage (Deductible)	X		As Owners using the Association's insurance for a claim to their property are responsible to pay the Association's deductible, Owners are recommended to build protection in their personal policies in the amount of the deductible (so their personal insurance covers the deductible amount).
Insurance - Interior Personal Property	X		For the contents of the units and any major betterments and improvements made to the interior.
Insurance - Properties		X	Full replacement value of the structure of each individual unit.

Implementation

This maintenance matrix does not change any Owner or Association Owner responsibilities, only clarifies them for the ease of the reader in comparison to the Declaration and Code of Regulations. This matrix is an official document of the Association, effective as of February 1, 2022.

The Board of Directors may, from time to time, amend this matrix for clarity as needed, so long as it does not conflict with the governing documents.

Any such amendments will be appropriately communicated to all residents of the Oxford Court Condo Association.