

**Country Road H.O.A., Inc.  
Maintenance and Repair Responsibility Matrix**

**2009**

**Overview**

This matrix describes the maintenance and replacement responsibilities for the three differing property types within this planned community: Common Area, Exclusive Use Common Area, and Individual Property.

**Legal Authority**

The duties and obligations contained within this matrix are supported by the following legal documents: Association's Governing Documents and the California State Civil Code.

**General Guidelines**

The Association is obligated to repair and/or replace the following: flat and sloped roofing, surface of exterior stucco, paint stucco surfaces, common area plumbing, common area electrical, pools & spas, landscaping, clubhouse, cabana, common area fencing, stain exterior wood, private streets, common area lighting, and private street signs.

The individual Property Owners are responsible for all other building components, appliances, fixtures, structures, and to acquire content and related insurance policies.

**Jurisdictional Issues**

Even though some fixtures, components and pest eradication projects are the property owner's responsibility, the Association is often obligated to regulate and enforce Architectural Control Authority over design, material and workmanship issues to ensure exterior alterations are architecturally harmonious and safe.

**Legend**

P.O.=Property Owner Assn.=Association City=City of Brea USPS=U.S. Postal Service  
P.P.=Private Property (property owner) C.A.=Common Area EUCA=Exclusive Use Common Area  
G.C.=The Gas Company

Prepared by Robert Sackett, CMCA, Operations Manager  
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<b><u>Building Component</u></b>	<b><u>Property Type</u></b>	<b><u>Owner Duty</u></b>	<b><u>Assn. Duty</u></b>	<b><u>Other Duty</u></b>	<b><u>Architect Control</u></b>	<b><u>Special Conditions</u></b>
<b>Roofing</b>						
Flat Roof Repair/Replacement: Common Area			YES		YES	YES #100
Flat Roof Repair/Replacement: P.P. & EUCA			YES		YES	YES #100/#100b
Cedar Roof Repair/Replacement: Common Area			YES		YES	YES #100
Cedar Roof Repair/Replacement: P.P. & EUCA			YES		YES	YES #100
Roof/Atrium Skylight: Common Area			YES		YES	
Roof/Atrium Skylight Original: P.P. & EUCA			YES		YES	
Roof/Atrium Skylight Retro: P.P. & EUCA		YES			YES	
Roof FA Heater Exhaust Caps: P.P. & EUCA		YES			YES	
Roof FA Heater Exhaust Caps: Common Area			YES		YES	
<b>Fireplace/Chimney</b>						
Chimney Structure & Interior: Common Area			YES		YES	
Chimney Structure & Interior: P.P. & EUCA		YES			YES	
Chimney Spark Arrestor: Common Area			YES		YES	
Chimney Spark Arrestor: P.P. & EUCA		YES			YES	
<b>Roof/Building Appliances</b>						
Antenna/Dish: Common Area			YES			
Antenna/Dish: P.P. & EUCA		YES			YES	
<b>Fumigation/Spot Treatments</b>						
Eradication Wood Destroying Pests: Common Area			YES			
Eradication Wood Destroying Pests: P.P. & EUCA		YES				YES #101
Eradication Ants, Wasps, Etc.: Common Area			YES			
Eradication Ants, Wasps, Etc.: P.P. & EUCA		YES				

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<b>Stucco Surfaces</b>						
Stucco Repair/Replacement: Common Areas			YES		YES	
Stucco Surface Repair/Replacement: P.P. & EUCA			YES		YES	YES #102
Stucco: Repair/Replacement: PP & EUCA		YES				
<b>Exterior Wood Surfaces</b>						
Exterior Wood Stain: Common Area			YES			
Exterior Wood Repair/Replacement: C.A.			YES			
Exterior Wood Satin: P.P. & EUCA			YES			
Exterior Wood Repair/Replacement: P.P. & EUCA		YES			YES	
<b>Patio Components</b>						
Patio Fencing Stain: P.P. & EUCA			YES		YES	YES #103
Patio Fencing Repair/Replacement: PP & EUCA		YES			YES	
Patio Beams Original. Repair & Replace: P.P. & EUCA		YES			YES	
Patio Beams Retro Repair & Replace: P.P. & EUCA		YES			YES	
Patio Cover Repair/Replace: P.P. & EUCA		YES			YES	
Patio Cover Stain: P.P. & EUCA		YES			YES	YES #103
Patio Deck Repair/Replace: P.P. & EUCA		YES			YES	
Patio Gate Repair/Replace: P.P. & EUCA		YES			YES	
<b>Balcony Components</b>						
Balcony Stucco & Structure: P.P. & EUCA		YES			YES	
Balcony Deck Stain: Common Area			YES		YES	
Balcony Deck Stain: P.P./EUCA			YES			
Balcony Repair/Replace: P.P./EUCA		YES				
Balcony Rails Paint/Stain: P.P./EUCA			YES			YES #103
Balcony Rails Repair/Replace: P.P./EUCA		YES				
Balcony: water proof decking			YES			
Balcony Fixtures & Bulbs: Common Areas			YES			
Balcony Fixtures & Bulbs: P.P./EUCA		YES			YES	
<b>Deck Components</b>						
Wood Decking Stain: Common Areas			YES			
Wood Decking Repair/Replacement: Common Areas			YES			
Wood Decking Stain: P.P. & EUCA			YES			
Wood Decking Repair/Replacement: P.P. & EUCA		YES			YES	
Wood Stairs Stain: Common Areas			YES			
Wood Stairs Stain: P.P. & EUCA			YES		YES	
Wood Stairs Repair/Replace: P.P. & EUCA		YES			YES	
Wood Guardrail Stain: Common Area			YES			
Wood Guardrail Repair/Replacement: Common Area			YES			
Wood Guardrail Repair/Replacement: P.P./EUCA		YES				
Wood Siding Stain: Common Area			YES			
Wood Siding Stain: P.P. & EUCA			YES			
Wood Siding Repair/Replace: Common Area			YES			
Wood Siding Repair/Replace: P.P. & EUCA		YES				
Stair Railings Paint/Stain: Common Areas			YES			
Stair Railings Paint/Stain: P.P. & EUCA			YES			YES #103
Stair Railings Repair/Replace: Common Areas			YES			
Stair Railings Repair/Replace: P.P. & EUCA		YES				

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<b>Garage Components</b>						
Garage Door (All) Repair/Replace: P.P./EUCA		YES				
Garage Door Opener, Springs, etc.: P.P. & EUCA		YES				
Garage Entry Doors (Walk-in): Hardware/Trim, Etc.		YES				
<b>Windows/Doors and Related Components</b>						
Windows/Doors Maint./Replace: Common Areas			YES			
Windows/Doors Maint./Replace: P.P./EUCA		YES			YES	
Screen Doors Repair/Replace: P.P./EUCAa		YES			YES	
<b>Electrical Wiring/Circuit Breakers &amp; Equip.</b>						
All Electrical Components: Common Areas			YES			
All Electrical Components: P.P. & EUCA		YES				
Doorbell, Wiring and Transformer: P.P./EUCA		YES				
All Light fixtures and bulbs: P.P./EUCA		YES			YES	
Assn. Street/Landscape Lighting: Common Area			YES			
<b>Natural Gas</b>						
Natural Gas Meter: Common Area					GC	
Natural Gas Meter: P.P. & EUCA					GC	
Gas Pipe & Fittings To Meter: Common Area					GC	
Gas Pipe & Fittings To Meter: P.P. & EUCA					GC	
Gas Pipe & Fittings From Meter: Common Area			YES			
Gas Pipe & Fittings From Meter: P.P. & EUCA		YES				YES
<b>Plumbing Components</b>						
Plumbing Components: Common Areas			YES			
Plumbing Components: P.P. & EUCA		YES				
Water Heater Repair/Replace: Common Area			YES			
Water Heater Repair/Replace: P.P./EUCA		YES				
Water Main Shut-Off: Common Area			YES			
Water Main Shut-Off: P.P. & EUCA		YES			YES	
Hose Bib Valves/Pipes: Common Area			YES			
Hose Bib Valves/Pipes: P.P. & EUCA		YES				
Water Meter: Common Area					City	
Water Meter: P.P. & EUCA					City	
Water Main Line: Common Area and P.P. & EUCA		YES			City	YES #104
<b>Air Conditioners and Heating</b>						
A/C &/Heaters Repair/Replace: Common Area			YES			
A/C &/Heaters Repair/Replace: P.P./EUCA		YES			YES	
<b>Sewer Service</b>						
Sewer Components/Clogs: Serving Assn. Facilities			YES			
Sewer Components/Clogs: Serving P.P. & Euca		YES				
<b>Concrete Slabs/Walkways</b>						
Walkways, City Owned: Common Area					City	
Walkways, Association Owned: Common Area			YES			
Patio/Garage/Home Slabs: P.P. & Euca		YES			YES	
Assn. Buildgs/Pool Slabs, Etc.: Common Area			YES			
<b>Miscellaneous</b>						
Mail Boxes — All					USPS	

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**Special Conditions**

**#100**

Roof repair and replacement shall be paid for in full through the association's reserve fund established for that purpose. Exceptions to that general rule will arise if the subject roof fails because it was not utilized only for the intended purpose – waterproof roof surface with appropriate architectural style and appearance. Use of flat roof decks as patios, drilling/cutting holes in any roof surface, installing any roof appliance without prior architectural approval, etc., may result in monetary damages being assessed on the subject lot, and/or monetary fines for violating the governing documents.

**#100b**

The cost to disconnect and relocate the air conditioner unit on the flat roof is the financial responsibility of the homeowner of the subject flat roof that requires either a repair, or a replacement. The owner is financially responsible to have their A/C unit relocated back to its original position too. A related circumstance concerns a shared flat roof. In some roof configurations a flat roof can be shared between two to five other attached townhomes. In the event a shared roof must be replaced the other owner of the home that shares the subject roof must also pay to have their A/C unit disconnected and relocated too (if they have one), and then relocated back and connected upon the completion of the new roof – irrespective of whether or not the subject flat roof leaks into their home.

**#101**

While all costs associated with eradicating wood destroying pests are the responsibility of the property owner, the association is under a mandate to plan, coordinate, and implement such projects and to bill the subject property owner for such work. In addition, the association is required to maintain all records concerning the inspection and completion all work performed on each home within each building. Lot owners who fail to cooperate with these worthy efforts may be subject to penalty assessments, and/or a court hearing as authorized by the California Civil Code.

**#102**

The association is responsible for original stucco to the extent they shall paint it, and make repairs and replacements to the color coat only – the last and thinnest of the three separate coats of a typical residential stucco surface. In some areas of stucco, patches of efflorescence may appear on the color coat. The association is not responsible to repairs or replacements of either the brown coat or scratch coat of stucco.

*<sup>1</sup>Efflorescence - a white powdery appearing deposit. It may appear from a "light haze " to a very heavy "blooming". Or, water soluble salts, deposited as moisture evaporates on the surface of stucco.*

**#103**

The association shall stain the outside exteriors of all patio fencing. However, the inside of all patio fencing shall only be stained providing the property owner removes all plant material and/or personal property in a timely manner once notified that a wood staining project is scheduled and forthcoming. The same criteria shall apply to the staining of other original exterior wood surfaces such as patio beams, balcony railings, porches and decks, etc.

**#104**

Property owners are responsible for the pipe that runs from the water meter to their home. The city is responsible for the line that runs from the water main line to the water meter.