

**NEW HORIZONS SOUTH BAY ASSOCIATION  
MAINTENANCE CHART**

<b>WALLS, CEILINGS &amp; FLOORS</b>	<b>OWNER</b>	<b>ASSN</b>
Exterior perimeter walls surrounding the unit		X
Interior walls and partitions such as bedroom, dining room walls, etc.	X	
Wall surfaces and coverings - paint, wallpaper, paneling, mirrors, etc.	X	
Ceiling surfaces	X	
Floor coverings - carpeting, hardwood, tile, marble, granite, vinyl, etc.	X	
Floors - unfinished slab and/or sub-floors		X
<b>WINDOWS &amp; DOORS</b>	<b>OWNER</b>	<b>ASSN</b>
Windows - glass, screens, weather stripping, latches, hardware, drapes, blinds, etc.	X	
Window frame replacement (normal wear and tear)	X	
Window and window frame damage caused by owner, tenant, guest, etc. (replacement by the Association and billed to the owner)	X	
Entry door - door, door replacement, door frames, thresholds, weather stripping, locks, related hardware, interior finishing	X	
Entry door - painting exterior finish (original door only)		X
Interior doors - bedrooms, closets, bathrooms, etc.	X	
Security Doors	X	
<b>ELECTRICAL</b>	<b>OWNER</b>	<b>ASSN</b>
Electrical panel and breakers for unit	X	
Electrical wiring in walls which serve only the unit	X	
Light switches, electrical outlets, and wall plates	X	
Light fixtures - in unit and on balconies and patios near entrances	X	
Telephone lines, cable television, computer lines, DSL cables, etc.	X	
Electricity inside the garages		X

<b>KITCHEN</b>	<b>OWNER</b>	<b>ASSN</b>
Sink, faucet, garbage disposal, drain, trap supply lines and angle stops to the wall	X	
Leaky faucets	X	
Garbage disposal - garbage disposal replacement, clogs	X	
Appliances (dishwasher, refrigerator, microwave, stove, oven, range hood & fan, etc.)	X	
Cabinets and counter tops	X	
Loose, missing or failing grout or caulk around, sinks, faucets, countertops	X	
Existing water lines and drain lines behind the walls, ceilings and under the floors		X
<b>BATHROOMS</b>	<b>OWNER</b>	<b>ASSN</b>
Tubs, showers, faucets, valves, shower pans, drains & drain lines that exclusively serve a unit	X	
Leaky faucets	X	
Loose, missing or failing grout or caulk around tubs, showers, sinks, toilets, faucets, countertops	X	
Vanities, sinks, faucets, drains, supply lines and angle stops that exclusively serve a unit	X	
Toilets, tank mechanisms, wax ring, supply lines, angle stops and local stoppage (not in main line)	X	
Existing water lines and drain lines behind the walls, ceilings and under the floors		X
Heater & ceiling fan	X	
<b>BALCONIES &amp; PATIOS</b>	<b>OWNER</b>	<b>ASSN</b>
Clean and maintain balcony surfaces	X	
Door - doors, door casings, thresholds, flashing, weather stripping, caulking, door guides, and any other related hardware and sealants associated with the Balcony or Patio doors	X	
Balcony and patio structure (unless damaged by owner)		X
Paint/seal upstairs balcony decks.		X
Back patio enclosures - Patio fencing with Architectural Approval	X	

<b>INSURANCE</b>	<b>OWNER</b>	<b>ASSN</b>
Contents of unit (furniture, clothing, jewelry, appliances, etc.)	X	
Improvements to unit (carpet, hardwood floors, wallpaper, etc.)	X	
Common Areas		X
<b>MISCELLANEOUS</b>	<b>OWNER</b>	<b>ASSN</b>
Thermostats, HVACs, and radiant ceiling heaters	X	
Moisture from or around vents, A/C condenser lines	X	
Termite, ant, and vermin treatment		X
Fireplace - flues, fireboxes, and fireplace mantels and any other portion of the fireplace other than the chimney	X	
Fireplace - chimney and chimney cap		X
Fireplace - chimney cleaning (sweep)	X	
Garage storage spaces	X	
Incline chair and ramp installed by owner; must be removed by owner when no longer needed or when owner vacates the unit	X	
Security of unit and garage	X	
Washer and Dryer including dryer vent line	X	
Hot water heater & cover	X	