

Mutual Responsibility	Resident Responsibility
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**Appliances: Dishwashers, Refrigerators, Disposals, Ranges, Ovens, Vents, Hoods, Fireplaces, Washing Machines, Dryers, etc.**

	All appliances are the owner's property; all maintenance and repair is the owner's responsibility
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<b>Carpentry</b>	
<ul style="list-style-type: none"> <li>• Repairs due to building movement</li> <li>• Repair/adjust storage area doors</li> </ul> <p>All buildings are subject to a normal amount of expansion and retraction due to weather changes and the passage of time. This movement may cause cabinet doors to stick, closet doors to malfunction and walls to be less than plumb. This type of damage is considered normal wear and tear and the Mutual is not responsible for its repair or maintenance.</p> <p>Significant vertical or lateral building movement caused by foundation failure, ground movement or other similar extraordinary events, may cause damage that the Mutual would be responsible to repair. The Mutual will determine this on a case-by-case basis.</p>	<ul style="list-style-type: none"> <li>• Repair/adjust exterior manor doors, including front entrance doors</li> <li>• Repair/replace doorbell</li> <li>• Repair/replace weather stripping on exterior doors and windows</li> <li>• Repair/replace exterior door locks</li> <li>• Repair/replace interior doors and hardware</li> <li>• Repair/replace windows, window panes and screens</li> <li>• Repair/replace storm doors</li> <li>• Repair/replace sliding doors and screens</li> <li>• Repair/replace glass in shower doors</li> <li>• Repair/replace loose or broken interior base molding, casing, trim, etc.</li> <li>• Repair/replace floor covering</li> <li>• Repair/replace cabinets and components</li> <li>• Repair plaster and wallboard cracks resulting from drying, shrinkage, etc.</li> </ul>

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<b>Balconies and Patios</b>	
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<ul style="list-style-type: none"><li>• Repair and maintain all railings, staircases, breezeways, including all railings on patios and decks</li><li>• Repair, maintain or replace original patio and balcony surfaces</li><li>• Any original walking surface installed by the Mutual will be replaced by the Mutual as needed provided the damage was not caused by the owner(s)</li></ul>	<ul style="list-style-type: none"><li>• Maintain, repair and/or replace any walking surface installed on a Balcony by Owner or any prior owner of owner's unit</li><li>• Repair or replace any walking surface of a Balcony damaged by planters or other furnishings placed on the Balcony by an owner or owner's tenant or by any act or omission of the owner or his or her family member, tenant, or guest or invitee</li><li>• Cleaning and routine maintenance of all patio and balcony walking surfaces</li><li>• Cleaning of balcony level gutters</li></ul>
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<b>Electrical (Wiring and Components)</b>	
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<ul style="list-style-type: none"> <li>• Replace exterior and original interior circuit breaker panels</li> <li>• Repair/replace exterior duplex outlets</li> <li>• Repair, reset, tighten, or replace exterior and original interior circuit breakers or electrical panels</li> <li>• Repair electrical wiring in walls and attic, including doorbell wiring</li> <li>• Repair/replace outside lighting in garages, entryways, walkways, etc., to include changing of light bulbs in inaccessible areas.</li> <li>• Inspect smoke and carbon monoxide detectors and replace batteries annually</li> <li>• Repair/replace cable TV wiring within the wall</li> </ul>	<ul style="list-style-type: none"> <li>• Replace bathroom fan motor and/or heating elements</li> <li>• Repair/replace electrical cords and plugs (standard appliances)</li> <li>• Clean bathroom fans and ducts, kitchen fans and ducts</li> <li>• Replace interior wall switches or duplex outlets</li> <li>• Repair exterior lighting fixtures controlled by an interior switch</li> <li>• Replace interior light bulbs, fluorescent tubes, and ballasts</li> <li>• Repair/replace telephone wiring from the user interface device (UID) into the unit</li> <li>• Repair/replace cable TV wiring from the wall to the TV or other equipment</li> </ul>
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<b>Heating, Ventilating and Air Conditioning Systems</b>	
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	<ul style="list-style-type: none"><li>• Air conditioners and heat pumps are the owner's property; all cleaning, maintenance, adjustments, lubrication, repair and replacement is the owner's responsibility.</li><li>• Repair/replace duct systems.</li></ul>
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A-5

Adopted 3/20/14  
Revised 6/19/14

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Landscaping in the Common Area	
<ul style="list-style-type: none"><li>• Maintenance of ground cover, shrubs, trees, irrigation system and surface drainage</li></ul>	<ul style="list-style-type: none"><li>• Tree pruning, trimming or removal at request of and for sole benefit of a resident requires approval of the Board, affected neighbors and, if required, City of Walnut Creek</li></ul>

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<b>Painting</b>
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<ul style="list-style-type: none"> <li>• Exterior surfaces of buildings</li> <li>• Outside surface of exterior doors</li> <li>• Interior surfaces of manor damaged by rain leaks in structural components that the Mutual maintains</li> </ul>	<ul style="list-style-type: none"> <li>• Inside surface of exterior doors</li> <li>• Interior surfaces of manor</li> </ul> <p><u>Note:</u> Mutual determines color palette for exterior surfaces of buildings, including trim and doors with resident input</p>
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<b>Pest Control (including Termites)</b>	
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<ul style="list-style-type: none"><li>• Interior of buildings to control rodents, ants and other insects</li><li>• Exterior of buildings, in walls and attics, includes control of weeds, plant diseases, rodents, ants and other insects</li><li>• Inspection and treatment for wood-eating insects</li></ul>	
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<p><b>A-8</b></p> <p>Adopted 3/20/14 Revised 6/19/14</p>	
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Plumbing	
<ul style="list-style-type: none"> <li>▪ Repair leaks or remove stoppages within the wall or attic before the pipe penetrates the surface of the interior wall</li> <li>▪ Repair/replace outside faucets</li> <li>▪ Adjust building water pressure regulator</li> <li>▪ Remove debris from water supply lines, valves and aerators</li> <li>▪ Install relief valves (“beehives”) in waste line</li> </ul>	<ul style="list-style-type: none"> <li>▪ Repair leaks or clear stoppages inside the manor from the point where the pipe leaves the drywall and enters the room</li> <li>▪ Repair/replace/adjust toilet seats, tank, bowl, valves, wax gaskets, etc.</li> <li>▪ Repair/replace cracked, crazed, chipped or rusted sinks/basins/tubs/shower pans</li> <li>▪ Repair/replace traps, pipes, faucets, baskets, seals, etc.</li> <li>▪ Repair/replace/clean bathtub and sink stoppers or components</li> <li>▪ Repair/replace kitchen sink, soap dispenser or components</li> <li>▪ Recaulk/re-grout bathtub/sink/shower door frames and tracks</li> <li>▪ Repair/replace water filters</li> <li>▪ Future installations of stackable or standard washer/dryer systems require installation of a braided steel water supply line. At the time of resale, the inspector shall determine the type of connectors installed and will require the seller to upgrade the water supply lines to meet the braided steel standard.</li> </ul>

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<b>Roofs/Garage Doors</b>	
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| <ul style="list-style-type: none"><li>▪ Replacement and repair of roofs</li><li>▪ Replacement and repair of gutters and downspouts.</li><li>▪ Repair and replacement of garage doors</li></ul> |  |
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