

**Ann Arbor Tower Plaza CONDOMINIUM ASSOCIATION
MAINTENANCE, REPAIR, AND REPLACEMENT GUIDELINES
WITH MATRIX**

The maintenance, repair, and replacement policies at Ann Arbor Tower Plaza Condominium Association can be confusing. The responsibilities belong to either the Association or the Owner. To assist in the determination of responsibility for various maintenance items, a matrix has been prepared. Some general statements about policies are as follows:

1. Responsibilities for maintenance, repair, and replacement are defined by the recorded Master Deed and By-laws for the condominium association with subsequent interpretation and policy established by the Board of Directors as appropriate.
2. Performance of the maintenance, repair and replacement of the Association is the responsibility of the Board of Directors and may be delegated to the Association's Management Agent.
3. In general, the condominium association is responsible for maintenance, repair, and replacement of the General Common Elements including land, roads, sidewalks, utility networks (electrical, gas, telephone, plumbing) up to the point of unit connection, foundations, outside perimeter walls, and roofs.
4. In general, the Co-owners are responsible for maintenance, repair, and replacement of items within the inside of the perimeter walls and beyond interior utility network connection points including many of the Limited Common Elements or those items reserved only for each individual unit owners' use such as fixtures.
5. In general, the Co-owners are responsible for maintenance, repair, and replacement of all items that are damaged by themselves, guests, and or invitees regardless of normal maintenance responsibility.
6. The priority, timing, method, financing, degree, and type of maintenance, repair, and replacement for the association is up to the reasonable discretion of the Board of Directors. The costs are ultimately assessed to all Co-owners through the association fees.
7. Modification or alteration requires approval of the Board of Directors. Please submit all modification requests to the Board before commencing work.
8. These statements and the attached matrix serve only as guidelines, and if any items are in conflict with the recorded Master Deed and By-laws, then the recorded documents will prevail.

**ANN ARBOR TOWER PLAZA CONDOMINIUM ASSOCIATION
MAINTENANCE MATRIX**

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Air Conditioner			
Heating & Cooling Coil		X	
Fan		X	
Thermostats		X	
Hallway Doors			
Knobs/Lock Mechanism	X		
Frame	X		
Outside Surface	X		
Locks		X	
Threshold	X		
Painting	X		
Warping	X		
Hallways	X		
Electrical			
Circuit Breakers/Box		X	
Fixtures-Interior		X	
Outlets & Switches, Interior		X	
Outlets & Fixtures Exterior	X		
Plumbing			
Disposal		X	
Drain Clogging	X		Unless in Trap
Leaks-Faucet, Fixture		X	
Leaks-Interior		X	
Malfunction-Fixture		X	
Underground-Pipe	X		
Malfunction-Pipes	X		To point of connection
Outside Faucet	X		
Toilet		X	
Water Meter	X		
Intercom	X		
Stairwells	X		
Elevator	X		
Lobby	X		
Laundry Room	X		
Windows			
Caulking Interior		X	
Weatherstripping		X	
Broken-out		X	
Broken-in		X	
Roof & Gutters			
Leaks	X		