

1920 E Maryland Place Townhomes, Inc.
Maintenance Matrix
December 2021



* NOTE: This Maintenance Guide ("Guide") from the Association's Board of Directors is intended for reference only. This Guide does not establish legal obligations and is not a legal document. The Declaration is the legal contract between the Association and the Owners. Also, note that this Guide only refers to the obligations set forth in the Declaration and the Condominium Act. There can be other legal reasons that would form a basis for the Association or the Owner to be held responsible for repair, maintenance, replacement and/or reimbursement for the cost of same (e.g., by common law such as negligence). Insurance may also pay for certain repairs on a different basis under the terms of the Association's insurance contract, or the Owner's.

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<p>Unit. Each Unit shall include the space enclosed and bounded by the interior unfinished surfaces of the ceiling, floors, walls and windows or any extensions thereof.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Plumbing fixtures exclusively serving the Unit; • Electrical equipment exclusively serving the Unit • Fireplace and related components; • Nonstructural components of the stairs and staircase within the Unit. • Interior utility installations • All finishes/coverings on walls, floors, or ceiling, including all “lath, wallboard, plasterboard, plaster, paneling, tiles, wallpaper, paint, finished flooring and any other materials constituting part of the finished surfaces” (A.R.S. §33-1212(1)) • Interior doors • Dishwashers • Washers/dryers • Ranges/ovens • Other built-in fixtures/ appliances 	<p style="text-align: center;">UNIT</p>	<p style="text-align: center;">OWNER</p> <p style="text-align: center;">The Owner shall maintain the surfaces of the walls, floors, and ceiling within their Unit in good condition.</p> <p style="text-align: center;">The Owner is responsible for all nonstructural alterations, additions or improvements within the interior of their Unit.</p> <p style="text-align: center;">The Owner shall maintain their Unit in a safe, sound and sanitary condition.</p> <p style="text-align: center;">Owners have exclusive use of the interior unfinished surfaces of walls, floors, and ceiling and has the right to decorate them.</p>	<p>Description: Sections 1.20, 3.2</p> <p>Maintenance Obligation: Sections 12, 14, 17</p> <p>(Also see A.R.S. §33-1212)</p>

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<p>Walls between Units</p> <p>Including</p> <ul style="list-style-type: none"> • Shared walls between adjoining Units 	UNIT AND COMMON ELEMENTS	<p style="text-align: center;">OWNER</p> <p>The Owner shall maintain the surfaces of the walls, floors, and ceiling within their Unit in good condition. This includes drywall and other finished surface material.</p> <p style="text-align: center;">ASSOCIATION</p> <p>The Association shall maintain the structural components.</p>	<p>Description: Sections 1.5, 1.18, 3, 3.2, 3.3</p> <p>Maintenance Obligation: Sections 12, 14, 31</p> <p>(Also see A.R.S. §33-1212(1)) .</p>
<p>Air-conditioning and Heating System serving a Unit</p> <p>Including:</p> <ul style="list-style-type: none"> • Related components, whether or not located within the Unit 	UNIT	<p style="text-align: center;">OWNER</p> <p>The Owner, at their sole expense, is responsible for all of the maintenance, repairs and replacements of the air-conditioning and heating system.</p>	<p>Description: Sections 1.20, 3.2</p> <p>Maintenance Obligation: Sections 3.2, 12</p>
<p>Buildings</p> <p>Including:</p> <ul style="list-style-type: none"> • Structural components of the Building • Load bearing walls (except finished surfaces), even if within a Unit 	COMMON ELEMENTS	ASSOCIATION	<p>Description: Sections 1.4, 1.5, 3, 3.1, 3.2</p> <p>Maintenance Obligation. Section 12</p>

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<p>Roofs</p> <p><i>See Page 4 for Skylights</i></p>	<p>COMMON ELEMENTS</p>	<p>ASSOCIATION</p>	<p>Description: Sections 1.5, 3.2</p> <p>Maintenance Obligations: Section 21</p>
<p>Inside the Exterior Walls of the Unit</p> <p>Including:</p> <ul style="list-style-type: none"> Water, sewer or other damage anywhere inside the exterior walls of the Unit (because the Units includes space up to the unfinished surfaces, and drywall is part of the finished surfaces) 	<p>UNIT</p>	<p>OWNER</p> <p>The Owner is specifically responsible for water, sewer or other damage anywhere inside the exterior walls of the Unit, including the cost of the insurance deductible</p>	<p>Description: Sections 1.5, 1.18, 3, 3.2, 3.3</p> <p>Maintenance Obligation: Section 12.</p>

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<p>Patio, Balcony, or Open Deck</p> <p>Excluding all personal property located thereon (see “Owner’s personal property and furnishings” below)</p>	(LIMITED) COMMON ELEMENT	<p style="text-align: center;">OWNER</p> <p>The Owner shall keep the patio or balcony of their unit maintained in a clean, neat and orderly condition.</p> <p>The Owner shall maintain any alterations, improvements as approved by the Board (i.e. shade structures over Patios or Balconies or Open Decks).</p> <p style="text-align: center;">ASSOCIATION</p> <p>The Association shall maintain the structural components.</p>	<p>Description: Plat; Sections 1.5, 1.18, 3, 3.2, 3.3</p> <p>Maintenance Obligation: Sections 3.2, 12</p> <p>(This is a “limited common element” under A.R.S. §33-1202(17) and 33-1212(4) by definition because the Unit owner has exclusive use – an “exclusive easement” under Section 3.2 of the CC&Rs. This condo was developed before the 1986 Condo Act.)</p>
<p>Exterior Doors and Windows of Unit</p> <p>Including:</p> <ul style="list-style-type: none"> • Balcony sliding doors • Patio doors and gates • Windows including glass • Exterior doors • Skylights • Screens 	(LIMITED) COMMON ELEMENTS	<p style="text-align: center;">OWNER</p> <p>The Owner shall maintain any alterations, improvements as approved by the Board (i.e. gates and security doors; windows; exterior doors).</p>	<p>Description: Plat; Sections 1.5, 1.18, 3, 3.2, 3.3</p> <p>Maintenance Obligation: Sections 12, 13</p> <p>(A.R.S. §33-1212(4) states that exterior doors and windows designed to serve an individual unit are limited common elements.)</p>

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<p>Exterior entry gates and security/storm/screen door as installed by Owner</p> <p>Including:</p> <ul style="list-style-type: none"> • Patio gates • Entry gates to the front door • Courtyard gates 	<p>(LIMITED) COMMON ELEMENTS</p>	<p>OWNER</p> <p>The Owner shall maintain any alterations, improvements as approved by the Board (i.e. gates and security doors).</p>	<p>Description: Plat; Sections 1.5, 1.18, 3, 3.2, 3.3</p> <p>Maintenance Obligation: Sections 12, 13 (See also A.R.S. §33-1212(4).)</p>
<p>Owner's personal property and furnishings (regardless of location)</p> <p>Including, but not limited to:</p> <ul style="list-style-type: none"> • Private security cameras • Doorbells • Patio and Balcony Furniture • Patio and Balcony ceiling fans • Plantings 	<p>UNIT</p>	<p>OWNER</p> <p><i>Unit Owner must first obtain prior written approval from the Board for any alterations, additions, to the Common Elements, including Buildings.</i></p>	<p>Descriptions: Sections 1.20, 3.2</p> <p>Maintenance Obligation: Section 12, 14</p>
<p>Private drive/roadway/accessway</p> <p>Including:</p> <ul style="list-style-type: none"> • Parking Spaces • Guest Parking Spaces • Lighting and related components 	<p>COMMON ELEMENTS</p>	<p>ASSOCIATION</p>	<p>Descriptions: Sections 1.5, 1.15, 1.18, 6</p> <p>Maintenance Obligation: Section 1.15</p>

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<p>Garage</p> <p>Including:</p> <ul style="list-style-type: none"> • Garage door • Garage door opener and related components. • Door from garage to Unit 	<p>(LIMITED) COMMON ELEMENT</p>	<p style="text-align: center;">OWNER</p> <p style="text-align: center;">.</p> <p>The Owner shall maintain the garage and storage area (like the patio and balcony) in a safe, sound and sanitary condition. Owner has an exclusive use easement.</p> <p style="text-align: center;"><i>Unit Owner must first obtain prior written approval from the Board for any alterations, additions, to the Common Elements, including garage and exterior doors.</i></p> <p style="text-align: center;">ASSOCIATION</p> <p>The Association shall maintain the structural components/Building.</p>	<p>Description: Plat Exhibit B; Sections 1.18, 1.20, 3.2</p> <p>Maintenance Obligation: Sections 12, 13, and 3.2</p> <p>(Also see A.R.S. §33-1212)</p>
<p>Driveways leading to garage</p>	<p>COMMON ELEMENTS</p>	<p>ASSOCIATION</p>	<p>Description: Sections 1.5, 1.18, 3, 3.2, 3.3</p>
<p>Swimming Pool</p> <p>Including:</p> <ul style="list-style-type: none"> • Pool area, furniture, gazebo 	<p>COMMON ELEMENTS</p>	<p>ASSOCIATION</p>	<p>Description: Sections 1.5, 1.18, 3, 3.2, 3.3</p>

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<p>Perimeter Wall or Party Wall</p> <p>Including</p> <ul style="list-style-type: none"> Walls between the Association and non-Association neighboring property but located within the Association boundary lines 	COMMON ELEMENTS	<p style="text-align: center;">OWNER</p> <p>The Owner shall keep the non-structural components of the walls enclosing the patio, balcony, or open deck of their Unit maintained in a clean, neat and orderly condition.</p> <p style="text-align: center;">ASSOCIATION</p> <p>The Association shall maintain the structural components. However, Owner can be responsible for damage caused to Common Element walls or party walls, including damage from trees and irrigation.</p>	<p>Description: Sections 1.5, 1.18, 3, 3.2, 3.3</p> <p>Maintenance Obligation: Section 3.2, 12</p> <p>Liability for damage; A.R.S. 33-1255(E); CC&Rs at Section 12</p>
<p>All fixtures/items located outside the Unit boundaries, but designed to exclusively serve the Unit</p> <p>Including, but not limited to:</p> <ul style="list-style-type: none"> Exterior lighting on Buildings by the front door, back door, balcony door. Decorative items located outside of the Unit (i.e. planters) 	(LIMITED) COMMON ELEMENT	<p style="text-align: center;">OWNER</p> <p><i>Unit Owner must first obtain prior written approval from the Board for any alterations, additions, to the Common Elements, patios, or balconies.</i></p>	<p>Description: Sections 1.5, 3.2</p> <p>Maintenance Obligation: Sections 12, and 13</p>

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<p>Any fixture/item lying partially within and partially outside the Unit that serves <u>one or more other</u> Units and/or the Common Elements</p> <p>Including, but not limited to:</p> <ul style="list-style-type: none"> • Duct, Wire, or Conduit • Bearing wall (not including finished surfaces) • Utility lines or plumbing 	COMMON ELEMENTS	<p style="text-align: center;">ASSOCIATION</p> <p>Unless the providing utility or service company maintains such items.</p>	<p>Description: Sections 1.5, 1.18, 3, 3.2</p> <p>Maintenance Obligation: Sections 12, 14, 31</p>
<p>Landscaping on Common Elements</p>	COMMON ELEMENTS	<p style="text-align: center;">ASSOCIATION</p>	<p>Description: Sections 1.5, 1.18, 3.1, 3.3</p> <p>Maintenance Obligations: Section 12</p>

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<p>Landscaping in Ground Floor Patio Area</p> <p>Including, but not limited to:</p> <ul style="list-style-type: none"> • Landscaping in front of the Unit to the street 	<p>COMMON ELEMENTS</p>	<p style="text-align: center;">OWNER</p> <p>The Owner shall have the right to landscape such patio area so long as no plant material exceeds six feet in height at maturity and that the landscaping is adequately weeded, watered, and neatly trimmed. The backyard bushes, shrubs, and trees must be kept adequately weeded, watered, and neatly trimmed. Roots and branches that are unsightly or pose a threat to the neighboring property must be remedied in a timely manner.</p> <p><i>SEE</i> statement under Perimeter Wall above about liability for damage to walls or Common Elements caused by landscaping.</p> <p style="text-align: center;"><i>Unit Owner must first obtain prior written approval from the Board for any alterations, additions, to the Common Elements, including landscaping.</i></p>	<p>Description: Sections 1.5, 3.1, 3.3</p> <p>Maintenance Obligations: Sections 3.2, 12</p>

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Storage Area	(LIMITED) COMMON ELEMENT	<p style="text-align: center;">OWNER</p> <p>The Owner shall maintain patios, balconies, garages and storage areas in a clean, neat and orderly condition. Owner has exclusive use easement.</p> <p style="text-align: center;">ASSOCIATION</p> <p>The Association shall maintain the structural components/Building.</p>	<p>Description: Sections 1.5, 3, 3.2, 3.3</p> <p>Maintenance Obligation: Section 3.2</p> <p>(Also see A.R.S. §33-1212)</p>
<p>All Other Common Elements</p> <p>Including:</p> <ul style="list-style-type: none"> • Walkways, sidewalks • Recreational Areas • Monument/Entry Sign • Ground 	COMMON ELEMENTS	ASSOCIATION	<p>Description: Sections 1.5, 1.18 3, 3.2, 3.3</p> <p>Maintenance Obligation: Section 12</p>
Mailbox Cluster	COMMON ELEMENTS	<p style="text-align: center;">ASSOCIATION</p> <p>The Association shall maintain, repair and replace unless otherwise done so by the United States Postal Service.</p>	<p>Description: Sections 1.5, 1.18, 3, 3.2, 3.3</p> <p>Maintenance Obligation: Section 12</p>