

GARDEN GROVE CONDOMINIUM OWNERS ASSOCIATION – MAINTENANCE ALLOCATION GUIDELINES

Allocation of maintenance responsibility in accordance with Declaration

Effective date: _____, 2012

Please review memo in conjunction with this matrix and provide comments.

ITEM DESCRIPTION	RESPONSIBLE PARTY		MATRIX SECTION(S)
	PERFORMING WORK	PAYING FOR WORK	
WHO OWNS WHAT?			1
WHAT IS PART OF THE UNIT?			2
WHAT ARE COMMON ELEMENTS?			3
WHAT ARE LIMITED COMMON ELEMENTS?			4
WHO MAINTAINS LIMITED COMMON ELEMENTS?			5
WHO PAYS FOR MAINTENANCE AND REPAIR?			6
HOW DOES AN OWNER GET WORK DONE?			7
DAMAGE TO THE BUILDINGS			8
ALL OTHER MAINTENANCE AND REPAIR:			
DECKS/LANAIS/PATIOS			9
• CLEANING	UNIT OWNER	UNIT OWNER	3, 4, 5, 6, 9
• REPAIRS	ASSOCIATION	ASSOCIATION	3, 4, 5, 6, 9
DOORS (excluding interior doors)			10
• DOORS (excluding hardware)	ASSOCIATION	UNIT OWNER	4, 5, 10
• DOOR HARDWARE	ASSOCIATION*	UNIT OWNER	10
DRAINAGE (surface water)	ASSOCIATION	ASSOCIATION	11
ELECTRICAL			12
• ELECTRICAL WIRES AND FIXTURES INSIDE THE UNIT	UNIT OWNER	UNIT OWNER	2, 3, 4, 5, 6, 12
• ELECTRICAL WIRES AND FIXTURES SERVING ONLY ONE UNIT	ASSOCIATION (LCE)	UNIT OWNER	2, 3, 4, 5, 6, 12
• ELECTRICAL FIXTURES AND WIRING SERVING MORE THAN ONE UNIT AND/OR COMMON AREAS	ASSOCIATION	ASSOCIATION	3, 12
EXHAUST FANS AND DUCTS			13
• EXHAUST FANS WITHIN AN UNIT	UNIT OWNER	UNIT OWNER	6, 13
• EXHAUST DUCTS SERVING ONLY ONE UNIT	ASSOCIATION	UNIT OWNER	4, 5, 6, 13

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EXTERIOR BUILDING COMPONENTS	ASSOCIATION	ASSOCIATION	13
EXTERIOR PAINT	ASSOCIATION	ASSOCIATION	14
FIRE SUPPRESSION			15
• FIRE ALARM SYSTEM	ASSOCIATION	ASSOCIATION	
• FIRE SPRINKLERS	ASSOCIATION	ASSOCIATION	
FIREPLACES AND FURNACES	UNIT OWNER*	UNIT OWNER	16
HOT WATER HEATERS	UNIT OWNER	UNIT OWNER	6, 17
INTERIOR OF UNIT	UNIT OWNER	UNIT OWNER	2, 6, 17
LANDSCAPED AREAS (including irrigation)	ASSOCIATION	ASSOCIATION	3, 18
LOBBIES/HALLS/CORRIDORS	ASSOCIATION	ASSOCIATION	3, 19
MAILBOXES			20
• MAILBOXES AND KIOSK (except keys and locks)	ASSOCIATION	ASSOCIATION	20
• MAILBOX KEYS AND LOCKS	ASSOCIATION	UNIT OWNER	20
NATURAL GAS			21
• NATURAL GAS APPLIANCES, PIPES AND FIXTURES INSIDE THE UNIT	UNIT OWNER	UNIT OWNER	4, 5, 6, 21
• APPLIANCES, PIPES AND FIXTURES SERVING ONLY ONE UNIT	ASSOCIATION	UNIT OWNER	4, 5, 6, 21
• NATURAL GAS PIPING (OTHER)	ASSOCIATION	ASSOCIATION	3, 21
PARKING AND DRIVING AREAS	ASSOCIATION	ASSOCIATION	22
PESTS			23
• PESTS IN UNITS OR LIMITED COMMON AREA	UNIT OWNER	UNIT OWNER	23
• PESTS (OTHER)	ASSOCIATION	ASSOCIATION	23
PLUMBING			24
• PLUMBING PIPES AND FIXTURES INSIDE THE UNIT	UNIT OWNER	UNIT OWNER	4, 5, 6, 24
• PLUMBING PIPES AND FIXTURES SERVING ONLY ONE UNIT	ASSOCIATION	UNIT OWNER	4, 5, 6, 24
• PLUMBING FIXTURES AND PIPES SERVING MULTIPLE UNITS AND/OR COMMON AREA	ASSOCIATION	ASSOCIATION	3, 24

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ITEM DESCRIPTION	RESPONSIBLE PARTY		MATRIX SECTION(S)
RAILINGS	ASSOCIATION	ASSOCIATION	3, 25
ROOFS (including gutters and downspouts)	ASSOCIATION	ASSOCIATION	3, 26
SIDEWALKS/WALKWAYS/PATHWAYS	ASSOCIATION	ASSOCIATION	3, 27
SIDING	ASSOCIATION	ASSOCIATION	28
SNOW AND ICE REMOVAL	ASSOCIATION	ASSOCIATION	22, 27
STAIRS/STAIRWAYS	ASSOCIATION	ASSOCIATION	29
STRUCTURAL ELEMENTS OF BUILDINGS	ASSOCIATION	ASSOCIATION	3, 30
TV/CABLE/PHONE FIXTURES AND WIRING			31
• TV/CABLE/PHONE FIXTURES AND WIRING WITHIN ONE UNIT	UNIT OWNER	UNIT OWNER	4, 5, 6, 31
• TV/CABLE/PHONE FIXTURES AND WIRING SERVING ONLY ONE UNIT	ASSOCIATION	UNIT OWNER	4, 5, 6, 31
• TV/CABLE/PHONE FIXTURES AND WIRING SERVING COMMON AREAS OR MORE THAN ONE UNIT	ASSOCIATION	ASSOCIATION	3, 31
WALLBOARD/SHEETROCK (excluding interior nonbearing partition walls in Units)	ASSOCIATION	ASSOCIATION	3, 32
• Wallboard (Perimeter walls and ceilings)	ASSOCIATION	ASSOCIATION	3, 32
• Wallboard (Interior walls)	UNIT OWNER	UNIT OWNER	3, 32
WINDOWS (excluding interior windows)			3, 4, 5, 6, 33
• BROKEN GLASS	ASSOCIATION	UNIT OWNER	33
• FAILED THERMAL SEALS	ASSOCIATION	UNIT OWNER	33
• FRAMES	ASSOCIATION	UNIT OWNER	33

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
1	<p>Who “owns” what?</p> <p>The Garden Grove Condominium Owners collectively “own” the Common Elements that includes all portions of the Condominium other than the Units. Declaration Section 1.8.8, Articles 6 and 7)</p> <p>Unit Owners own everything inside the Unit Boundary, including finished surfaces, spaces, interior partitions, and other fixtures and improvements, except for load bearing wall framing and pipes and wires traveling through the wall. (Declaration Section 1.8.21, 1.8.35 and Section 4.1).</p>	
2	<p>What is part of the Unit?</p> <p>The Unit boundaries are the (unfinished) interior surfaces of the perimeter walls, floors and ceilings of the Unit and include everything inside those boundaries, including the airspace. (Declaration Section 1.8.21, 1.8.35 and Section 4.1)</p>	

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
3	<p data-bbox="184 250 640 282">What are Common Elements?</p> <p data-bbox="184 321 1850 386">The Common Elements are all portions of the Condominium other than the Units. The Common Elements are defined in Declaration Article 6. The Common Elements include:</p> <ul data-bbox="283 396 1871 964" style="list-style-type: none"><li data-bbox="283 396 1457 428">• Windows and doors in Common Areas and exterior windows and doors of Units.<li data-bbox="283 435 1335 467">• Roofs, foundations, columns, girders, studding, joists, beams, supports,<li data-bbox="283 474 1871 506">• Walls (excluding non-bearing partitions of Units) – Includes sheetrock/drywall on perimeter walls and ceilings;<li data-bbox="283 513 485 545">• Chimneys.<li data-bbox="283 552 1766 617">• Central services including, power, light, gas, hot and cold water, heating, refrigeration, air conditioning, refrigeration, garbage chutes, and incinerating;<li data-bbox="283 623 1871 688">• Electrical wiring and fixtures which serve more than one Unit or the common areas up to the point where they begin to serve only one Unit;<li data-bbox="283 695 1871 760">• Plumbing pipes and fixtures which serve more than one Unit or the common areas up to the point where they begin to serve only one Unit;<li data-bbox="283 766 1457 799">• Gas piping up to the gas shutoff valve for each Unit (or fixture serving one Unit).<li data-bbox="283 805 695 837">• Parking and driving areas<li data-bbox="283 844 1073 876">• Yards, gardens and landscaped areas and walkways<li data-bbox="283 883 1356 915">• The lobbies, halls, corridors, and stairs and stairways not within the Units<li data-bbox="283 922 1304 964">• Premises for use of persons in charge of, or maintaining the property.	

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4	<p>What are Limited Common Elements?</p> <p>The Limited Common Elements are those portions of the common elements assigned for exclusive use by one Unit. They are defined in Declaration Article 7 and include patios, decks, parking spaces, storage lockers, fireplaces (if installed). Limited Common Elements also include any chute, flue, pipe, duct, wire, conduit, bearing wall, bearing column or any other fixture which lies partially within and partially outside the designated boundaries of a Unit, which serve a particular Unit or Units. (Declaration 4.1.2). Limited Common Elements also include shutters, awnings, window boxes, doorsteps, stoops, porches, balconies, patios, railings and all exterior doors and windows or other fixtures designed to serve a single unit, but which are located outside Unit boundaries. (Declaration 4.1.4).</p>	
5	<p>Who maintains Limited Common Elements?</p> <p>Repair and replacement of Limited Common Elements, including windows, doors, fireplaces and all wires, conduits, chutes, flues, ducts, pipes, chimneys, storage areas and other equipment assigned or reserved to a Unit is the responsibility of the Association. (Declaration 11.6.1, 11.6.2)</p> <p>The Board may permit an Owner to perform Maintenance Work on Limited Common Elements. (Declaration Section 11.6.2).</p>	<p>Owners are responsible for the costs of all repair and replacement for the Limited Common Elements reserved or assigned to their Units. (Declaration 11.6.4, 12.5)</p> <p>Owners may not modify, paint or otherwise decorate, or in any way alter their respective limited common areas without prior written approval of the Board. (Declaration 11.5.4, 11.6.3, 11.7).</p>

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
6	<p>Who pays for the maintenance and repair?</p> <p>The Association shall pay for maintenance, repair, landscaping, gardening, and general upkeep of the common areas and facilities as a common expense. (Declaration 1.8.9, 10.4 and 12.1)</p> <p>Items for which the Association is responsible are paid as Common Expenses by the Association, from Assessments paid by all of the Owners or from reserves. (Declaration 12.1 and 12.3)</p>	<p>The owner shall, at the owner's expense, maintain the interior of the Unit. (Declaration Section 11.5.1)</p> <p>Unit Owners are responsible for the cost of repairing, replacing, and maintaining limited common elements reserved for or assigned to their Units. (Declaration Section 11.6.4-11.6.6, 12.5)</p>
7	<p>How does an Owner get work done?</p> <p>For work which is the responsibility of the Association, owners should contact the Board or manager and inform them of the work required.</p>	<p>For changes, alterations or modifications to common elements or limited common elements, or changes which may visually affect the exterior appearance, Owner proposals must be submitted to the Board. (Declaration 11.5.6 and Rules 3.10).</p> <p>If an owner is unsure whether the work is regulated by the Association, a written request should be submitted.</p>

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8	<p>Damage to the Buildings:</p> <p>The Association carries insurance that covers sudden and unexpected Damage to the Buildings from fire, tree falls, and similar occurrences in accordance with Articles 13 and 14 of the Declaration.</p> <p>Damage to the Buildings from sudden events is different than wear and tear, deterioration, failure due to age and use. If repair is required for any reason that is not “sudden” then the Damage provisions of the Declaration do not apply.</p>	<p>Owners are responsible for the costs of Damage caused by Owner misconduct. (Declaration 12.10).</p>
9	<p>Decks/Lanais/Patios:</p> <p>The Association is responsible for repair of the Common Area structure and waterproof coating of the decks and patios, and painting. (Declaration Section 10.4.1(f)).</p> <p>The Association is responsible for all decisions and performing all repairs and replacement of limited common element decks/lanais/patios. (11.6 and 11.7).</p>	<p>Owners are responsible for cleanliness, and orderliness of the interior portions of those decks, lanais, patios and yards which are allocated to their Units as Limited Common Elements. The Boundaries are the Interior surfaces of the walls, floor, ceiling, doors, windows, ground, railings, fence or curb enclosing the patio/yard area or deck/lanai. (Declaration Sections 7.1.1, 11.6.4, 12.5).</p> <p>Rule 3.9 allows planting and landscaping by the owner in the limited common area patio within the fence.</p>

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10	<p>Doors:</p> <p>Association repairs and replaces all common element doors. (Declaration 6.2, 10.4.1(f)).</p> <p>The Association is responsible for all decisions and performing all repairs and replacements of limited common element exterior doors. (Declaration 4.1.4, 6.2, 7.1, 11.6).</p>	<p>Owners are responsible for the construction, alteration, maintenance, repair and painting of doors and door frames located <i>within</i> their Units. (Declaration 11.4.1, 11.5.1)</p> <p>Owners are responsible for the cost of maintenance work for doors, locks, and weather-stripping for their Units (work is determined and performed by the Board). (Declaration 11.6.4, 12.5).</p>
11	<p>Drainage – Surface Water:</p> <p>Association maintains and repairs all surface water drain systems including gutters, downspouts, tight-lines, catch basins, and related piping. (Declaration 6, 10.4.1(f)).</p> <p>Note: damage to Buildings as a result of surface water flowing is treated just like any other Damage.</p>	<p>None, but: Owners must not modify or make alterations which affect flow of surface water.</p>

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12	<p>Electrical:</p> <p>Association is responsible for all electrical serving Common Areas and the Units, including exterior lighting fixtures, meter bases and common electrical panels. (Declaration 6.3, 10.4.1(f))</p> <p>The Board makes all decision regarding maintenance of limited common element wires and conduits and performs all work (Board may permit owners to perform the work). (Declaration Section 11.6.1 and 11.6.2).</p>	<p>Owners are responsible for electrical wires and fixtures within their Units, beginning at the meter bases and including the electrical breaker panels and electrical switches, outlets, lights, and other devices, as these are fixtures within the Unit boundaries. (Declaration 1.8.21, 4.1, 11.4).</p> <p>Owners are responsible for the cost of maintenance work for wires reserved for or assigned to their Units (work is determined and performed by the Board). (Declaration 11.6.4, 12.5).</p>
13	<p>Exterior Building Components:</p> <p>Association maintains and repairs all exterior components. (Declaration Section 6.2) The exterior components of the building maintained by the Association include:</p> <ul style="list-style-type: none"> • Siding • Roofing; • Paint; • Railings; • Stairs. 	<p>None, but Unit Owners are responsible for the cost of repairs and replacement of limited common elements that are assigned to or serve only their Unit. (Declaration 11.6.4, 11.6.5, 12.5).</p>

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14	<p>Exterior Paint:</p> <p>The Association shall provide for the painting of exterior surfaces of the Buildings, including exterior doors, railings, handrails, and exterior decks. (Declaration 11.7).</p>	<p>None. An owner may not modify or decorate the exterior of the buildings, or screens, doors, awnings, or other portions of any Unit visible from outside the Unit without the prior written consent of the Board or in accordance with rules or regulations of the Board. (Declaration 11.5.4).</p>
15	<p>Fire Suppression:</p> <p>Association responsible for the maintenance and repair of the fire alarm system. (Declaration 6.3 and 10.4.1(f)).</p> <p>Association is responsible for the maintenance and repair of the fire sprinklers. (Declaration 6.3. and 10.4.1(f)).</p>	<p>Owners are responsible for smoke alarms, batteries, and fire extinguishers inside the Units. (Declaration Section 11.4)</p>

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16	<p>Fireplaces and Furnaces:</p> <p>Association makes all decisions and performs all maintenance and repair of fireplaces, flues, pipes, chimneys and other equipment associated with use of the fireplace. Association may assess that cost to the individual Unit Owners. (Declaration 7.3, 11.6).</p> <p>Association is responsible for installations of central services of heating that are not in or connected with the Units. (Declaration 6.3, 10.4.1(f)).</p>	<p>Owners are responsible for the costs of maintenance and repair of fireplaces and the associated equipment located within or serving only their Units. (Declaration Section 11.6, 12.5)</p>

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17	<p>Interior of Unit:</p> <p>Association has the right of entry to a Unit for maintenance and repair of a Unit or Limited Common Element, if necessary to protect the Common Elements or preserve the appearance or value of the Condominium and the Owner has failed or refused to perform the maintenance or repair within a reasonable time after written notice. (Declaration 10.4.1(r) and 10.4.4).</p>	<p>Owner maintains and repairs everything inside the Unit unless Damaged by sudden event that triggers Association insurance coverage. This includes plumbing fixtures, water heaters, fans, heating or other equipment, electrical fixtures or appliances used solely in connection with the Unit; paint, wallpaper, paneling, carpeting, tiles and finish flooring; and the finish on the windows, window frames, doors, door frames and trim, interior non-loading portions and interior surfaces of the ceilings, floors, and the perimeter wall of the Unit and the surface of the non-bearing walls located within his Unit. (Declaration 11.4).</p> <p>Owner also has a duty to redecorate and paint the interior of the Unit at any time necessary to maintain the good appearance and condition of his Unit. (Declaration 11.4)</p> <p>The interior of the Unit includes:</p> <ul style="list-style-type: none"> • All electrical panels, switches, and other fixtures; • Exhaust fans inside the unit; • Sinks, showers, and bathtubs, and the drains for the sinks, showers, and bathtubs; • Toilets, including the wax ring; • Washers, dryers, dishwashers, water heaters, heaters and other appliances.

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18	<p>Landscaping:</p> <p>Association is responsible for the maintenance of yards, gardens, and landscaped areas. (Declaration 6.5 and 10.4.1(f)).</p> <p>Landscape Irrigation:</p> <p>Association is responsible for all irrigation piping, fittings, sprinkler heads, and controls that are part of the common system. (Declaration 6 and 10.4.1(f)).</p>	None.
19	<p>Lobbies, halls and corridors:</p> <p>Association is responsible for all lobbies, halls and corridors outside the Units. (Declaration 6.6, 10.4.1(f)).</p>	None.
20	<p>Mailboxes and kiosk:</p> <p>Association is responsible for all common mailboxes and kiosks (Declaration 6.8, 10.4.1(f)).</p>	Owners are responsible for all mailbox locks and keys.

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21	<p>Natural gas:</p> <p>The gas utility is responsible for the piping up to and including the meter.</p> <p>The Association is responsible for the maintenance and repair for gas fixtures located outside the Units and piping that serve more than one Unit or the Common Areas. (Declaration 6.3 and 10.4.1(f)).</p> <p>The Board makes all decision regarding maintenance of limited common element gas piping and conduits and performs all work (Board may permit owners to perform the work). (Declaration Section 11.6.1 and 11.6.2).</p>	<p>Owners are responsible for maintenance and repair of plumbing fixtures in or connected with their Unit. (Declaration 4.1, 11.4).</p> <p>Owners are responsible for the cost of maintenance work for Limited Common Elements reserved for or assigned to their Units (work is determined and performed by the Board). (Declaration 11.6.4, 12.5).</p>
22	<p>Parking and driving areas (including removal of snow and ice):</p> <p>The Association is responsible for the driveways and parking spaces not made limited common areas appurtenant to Units. (Declaration 6.4, 10.4.1(f)).</p> <p>The Board makes all decision regarding maintenance of limited common element spaces and performs all work (Board may permit owners to perform the work). (Declaration Section 11.6.1 and 11.6.2)</p>	<p>Owners are responsible for keeping their limited common parking spaces clean and free of debris and may use their assigned parking area subject to Declaration 11.2.</p> <p>Owners are responsible for the cost of maintenance work for Limited Common Elements reserved for or assigned to their Units (work is determined and performed by the Board). (Declaration 11.6.4, 12.5).</p>

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23	<p>Pests (birds, bees, rodents, etc.):</p> <p>The Association responsible for insects, rodents or pests of any kind in the Common Areas and will remove nests that the Association determines require removal. (Declaration 10.4.1(f))</p>	<p>Owners are responsible for insects, rodents or pests of any kind inside of the Units and in the limited common area decks and patios. (Declaration 11.11).</p>
24	<p>Plumbing:</p> <p>Association is responsible for the maintenance and repair for plumbing fixtures located outside the Units and pipes that serve more than one Unit or the Common Areas. (Declaration 6.3 and 10.4.19f)).</p> <p>The Association's responsibility for plumbing pipes and fixtures ends at the following points:</p> <ul style="list-style-type: none"> • The shutoff valve at fixtures; • Where the drain exits the Unit. <p>The Board makes all decision regarding maintenance of limited common element pipes and conduits and performs all work (Board may permit owners to perform the work). (Declaration Section 11.6.1 and 11.6.2).</p>	<p>Owners are responsible for maintenance and repair of plumbing fixtures in or connected with their Unit. (Declaration Section 11.4).</p> <p>Owners responsibility for plumbing because at the shut off valve at the entrance to the Unit.</p> <ul style="list-style-type: none"> • Toilet – Owner is responsible for the toilet itself and the wax ring that connects it to the drain. <p>Owners are responsible for the cost of maintenance work for Limited Common Elements reserved for or assigned to their Units (work is determined and performed by the Board). (Declaration 11.6.4, 12.5).</p>

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25	<p>Railings:</p> <p>Association is responsible for the cost and performance of all maintenance and repair work on railings in Common Areas and for performance of all maintenance and repair work on railings designated as Limited Common Elements. (Declaration 7.1.1, 10.4.1(f)).</p>	<p>None. Railings (if any) are outside the boundary for decks defined in Section 7.1.1.</p>
26	<p>Roofs:</p> <p>Association is responsible for the maintenance and repair of all roofing material and all exterior components that integrate with the roofing material, including all gutters and downspouts. (Declaration 6.2 and 10.4.1(f))</p>	<p>None.</p>
27	<p>Sidewalks, walkways, pathways (including removal of snow and ice):</p> <p>Association maintains common area sidewalks, walkways, etc. (Declaration 6.5 and 10.4.1(f)).</p>	<p>None.</p>

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28	<p>Siding:</p> <p>Association is responsible for the maintenance and repairs of all siding, including caulking and sealant joints on the Buildings such as around windows and doors, and on exterior wood trim.</p> <p>Association is responsible for the building paper, flashing, and other portions of the weather resistant barrier that is behind the exterior siding system.</p> <p>Damage to the Building from leaks is treated like any other Damage above.</p>	None.
29	<p>Stairways and stairs:</p> <p>Association is responsible for all stairways and stairs located outside the Units. (Declaration 6.6 and 10.4.1.(f)).</p>	None.
30	<p>Structural Elements of Buildings:</p> <p>Association is responsible for foundations, columns, girders, studding, joists, beams, supports, walls (excluding nonbearing interior partitions of Units) and all other structural parts of Buildings. (Declaration Article 6, 10.4.1(f), 11.5.1).</p>	None, but Owners must not do any work that compromises the structural integrity or mechanical or electrical systems of the Building. (Declaration 11.5.1).

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31	<p>Telephone and TV/media cable:</p> <p>All chutes, flues, ducts, wires, and conduits and other fixtures and equipment for utilities, which serve more than one Unit are Common Elements. (Declaration Section 4.1.2, 6.3).</p> <p>The Association maintains all wires, conduits, flues, ducts, and chutes which are Common Elements (Declaration 10.4.1(f)).</p> <p>The Board makes all decision regarding maintenance of limited common element wires, conduits, chutes, flues, and ducts and performs all work (Board may permit owners to perform the work). (Declaration Section 11.6.1 and 11.6.2).</p>	<p>Owners are responsible for fixtures within their Units or that serve only their Unit, including outlets and any other devices. (Declaration Section 11.4)</p> <p>Owners are responsible for the cost of maintenance work for wires reserved for or assigned to their Units (work is determined and performed by the Board). (Declaration 11.6.4, 12.5). Owner responsibility begins after the cable/phone junction box provided by the utility company. The utility company is responsible for the box.</p> <p>No exterior radio or television equipment may be installed without the prior written consent of the Board. (Declaration Section 11.12)</p>
32	<p>Wallboard/sheetrock:</p> <p>Association is responsible for all wallboard, sheetrock and similar materials on perimeter walls and ceilings (other than nonbearing interior partition walls inside the Units) as these are Common Elements located outside the Unit boundary. (Declaration Section 1.8.21, 4.1.1, 10.4.1(f)).</p>	<p>Owners are responsible for the wallboard, sheetrock and similar materials on nonbearing interior partition walls contained within their Units. (Declaration 4.1.1 and 11.4).</p>

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GARDEN GROVE CONDOMINIUM OWNERS ASSOCIATION – MAINTENANCE ALLOCATION GUIDELINES

No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
33	<p>Windows:</p> <p>Exterior windows are limited common elements (Declaration 4.1.4).</p> <p>The Board makes all decision regarding maintenance of windows and performs all work (Board may permit owners to perform the work). (Declaration Section 11.6.1 and 11.6.2)</p>	<p>Owners are responsible for all maintenance and the cost thereof on <i>interior</i> windows (if any). (Declaration 4.1 and 11.4).</p> <p>Owners are responsible for the cost of maintenance work for Limited Common Elements reserved for or assigned to their Units. (Declaration 11.5.1, 11.6.4, 12.5).</p>

Any item not specifically mentioned is not excluded but shall be included in the same spirit as other items per the table, and as does not conflict with the Declaration, at the direction of the Board.

The Association may develop standard forms for use by the Unit Owners to request from the Board permission to perform work that requires Board approval.

Any request submitted to the Board or Property Manager at least 10 calendar days prior to the next regularly scheduled Board meeting will be considered at that next Board meeting. (*The Board should consider whether this procedure should be adopted.*)

*The Board should delegate responsibility for door hardware to the Unit Owners.