

## Maple Forest Responsibility Matrix

#	ITEM	OWNER	ASSOCIATION	COMMENTS
1	<b>Air Conditioner</b>	X		
2	<b>Animal Removal</b>	X If inside unit, garage/under deck	X If attic space	Animals/birds within the chimney vent , bathroom vent, dryer vent are owner responsibility
3	<b>Appliances</b>			
	Dishwasher	X		
	Stove	X		
	Refrigerator	X		
	Washer/Dryer	X		
	Dryer Vent	X		
4	<b>Awnings (over deck)</b>	X		Requires BOD approval, see Awning Guidelines
5	<b>Basement</b>			
	Crack Leaks		X *	* Damage caused by leaks is co-owner responsibility as
	Drainage		X *	is any improvement beyond original four concrete walls.
	Rod Hole Leaks		X *	
6	<b>Cabinets and Shelves</b>	X		Includes all vanities, railings, mantels etc
7	<b>Chimney / Fireplace</b>			
	Liner	X		
	Cap Cracks		X	
	Fireplace Flue	X		
	Leaks on roof		X	
	Fireplace Insert	X		
8	<b>Decks</b>			New/revise requires BOD approval, see Deck Guidelines
	Light Fixtur	X		
	Repair/Maintenance	X		
	Structure	X		Including animal removal from under
	Staining	X		Board approved stain (Painting Prohibited)
9	<b>Doors - exterior</b>			
	Door and Frame	X		Replacement must match existing, Assoc will paint
	Knob/Lock mechanism	X		
	Inside Surfaces	X		
	Treshhold	X		
	Outside Surfaces (Paint)		X	
	Storm Doors	X		Full View (self storing screen/window allowed)
	Garage Door	X		Match existing as close as possible
10	<b>Doors - interior</b>	X		
11	<b>Electrical</b>			
	Bulbs- Porch,Patio & Garage	X		
	Circuit breakers	X		
	Doorbell	X		
	Fixtures - Interior	X		
	Porch/Garage/Patio - Fixture		X	Excludes rear patio and deck fixtures
	Outlets & Switches- Interior	X		
	Outlets - exterior	X		
	Security lights - additional	X		BOD approval required
12	<b>Floors</b>			
	Coverings	X		
	Subfloor	X		
13	<b>Furnace</b>	X		
	Stackes & Flue	X		
	Filters	X		
14	<b>Generators</b>	X		

## Maple Forest Responsibility Matrix

		OWNER	ASSOCIATION	
15	<b>Garage</b>			
	Door, Opener and Hardware	X		Replacement door as close as possible to existing door
	Exterior light fixture		X	
	Floor		X	Replacement only if cracks create severe condition
	Exterior Light Bulbs	X		
	Weather Stripping	X		
16	<b>Insect Infestation</b>		X	Services presently available, subject to change
17	<b>Lawn &amp; Grounds</b>			
	General Common Areas		X	
	Limited Common Areas	X		Area within sidewalk and around unit
	Tree, Shrub Trimming		X	
18	<b>Patio</b>			
	Light fixture		X *	* Rear patio/deck fixtures are owner responsibility
	Repair and Replacement	X		
19	<b>Plumbing</b>			
	Basement Pipes		X *	<b>* From water entry point to water meter only.</b>
	Disposal	X		
	Drain Clogging	X		
	Leaks - Faucet fixture	X		
	Leaks - Inside walls		X	Excluding clothes washer drain pipe
	Malfunction - fixture	X		
	Malfunction - pipe in Walls		X	Excluding clothes washer drain pipe
	Outside Faucet	X		
	Sewer Backup		X	
	Sewer Backup Damage	X		Check with your Insurance carrier for coverage
	Sump Pump		X	
	Damage from failed sump	X		Check with your Insurance carrier for coverage
	Toilet	X		
	Shower pan	X		
	Underground Pipes		X	
	Water Meters/Bills		X	
20	<b>Porch</b>			
	Light fixture		X	
	Light bulbs	X		
	Railings	X		Requires BOD Approval, see guidelines
	Repairs		X	Excluding railings
	Steps		X	
21	<b>Radon Testing/Mediation</b>	X		
22	<b>Roof/Gutters/Downspouts</b>		X	
23	<b>Sidewalks / Drives</b>		X	
24	<b>Television Cable / Dishes</b>	X		Satellite dish requires BOD approval, see Guidelines
25	<b>Walls</b>			
	Exterior		X	
	Interior	X		Interior walls cannot be moved or eliminated
	Drywall Cracks	X		
	Nail pops	X		
	Paint/Wallpaper	X		
	Structural		X	
	Surfaces	X		

# Maple Forest Responsibility Matrix

		OWNER	ASSOCIATION	
26	<b>Windows and Doorwalls</b>			
	Broken glass	X		
	Caulking - exterior		X	
	Handles & Locks	X		
	Frame	X		
	Screens	X		
	Seals Defective - Fogged	X		
	Sills	X		
	Weather Stripping	X		
	Replacement	X		Requires BOD approval, see Window Guidelines
27	<b>Water Heaters</b>	X		
	Vent Stack	X		
				Updated 8-5-23 Changes in <b>BOLD</b> text