

# BARCLAY PARK ASSOCIATION

## RESPONSIBILITY MATRIX

A= Association Responsibility, C=Co-owner Responsibility

EFFECTIVE 2014

For further explanation of the items listed herein, please refer to the Master Deed, Article IV.

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UNIT INTERIOR	DECORATE	MAINTAIN	REPAIR	REPLACE	DESCRIPTION
Air Cleaner / Filters	C	C	C	C	Furnace, AC & microwave hood vent
Appliances	C	C	C	C	
Bathtub	C	C	C	C	Maintain by cleaning & caulking
Cabinets/Shelves	C	C	C	C	
Carpet/Rugs	C	C	C	C	
Circuit Breakers (fuses)	C	C	C	C	Must match Box Manuf (Square D or Siemens). <b>Note</b> - main 100 amp breaker is outside (ID only by condo Meter #). One side fails, 1/2 unit.
Closet Doors	C	C	C	C	
Commode (toilet)	C	C	C	C	Metal handles recommended
Water Shutoff Valve	C	C	C	C	
Wax Ring	C	C	C	C	
Countertops	C	C	C	C	
Curtain Rods	C	C	C	C	
Dishwasher	C	C	C	C	D/W door seals can leak! Caution.
Dishwasher Plumbing	N/A	A	A	A	Water supply to 1/2" stub inside Unit
Dishwasher Plumbing	N/A	C	C	C	From 1/2" stub to D/W (includes under-sink shut-off & supply line/hose)
Doors	C	C	C	C	Includes painting of front door. Required; and must match!
Doorwalls - patio windows	C	C	C	C	Caution: close only when unlocked
Drain Lines/Drain Tile	N/A	A	A	A	Behind drywall and under concrete
Dryer Vents (clothes dryers)	N/A	C	C	C	Caution: lint build-up can be a hazard. Clean periodically!!
Drywall	C	C	C	C	Homeowner insurance needed, if damaged by others. (Subrogation between companies possible.)
Electrical wiring	N/A	A	A	A	Only if failure is behind drywall
Outlets	C	C	C	C	
Switches/Switch plates	C	C	C	C	
Entrance Doors	C	C	C	C	As above, painting required.
Faucets	C	C	C	C	Caution: check for secure connection under sink (to avoid leakage)

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Fire Suppression System - ann	N/A	A	A	A	Required annual testing only (and repair of supply lines outside of defined Unit space).
Fire Suppression System - spr	N/A	C	C	C	Sprinkler heads within or belonging to the "Unit"
Fireplace Combustion	C	C	C	C	Caution - shut-off lever behind valance below fireplace glass
Chamber	C	C	C	C	
Flue	C	C	C	C	
Floor Construction	N/A	A	A	A	structure of sub-floor beams only (not Unit)
Floor Covering	C	C	C	C	
<b>UNIT INTERIOR</b>	<b>DECORATE</b>	<b>MAINTAIN</b>	<b>REPAIR</b>	<b>REPLACE</b>	<b>DESCRIPTION</b>
Furnace	C	C	C	C	
Filter	C	C	C	C	For air flow, change quarterly (min.)
Pilot Lighting	C	C	C	C	(not relevant with electronic ignition)
Furnishings	N/A	C	C	C	
Garage Floor	C	C	C	C *	As w/ Bldg frame, if structural failure the Association replaces
Garbage Disposal	N/A	C	C	C	
Gas Lines					
Before Meter Shutoff	N/A	A	A	A	DTE - Mich Con
After Meter and Unit Shutoff	N/A	A	A	A	Up to the shut-off to appliance
To Furnace	N/A	C	C	C	Inside Unit. Exposed pipes.
To All Other Appliances	N/A	C	C	C	
Grout/Caulk	C	C	C	C	100% silicon for tubs & wet; Paintable Latex for other
Humidifier	C	C	C	C	Caution: change filter regularly
Improvements	C	C	C	C	Alteration Form required
Interior Doors	C	C	C	C	
Light Fixtures	C	C	C	C	
Microwave	C	C	C	C	
Oven/Range	C	C	C	C	
Paint	C	C	C	C	See FAQ on website for more details on interior painting.
Plumbing Fixtures	C	C	C	C	Includes tub-shower diverter and related inter-connections
Plumbing Lines	N/A	A	A	A	Behind drywall only (see also above).
Screens	C	C	C	C	
Sewer / Drain Lines	N/A	C	C	C	If clogged by Unit usage
Inside Unit	N/A	A	A	A	If failure occurs inside walls
Outside Unit	N/A	A	A	A	
Sewer Line Underground	N/A	A	A	A	
Showers and Tubs	C	C	C	C	
Shower Head	C	C	C	C	
Shutoff Valve	C	C	C	C	
Sinks	C	C	C	C	Caution: check periodically for under cabinet leaks
Traps	C	C	C	C	
Washers	C	C	C	C	
Screens on Windows	C	C	C	C	
Sump Pump	C	C	C	C	Caution: confirm OK seasonally
Thermostat	C	C	C	C	Never allow pipes to freeze! Smart and programmable recommended.
Tile	C	C	C	C	
Trim	C	C	C	C	
TV/Cable TV	C	C	C	C	
Wall Connectors	C	C	C	C	

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Vent Covers	C	C	C	C	
Vent Fans	C	C	C	C	
Vent Filters	C	C	C	C	Caution: change/clean regularly
Wall Supports					
Interior	C	C	C	C	
Basement (if applicable)	C	C	C	C	Includes addressing cosmetic cracks
Perimeter Leak/Settlement	N/A	A	A	A	Owner must R&R all finishes
Wallpaper	C	C	C	C	
Walls					
Interior	C	C	C	C	
Perimeter	N/A	A	A	A	
Washers	C	C	C	C	see Appliances
Water Heater	C	C	C	C	Catch pan required in all Upper Level Units (Providence). Tankless heaters recommended where possible.
Water Lines	N/A	A	A	A	Behind walls and under concrete - or outside supply lines.
Before Main Shutoff	N/A	A	A	A	
After Main Shutoff	N/A	A	A	A	
Main Water Shutoff	N/A	A	A	A	
Windows - <small>(window treatments must appear white or neutral from exterior)</small>	C	C	C	C	** To avoid leaks, special care required w/ replacement flashing, sill pitch and trim work (to keep water out)**
BUILDING EXTERIOR	DECORATE	MAINTAIN	REPAIR	REPLACE	DESCRIPTION
Air Conditioners	C	C	C	C	Caution: clean for good air flow
Condensation Lines	C	C	C	C	Caution: clean this drain line to prevent blockage of drain water
Compressor	C	C	C	C	Caution: clean for good air flow
Balconies (see also Decks)	C	C	C	C	Co-owner responsible for snow removal and de-icing
Caulking / Tuckpointing	N/A	A	A	A	
Chimney	N/A	A	A	A	
Decks	C	C	C	C	
Door - Main Unit	C	C	C	C	
Door Hardware	C	C	C	C	
Door Trim	N/A	A	A	A	
Doorbell	C	C	C	C	
Drain Tile - bldg perimeter	N/A	A	A	A	exterior
Flashing	N/A	A	A	A	
Garage Door	N/A	C*	C	C	Use "Dry Lube" on springs, tracks and cables. * Assn assists in painting (exterior maint only)
Garage Door Opener	C	C	C	C	"Whisper Quiet" by Chamberlain recommended (and in-stock on-site @ wholesale pricing)
Garage Light Bulbs (exterior)	N/A	C	C	C	These exterior bulbs are photocell controlled - by Assn
Garage Tracks and Rollers	N/A	C	C	C	"Dry Lube" (see above)
Gutter & Downspouts	N/A	A	A	A	

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House Number	N/A	A	A	A	
Patios	C	C	C	C	
Photocell	N/A	A	A	A	
Porch & Steps	N/A	A	A	A	
Porch Light Bulbs	N/A	C	C	C	Photocell controlled - by Assn
Roof	N/A	A	A	A	
Siding and Trim	N/A	A	A	A	
Structural Alterations	N/A	A	A	A	pre-approval required
Terraces (exterior concrete)	C	C	A	A	Co-owner responsible for snow removal and de-icing
Utility Meters	N/A	A	A	A	Utility companies called!
Vents (Roof and Wall)	N/A	A	A	A	Custom installations possible; and these become co-owner ("C") items
Water Spigots	N/A	A	A	A	Custom installations possible; and these become co-owner ("C") items
Window Trim	N/A	A	A	A	
<b>GROUNDS</b>	<b>DECORATE</b>	<b>MAINTAIN</b>	<b>REPAIR</b>	<b>REPLACE</b>	<b>DESCRIPTION</b>
Clubhouse	N/A	A	A	A	
Curbs	N/A	A	A	A	
Driveways	N/A	A	A	A	
Fences	N/A	A	A	A	
Fountain	N/A	A	A	A	
Irrigation System	N/A	A	A	A	
Landscaping	N/A	A	A	A	
Lawn	N/A	A	A	A	
Lights/Bulbs (street)	N/A	A	A	A	
Mailbox Lock	N/A	C	C	C	On-site service possible
Mailbox Number/Name	N/A	Postmaster	Postmaster	Postmaster	
Playground	N/A	A	A	A	
Recycling	N/A	City service	City service	City service	Position bin 3' from Trash bin - and on asphalt at least 1' clear of your building
Roads	N/A	A	A	A	
Rubbish Removal	N/A	City service	City service	City service	As above (Recycling), put bin(s) out 8am on day of pick-up - and return to garage same day. Thank you!
Shrubs	N/A	A	A	A	
Storm Sewers	N/A	A	A	A	
Tennis Court	A	A	A	A	
Trees	N/A	A	A	A	

**Notes to Matrix: (1) If questions, e-mail or speak with management <service@meadowmgmt.com>; (2) On-site contract personnel have experience w most condo-specific repairs & replacements 734-476-4116**

revised 12/2014 / MMI/DF