

VILLA MONTE CONDOS MAINTENANCE MATRIX
12/15/2024

MAINTENANCE ITEMS	VM ASSOCIATION	VM CO-OWNERS	COMMENTS
	RESPONSIBILLTY	RESPONSIBILITY	
AIR CONDITIONER			EXTERNAL UNITS
A/C UNIT		X	
A/CCOVERS		X	
APPLIANCES-KITCHEN		X	ALL APPLIANCES
BALCONY OR DECKS*			*REPAIR/REPLACEMENT ONLY
BALCONY-FRONT	X	X	OWNER EXPENSE
BALCONY-REAR	X	X	ON ALL COSMETIC
BALCONY RAILING	X	X	APPEARANCE ISSUES
BALCONY STAIRS	X	X	
CEILING			
HEAT TAPE	X		
WATER LEAKS	X		
CHIMNEY			
CHIMNEY-EXTERNAL	X		
CHIMNEY-INTERNAL		X	CHIMNEY SWEEPS
CRAWL SPACE	X		
Dryer Vent Cleaning & Maint.		X	Dryers added after Construction
MAINTENANCE ITEMS	VM ASSOCIATION	VM CO-OWNERS	COMMENTS
	RESPONSIBILLTY	RESPONSIBILITY	
DOORS			
DOORS-INTETRNAL		X	
DOORS-EXTERNAL	X		
DOOR FRAME	X		
OUTSIDE SURFACE	X		
INSIDE SURFACE		X	
DOOR THRESHOLD	X		
DOOR LOCKOUTS		X	
LOCK MECHANISM		X	BOARD APPROVAL REQ.
DOOR WARPING	X		
STORM DOORS		X	INDIVIDUALLY ADDED
MAINTENANCE ITEMS	VM ASSOCIATION	VM CO-OWNERS	COMMENTS
	RESPONSIBILLTY	RESPONSIBILITY	
ELECTRICAL			
BULBS INTERIOR		X	
BULBS EXTERNAL	X		
CIRCUIT BREAKER BOX		X	
LIGHT FIXTURES EXTERINAL	X		
LIGHTFIXTURES INTERIOR		X	
SWITCHS, OUTLETS		X	
FIREPLACE			
WOOD OR ELECTRIC		X	
FIREPLACE INTERNALS		X	Chimney Sweeps
FIREPLACE EXTERNAL	X		

FLOOR			
FLOOR COVERINGS		X	
FLOOR SUBFLOORS	X		
GROUNDS LANDSCAPING	X		
GROUNDS SNOW SERVICE	X		
HEAT PUMPS & MINI-SPLITS		X	BOARD APPROVAL REQUIRED
INSECT CONTROL INSIDE		X	
INSECT CONTROL OUTSIDE	X		OWNERS
MAINTENANCE ITEMS	VM ASSOCIATION RESPONSIBILLTY	VM OWNERS RESPONSIBILITY	COMMENTS
PLUMBING			
DISPOSALS		X	
LEAKS, FAUCET, FIXTURES		X	
LEAKS, INSIDE WALLS	X		
FIXTURE MALFUNCTIONS		X	
OUTSIDE WTR SPICKETS	X		
SEWER BACK UP	X	X	DEPENDS ON CAUSE
TOILETS		X	
CRAWL SPACE PIPES	X		
DRAIN CLOGS	X	X	DEPENDS ON CAUSE
PARKING LOT/DRIVEWAY	X		EXCLUDES VEHICLE DAMAGE/THEFT
POOL & FACILITIES	X		
ROOFS	X		
SEPTIC TANKS	X		
SIDEWALKS	X		
SMOKE DETECTORS			
REPLACEMENT		X	
BATTERIES		X	
HARD WIRE ISSUE	X		
MAINTENANCE ITEMS	VM ASSOCIATION RESPONSIBILLTY	VM CO-OWNERS RESPONSIBILITY	COMMENTS
STORAGE SHED			
DOOR LOCKS		X	BOARD APPROVAL REQ
DOORS	X		
WATER ISSUE	X		
THERMOSTATS		X	
WALLS			
EXTERIOR	X		
INTERIOR		X	
WINDOWS			
BROKEN GLASS		X	
CAULKING, EXTERIOR		X	
HANDLES & LOCKS		X	
FRAMES	X		
SCREENS		X	

SEALS & FOGGING		X	
SILLS	X		
WEATHER STRIPPING		X	
WINDOW REPLACEMENT	X		