

SIENA VILLAS HOMEOWNERS ASSOCIATION

MAINTENANCE, REPAIR AND REPLACEMENT RESPONSIBILITY CHECKLIST

(Adopted May 31, 2017)

Definitions:

Association means Siena Villas Homeowners Association, a California nonprofit mutual benefit corporation.

Board means the board of directors of the Association.

Civil Code means the California *Civil Code*.

Common Area means all portions of the Project other than the Units.

Condominium means a fractional undivided interest in common in the Project with the other Owners, together with a separate interest in a Unit and all easements and other interests appurtenant to said fractional undivided interest and/or appurtenant to said Unit.

Condominium Building means a separate building containing one or more Units or elements of Units.

Condominium Plan means that certain condominium plan recorded against and applicable to the Project in the Office of the County Recorder of Los Angeles County, and any amendments thereto.

Declaration means the *Declaration of Covenants, Conditions, & Restrictions* recorded on December 15, 1988 as Document/Instrument No. 88-2001128 in the official records of Los Angeles County, California, as may be amended from time to time.

Exclusive Use Common Area means a portion of the Common Area designated by the Declaration, Condominium Plan, or by Section 4145 of the California Civil Code for the exclusive use of one or more, but fewer than all, of the owners of the separate interests and which is appurtenant to an owner's Unit. Parking spaces exclusively serving a Unit constitute Exclusive Use Common Areas appurtenant to that Unit.

Maintain means "maintain, repair and replace", except to the extent otherwise provided in this Checklist.

Owner means the record owner of a Unit.

Project means each portion of the real property described in the Declaration or in any exhibits to the Declaration and any additional real property subject to the Declaration added through annexation.

Unit means the elements of a Condominium not owned in common with the Owners of other Condominiums in the Project, as defined, identified and designated on the Condominium Plan.

Notes:

1. If the “Association” column is marked with the word “Maintain”, the Association performs and pays for maintenance, repair and replacement, or portion thereof, as applicable.
2. If the “Owner” column is marked with the word “Maintain” the Owner performs and pays for maintenance, repair and replacement, or portion thereof, as applicable.
3. To the extent that the Association and Owner are responsible for different portions of the same component in the Checklist, and such component cannot be repaired or replaced except in its entirety, the Association and Owner shall be financially responsible for their respective share of the costs of such repair or replacement.
4. Section 4775 of the Code sets forth default maintenance, repair and replacement requirements, which apply when the Declaration is silent, particularly with respect to Exclusive Use Common Area. To the extent that the Declaration is silent and the maintenance, repair and replacement responsibilities are determined by the Code, the applicable Code Section will be indicated in the “Governing Document Reference or Civil Code Section” column. Other Code Sections may also be referenced in the “Governing Document Reference or Civil Code Section” column.
5. Each Owner shall be generally responsible to keep his or her Unit in good repair and condition. *See Article VI, Sections 3 and 4 of the Declaration.*
6. If an Owner fails to properly maintain, repair or replace items within his or her Unit which are his or her responsibility, the Association shall have the right to enter the Owner’s Unit to inspect and provide such maintenance or make such repairs or replacements, upon written notice to the Owner, as described in . After notice and a hearing, the cost of correcting the damage shall be a remedial assessment against the Unit. *See Article V, Section 9; Article IV, Section 5(b) and Article VI, Section 19 of the Declaration.*
7. No improvements of any type or any structural alteration to improvements, or any exterior additions or modifications to any improvements (including, but not limited to, painting) shall be made, constructed or maintained upon the Property without the prior written approval of the Architectural Committee. *See Article VI, Section 13 of the Declaration.*
8. Not every Unit and/or Common Area component may have been identified in this Checklist. Owners should refer to the Declaration for maintenance, repair and replacement responsibility information for items not addressed in this Checklist.

9. This Maintenance, Repair and Responsibility Checklist, upon adoption by the Board in accordance with Civil Code Section 4360, shall be considered an operating rule of the Association. To the extent there is any conflict between this Checklist and the Declaration, the Declaration shall control.

COMPONENT	OWNER	ASSOCIATION	Governing Document Reference or Civil Code Section
Interior of Unit Dwelling Area			
Floor coverings (<i>including, but not limited to, carpeting, hardwood, linoleum, and tile</i>)	Maintain.		Art. VI, Sections 3 and 4
Indoor wall surfaces (<i>including, but not limited to, paint, wallpaper, paneling, and mirrors</i>)	Maintain.		Art. VI, Sections 3 and 4
Interior walls (<i>including lath, plaster, and drywall as applicable</i>)	Maintain.		Art. VI, Sections 3 and 4
Ceiling surfaces	Maintain.		Art. VI, Sections 3 and 4
Cabinets and their hardware, counters and mantles	Maintain.		Art. VI, Sections 3 and 4
Interior doors, doorways, doorframes and their hardware	Maintain.		Art. VI, Sections 3 and 4
Built-in and/or freestanding appliances (<i>including, but not limited to, microwave, range, dishwasher, and oven</i>)	Maintain.		Art. VI, Sections 3 and 4
Plumbing fixtures (<i>including, but not limited to, sinks, toilets, bath, shower, faucets, sink hardware, and supply hoses</i>)	Maintain.		Art. VI, Sections 3 and 4
Electrical (<i>including, but not limited to, lighting fixtures, outlets, and switch wiring and distribution</i>)	Maintain.		Art. VI, Sections 3 and 4
Elements of Unit dwelling area not designated for maintenance by Association.	Maintain.		Art. VI, Sections 3 and 4
Entry Doors of Unit			
Door hardware (<i>including, but not limited to, lock, strike plate, doorknob, hinges, and openers</i>)	Maintain.		Art. VI, Section 3
Indoor paint or other finish	Maintain.		Art. VI, Sections 3 and 4
Exterior paint or other finish		Maintain.	Art. IV, Section 4(A)
Replacement of door		Maintain.	Art. VI, Sections 3 and 4; Art. IV, Section 4(A)

COMPONENT	OWNER	ASSOCIATION	Governing Document Reference or Civil Code Section
Glass located on entry doors		Maintain.	Art. VI, Section 4; Art. IV, Section 4(A)
Door bell – chime box, transformer and wiring within the Unit	Maintain.		Art. VI, Section 4
Door bell – button and wiring within the Common Area		Maintain.	Art. IV, Section 4(A)
Weather-stripping		Maintain.	Art. IV, Section 4(A)
Frame	Maintain interior surface portions	Maintain exterior and structural portions	Art. VI, Section 4; Art. IV, Section 4(A)
Door jamb	Maintain portions within the Unit.	Maintain exterior portions not located within the Unit.	Art. VI, Sections 3 and 4; Art. IV, Section 4(A)
Windows and Sliding Glass Doors Serving Unit			
Decorations and hardware (<i>including, but not limited to, locks, sashes, tracks, fittings, glazes, stops, gaskets, thresholds, and knobs</i>)	Maintain.		Art. VI, Section 4
Weather-stripping, caulking, and flashing		Maintain.	Art. IV, Section 4(A)
Frame	Maintain interior surface portions	Maintain all other portions	Art. VI, Section 4; Art. IV, Section 4(A)
Replacement of windows and sliding glass doors	Maintain.		Art. VI, Sections 3 and 4
Glass	Maintain and regularly clean the surfaces of the glass. Replace broken glass.		Art. VI, Section 4

COMPONENT	OWNER	ASSOCIATION	Governing Document Reference or Civil Code Section
Screens and screen doors	Maintain.		Art. VI, Sections 3 and 4; Art. IV, Section 4(A)
Fireplace			
Firebox	Maintain.		Art. VI, Sections 3 and 4
Flue and chimney	Clean interior surfaces and airspace.	Maintain structural and exterior components.	Art. IV, Section 4(A)
Fire/Life/Safety Equipment			
Smoke detector	Maintain (including periodic testing and replacement of batteries)		Art. VI, Sections 3 and 4
Carbon monoxide detector	Maintain (including periodic testing and replacement of batteries)		Art. VI, Sections 3 and 4
Utility Systems			
Plumbing (water and sewer) and drainage pipes and lines serving a Unit	Maintain portions exclusively serving a Unit (wherever located).	Maintain portions that are not the Owner's responsibility.	Art. VI, Section 4; Art. IV, Section 4(A)
Furnaces, air handler, electrical wiring, circuit breakers, gas lines and pipes, and other utility service facilities	Maintain.		Art. VI, Section 4
Air conditioning equipment (including compressor and related ductwork) serving an individual Unit	Maintain (wherever located).		Art. VI, Sections 4 and 5

COMPONENT	OWNER	ASSOCIATION	Governing Document Reference or Civil Code Section
Dryer vent, ducts, and related equipment exclusively serving an individual Unit	Maintain portions, if any, located within the Unit airspace.	Maintain all other portions. Clean dryer ducts and vents regularly.	Art. VI, Section 4
Air heating unit servicing an individual Unit	Maintain (wherever located).		Art. VI, Section 4
Hot water heater serving an individual Unit	Maintain (wherever located).		Art. VI, Section 4
Telephone wiring exclusively serving an individual Unit	Maintain (wherever located).		Civil Code Section 4145; Art. VI, Section 4
Television, audio, video, and internet cables, wiring, connections, and equipment serving an individual Unit	Maintain (wherever located).		Art. VI, Section 4
Balcony / Patio			
Balcony	Keep interior surface areas clean and free of debris and trash (including floor and drain surfaces).	Maintain interior balcony surfaces (other than keeping areas clean). Maintain structural elements that are part of building and exterior building surfaces; Maintain balcony walls and railings.	Art. VI, Section 4; Art. IV, Section 4(A)

COMPONENT	OWNER	ASSOCIATION	Governing Document Reference or Civil Code Section
Patio	Maintain surface areas (other than exterior building surfaces); Keep free of debris and trash (including floor and drain surfaces) and regularly clean the interior surfaces.	Maintain structural elements that are part of building and exterior building surfaces; Maintain fences (other than interior surfaces).	Art. VI, Section 4; Art. IV, Section 4(A)
Utility closet doors located in balcony or patio	Maintain in accordance with the Association's architectural approval requirements.		Art. VI, Section 4; Art. IV, Section 4(A)
Lighting fixtures	Replace light bulbs as necessary.	Maintain.	Art. VI, Section 4

COMPONENT	OWNER	ASSOCIATION	Governing Document Reference or Civil Code Section
Landscaping and Plants	Maintain.		Art. VI, Section 4; Art. IV, Section 4(A)
Patio/balcony covers and other owner-installed improvements	Maintain.		Art. IV, Sec. 4(A)
Front Entries with Mer-Ko Finishes	Sweep and keep free of debris and trash.	Maintain.	Art. IV, Sec. 4(A)
Attic Space and Crawlspace	Keep free of debris and trash.	Maintain.	Art. IV, Sec. 4(A)
Unit Storage Spaces	Maintain (if installed by Owner).	Maintain originally installed storage spaces.	Art. VI, Sections 3 and 4; Art. IV, Section 4(A)
Unit Parking Spaces	Keep free of debris and trash. Regularly clean floor surface, including the removal of any oil and other vehicle fluids.	Maintain structural components and surfaces of walls, floor, and ceiling.	Art. VI, Section 4; Art. IV, Section 4(A)
Unit Mailbox	Replace lost key or broken lock as necessary.	Maintain structure.	Art. IV, Section 4(A)
Common Area Improvements, Facilities, and Amenities			
Foundation and structural components of building		Maintain.	Art. IV, Sec. 4(A)
Roofs, gutters, and downspouts		Maintain.	Art. IV, Sec. 4(A)
Outdoor surfaces of building walls		Maintain.	Art. IV, Sec. 4(A)

COMPONENT	OWNER	ASSOCIATION	Governing Document Reference or Civil Code Section
Stairways and handrails not located within a Unit		Maintain.	Art. IV, Section 4(A)
Entry gates and access control systems		Maintain.	Art. IV, Section 4(A)
Common Area lighting facilities and fixtures (other than lighting fixtures exclusively serving a Unit controlled or actuated by a switch inside the Unit)		Maintain.	Art. IV, Section 4(A)
Recreational facilities and amenities		Maintain.	Art. IV, Section 4(A)
Sidewalks, driveways, walkways, entryways, private streets, pavement, parkways, and streetscapes		Maintain.	Art. IV, Section 4(A)
Retaining walls and perimeter fences and walls		Maintain.	Art. IV, Sec. 4(A)
Common Area sewer facilities, lighting systems, drainage facilities (including but not limited to paved swales, bench drains, downdrains, inlets and catch basins) except those to be maintained by the Los Angeles County Flood Control District		Maintain.	Art. IV, Sec. 4(A)
Landscaping not within a patio/balcony (including, but not limited to trees, grass, shrubs and walks)		Maintain.	Art. IV, Sec. 4(A)
Common Area components not designated for maintenance by an Owner or Landscape Maintenance District (as defined in Article I of the Declaration) or other district pursuant to the Declaration		Maintain.	Art. IV, Section 4(A)