

WESTBROOKE MAINTENANCE MATRIX			
ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Air Conditioner			
coil		X	
compressor		X	
fan		X	
Alarm Systems		X	
Animal Removal from Unit	X		
Appliances		X	
Balconies		X	
Basements			
floor cracks	X		Repairs made to leaking cracks
drainage	X		
drywall	X	X	Depends on location of drywall
leaks	X		
rod holes	X		
wall crack	X		Repairs made to leaking cracks
window		X	
Cable TV		X	
Cabinets & Shelves		X	
Chimney			
birds	X		
cap cracks	X		
fireplace		X	
flue	X		
flue cracks	X		
leaks	X		
Clubhouse (Cabana)	X		
Deck		X	
light		X	
maintenance		X	
snow removal		X	
structure		X	
Doors (Exterior)			
caulking	X		
frame	X		
inside surface		X	
knobs/lock mechanism		X	
lockouts		X	
outside surface	X	X	Depends on situation
replacement		X	
storm door		X	
threshold	X	X	Depends on the cause of damage
weatherstrip	X	X	Depends on the cause of damage
Doors (Interior)		X	

frame		X	
knobs/lock mechanism		X	
surface		X	
threshold		X	
Driveways - Asphalt			
repairs	X		
snow removal	X		
Electrical	Garage bulbs and light fixtures are association responsibility		
bulbs-inside		X	
circuit breakers/service panel		X	
doorbells		X	
exterior outlets	X		
fixtures (interior)		X	
fixtures (exterior) replacement	Garage	Porch/Deck	
outlets & switches, interior		X	
receptacles/switches		X	
security lights		X	
Fences (pool)	X		
Floors			
coverings		X	
ceramic		X	
vinyl		X	
wood		X	
subfloor	X	X	Depends on the cause of damage
Furnace		X	
Garages			
door		X	
door opener		X	
floor	X	X	Depends on the cause of damage
lock		X	
surface (interior)		X	
walls interior	X	X	Depends on the cause of damage
Gas Lines	X	X	Depends on the location
Insect Infestation	X		
Insulation (Attic)		X	
Intercom System		X	
Lawn & Grounds			
common areas	X		
tree & shrub replacement	X	X	Depends on the location
tree & shrub trimming	X		
Mailboxes - Cluster boxes	X		
key		X	Must contact post office
repair	X		Depends on the cause of damage
Plumbing			
disposal		X	

drain clogging		X	
at trap		X	
connection		X	
leaks	X	X	Depends on the cause of damage
faucet		X	
fixture		X	
leaks-inside walls	X		
malfunction-fixture		X	
malfunction-pipe	X		
outside faucet	X		One per building
sewer backup	X	X	Depends on the cause of damage
sewer backup damage	X	X	Depends on the cause of damage
sump pumps	X		
toilet		X	
underground pipes	X		
water extraction (sewer)	X	X	Depends on the cause of damage
water extraction (sump pump)	X		
water heater		X	
water meter/bills	X		
Pool	X		
Porch and Porch Cap			
maintenance	X	X	Depends on the cause of damage
railing		X	
repairs-porch cap	X	X	Depends on the cause of damage
snow removal	X		
steps	X		
Roads - Asphalt	X		
Roof & Gutters	X		
roof	X		
downspouts and gutters	X		
leaks	X		
siding	X		
Sidewalks	X		
repairs	X		
snow removal	X		
Smoke Detectors		X	
Sprinkler System	X		
Stairways		X	
Television Cable		X	
Telephone		X	
Vents			
bathroom vents	X exterior part only	X	
dryer vent	X exterior part only	X	
kitchen vent		X	

roof vents	X		
vent covers	X exterior part only	X	
Walls			
exterior	X		
caulking	X		
drywall cracks	X	X	Depends on the cause of damage
exterior painting	X		
interior painting		X	
structural cracks	X		
damage	X	X	Depends on the cause of damage
leaks	X		
nailpops		X	
paint/wallpaper		X	
surface		X	
seam breaks		X	
structural failure	X		
Windows, Doorwalls, Skylights, Storm Door			
broken glass		X	
caulking interior		X	
caulking-exterior	X	X	Usually checked every 6 years
handles & locks		X	
frame		X	
frame (Doorwall)		X	
screens		X	
seal failure		X	
sills		X	
exterior		X	
interior		X	
weatherstripping		X	
Water Heaters		X	