

Bridgetown Matrix Responsibility Chart

ITEM	ASSOC	CO-OWNER	COMMENTS
Air Conditioner		X	
Animals in house		X	
Appliances		X	
Basement:			
Carpet		X	
Concrete Floor	X		
Cracks, Settlement	X		
Finished Drywall, Electrical, Plumbing		X	All finished space is Co-owners
Foundation	X		
Furnace		X	
Hot Water Heater		X	
Humidifier/Dehumidifier		X	
Laundry		X	
Wall Leaks	X		Modifications must be removed
Windows		X	
Chimney:			
Birds	X		Need approval for new chimney
Cap/Screen		X	
Cleaning		X	
Damper Adjustment		X	
Inspecting		X	Problem with draw/back draft
Water leaks		X	
Deck:			
Lights	X		
Staining of Rail	X		
Deck Floor Treatment	X		
All other repair	X		
Snow, mold, debris removal		X	
Doors, Outside Only:			
Broken Glass		X	Also lockouts
Lock Mechanism		X	
Frame/Front		X	
Garage Passage		X	
Screen		X	
Storm Doors		X	Approved models only allowed
Surface-Outside		X	Painting-Assoc/Cleaning-Owner
Surface-Inside		X	
Threshold		X	
Weatherstrip		X	

ITEM	ASSOC	CO-OWNER	COMMENTS
Doors, Interior		X	
Electrical:			
Basement-Finished		X	
Basement-Unfinished	X		Up to point of connection with Fixtures
Bulbs inside		X	
Bulbs – Outside garage		X	
Bulbs-All other		X	
Circuit Breaker/Box	X		
Doorbells		X	
Garage/Porch Light Fixture	X		
Fixture Lights – Interior		X	
Outlets & Switches - Interior			X
Wiring	X		
Fireplace:			
Flue Cleaning		X	
Gas Values/Fixtures		X	
Glass Doors/Screen		X	
Floors:			
Coverings		X	Carpet, Hardwood, Tile, etc.
Squeaks		X	
Subfloor/Structure	X		Except negligence –leaking fixture
Garages:			
Automatic Opener		X	
Garage Door	X		
Door to Unit		X	
Floors-Surface	X		Cracks
Floors-Structure	X		
Lights-inside		X	
Lock, Keys		X	
Tracks & Rollers	X		
Walls-inside		X	
Weather stripping	X		
Insect Infestation	X		Only as covered by Exterminator Contract
Lawns & Grounds	X		Owners must pickup pet droppings
Patios-Concrete:			
Lights	X		
Bulbs		X	
Snow Removal	X		
Skylights	X		

ITEM	ASSOC	CO-OWNER	COMMENTS
<u>Plumbing:</u>			
Drain	X		Up to the wall
Faucets & Fixtures		X	
Pipe Leaks		X	Up to the wall
Pipe Freeze Up	X		
Outside Hose bib	X		Except for Co-Owner negligent
Sewer Backup	X		Beyond Trap
Shut Off Valve	X		You must know location of valve
Softeners/Filters		X	
Sump Pump		X	
<u>Porch-Front:</u>			
Bulbs		X	
Concrete	X		
Snow Removal	X		
Roof & Downspouts	X		
Sidewalks	X		
Smoke Detectors		X	
Television Cable		X	
<u>Walls:</u>			
Exterior-Perimeter	X		
<u>Interior-Perimeter:</u>			
Drywall cracks		X	
Nail pops		X	
Paint/Wallpaper		X	
Structural Failure	X		
Surfaces		X	
Interior-NonPerimeter		X	
<u>Walk-Out Basement:</u>			
Finished Walls		X	
<u>Windows:</u>			
Broken Glass		X	
Caulking-exterior	X		
Handles & Locks		X	
Frame		X	Except major repair/replacement
Latches/Hinges		X	
Screens		X	
Seals Defective-Fog		X	
Surfaces		X	
Weather stripping		X	

These statements and the above Matrix serve only as guidelines, and if any items are in conflict with the recorded Master Deed and By-Laws, then the recorded documents will prevail.

