

Pinebrook Condominium/Brook Association

Maintenance Matrix

(1/1/2017)

The following summarizes responsibilities for maintenance, decoration, repair or replacement as outlined in the Second Amendment to the Master Deed of Shanty Town Condominiums, amended to be known as Pinebrook Condominiums.

Item	Association Responsibility	Co-Owner Responsibility	Comments
Air Conditioner			
Compressor		X	
Fan		X	
Appliances			
Dishwasher		X	
Stove		X	
Refrigerator		X	
Washer/Dryer		X	
Chimney			
Flue	X		
Cap Cracks	X		
Leaks	X		
Balcony/Patio			
Landscaping	X		
Snow Removal		X	
Staining		X	To maintain uniformity, owners can obtain exterior paint/stain formulas at Mancelona Hardware, Mancelona, MI.
Structure	X		
Parking Areas			
Carport	X		
Garages, Exterior	X		
Garages Interior		X	
Doors, Exterior (to outside)			
Knobs/Lock Mechanism	X		
Frame	X		
Outside Surface	X		
Inside Surface		X	
Threshold	X		
Lockouts		X	
Warping	X		

Doors, Interior			
		X	
Electrical			
Bulbs, Interior		X	
Circuit Breakers/Boxes		X	
Carport/Driveway lights	X		
Fixtures, Exterior	X		
Fixtures, Interior		X	
Outlets and Switches		X	
Floors			
Coverings		X	
Subfloor	X		
Furnace			
		X	
Insect Infestation			
	X		Homeowners responsible for minor infestations within their condos. The Association should be alerted to major issues.
Lawns and Ground			
Common Area	X		
Tree, Shrub Pruning	X		
Plumbing			
Disposal		X	
Drain Clogging		X	
Leaks, Faucet or Fixture		X	
Leaks, Inside Walls	X		
Malfunction, Fixture		X	
Malfunction, Pipe	X		
Outside Faucet	X		
Sewer Backup	X		
Sewer Backup Damage	X	X	
Toilet		X	
Underground Pipes	X		
Roof and Downspouts			
	X		
Sidewalks			
	X		
Smoke Detectors			
		X	
Television Cable			
Interior		X	
Walls			
Exterior	X		
Interior		X	
Windows and Glass Doors			

Broken Glass	X		
Caulking, Exterior	X		
Handles and Locks	X		
Frames	X		
Screens	X		
Seals, Defective (Fog)	X		
Sills	X		
Weather Stripping	X		
Water Heaters			
		X	
Other			

Please note: Pinebrook Condominium By-Laws Article VI Restrictions Section 3. No Co-owner shall make alterations in exterior appearance or make structural modifications to his Unit (including interior walls through or in which the exist easement for support or utilities) or make changes in any of the Common Element, limited or general, without the express written approval of the Board of Directors including (but not by way of limitation) exterior painting or the erection of antennas, lights, aerals, awnings, doors (include screen doors), shutter or other exterior attachments or modifications, nor shall any Co-owner damage or make modifications or attachment to Common Elements walls between Units which in any way impairs sound conditioning provisions.