

**VILLA DEL MAR HOMEOWNERS ASSOCIATION  
MAINTENANCE MATRIX  
DIVISION OF MAINTENANCE AND REPAIR RESPONSIBILITY**

The list below contains “Building Elements” most commonly found in a condominium project such as Villa Del Mar HOA.

In reading the assignments of responsibility below, use the following guide:

If an “x” is shown in the column labeled “Assoc.” or “Owner”, it means that the Association and/or Owner, as applicable, is responsible for all of the categories in that row, whether or not specifically marked.

A = Association

O = The Individual Owner

O/A = The Individual Owner & Association Share the Cost

In general, and pursuant to Civil Code Section §4775, each Owner is responsible for the maintenance, repair and replacement of all elements of the Condominium Unit and Exclusive Use Common Areas, except as otherwise set forth below or in the governing documents. The Association is generally responsible for all of the maintenance, repair and replacement of the Common Areas. Notwithstanding the foregoing, in the event of a casualty, the Association may repair and replace all items covered by the Association's insurance, at the Board of Directors' sole discretion.

**This matrix is for convenience only. In the case of conflict, the Association’s CC&Rs control.**

BUILDING ELEMENTS	MAINTENANCE OBLIGATION & RESPONSIBLE PARTY							
	Assoc	Owner	Clean	Maintain	Repair	Replace	Paint	Resurface
Antennas – (See Satellite Dishes)								
Appliances & Fixtures -- Built-in		X	O	O	O	O		
Appliances – Free Standing		X	O	O	O	O		
Attic Areas – (Beams / Walls)	X			A	A	A		
Bearing Walls, Studs, Frames, Tie-Downs, Other Structural Items	X			A	A	A		
Cable TV – (See Wiring)								
Carpeting / Floor Coverings in Unit – (See Floor Covering)								
Carport (Ceiling, Walls and Concrete)	X			A	A	A	A	A
Carport (Electrical and Lighting)		X	O	O	O	O	O	O
Carport (Floor)		X	O	O				
Caulking – Exterior	X			A	A	A	A	
Caulking – Exterior Windows and Doors		X	O	O	O	O	O	O

BUILDING ELEMENTS	MAINTENANCE OBLIGATION & RESPONSIBLE PARTY							
	Assoc	Owner	Clean	Maintain	Repair	Replace	Paint	Resurface
Exterior Lighting Fixtures –Attached to Unit Next to Front Door	x		A	A	A	A	A	
Faucets, Handles, Washers – Interior		x	O	O	O	O		
Faucets and Handles (Hose Bibbs) - Exterior	x		A	A	A	A		
Fences – Patio - Separating Unit and Common Area 1/2 cost owner and 1/2 cost HOA (End Fencing)	x	x	O/A	O/A	O/A	O/A	O/A	O/A
Fences –Patio -Between Units 1/2 cost per unit owner	x		O	O	O	O	O	O
Fences and Walls – Perimeter of Property	x		A	A	A	A	A	A
Fire Protection – Extinguishers (Exterior of Units	x		A	A	A	A	A	
Fire Protection – Smoke/Fire Detectors in Units		x	O	O	O	O		
Floor Coverings—Unit Interior (Carpet, Tile, Wood Vinyl)		x	O	O	O	O		
Front Entry Landings	x		A	A	A	A		
Garages – Interior Beams/studs/ceilings			O	O	A	A		
Garages – Door (See doors)								
Garages – Exterior	x		A	A	A	A	A	A
Garbage Disposal		x	O	O	O	O		
Gas Lines – serving only one Unit, wherever located		x	O	O	O	O		
Gates – Patio Gates Locks/Hardware/Paint (HOA color)		x	O	O	O	O	O	
Glass – Unit Windows/Doors		x	O	O	O	O		
Glass – Recreation Area / Common Area	x		A	A	A	A	A	A
Gutters & Downspouts	x		A	A	A	A	A	A
Hose Bibs -- (See Faucets)								
Insulation – Walls, Floors, ceiling		x			O	O		
Landscaping – Patios in the Exclusive Use Area Attached to the Unit		x	O	O	O	O	O	O
Landscaping – Common Areas	x		A	A	A	A		
Landscaping – Front Yards Outside of Unit	x		A	A	A	A		
Landscaping – Lawns	x		A	A	A	A		
Landscaping – Slopes	x		A	A	A	A		
Lighting Fixtures – Garages, carports and patios		x	O	O	O	O		
Lighting Fixtures – Front entry	x		A	A	A	A		
Lighting Fixtures – Common Areas	x		A	A	A	A	A	A
Linoleum & Vinyl Flooring (See Floor Coverings)								
Mailboxes	x		A	A	A	A	A	A
Mailbox -- Keys / Locks (USPS Carpinteria Branch)		x			O			
Painting – Building Exterior	x		A	A	A	A	A	A
Painting – Unit Interior		x	O	O	O	O	O	O
Party Walls		x	O	O	O	O	O	O
Patio Fences / Division fence between 2 Units ½ cost		x	O	O	O	O	O	O
Patio Covers – All Owner Installed		x	O	O	O	O	O	O
Pest Control -- Termite	x		A	A	A	A		
Pest Control – All Other Insects & Pests		x		O	O	O		
Plumbing Fixtures – Interior serving your unit		x	O	O	O	O		
Plumbing Fixtures – Pressure Regulators	x		A	A	A	A		
Plumbing Fixtures – Toilets, Sinks, Tubs, Faucets, etc.		x	O	O	O	O		

BUILDING ELEMENTS	MAINTENANCE OBLIGATION & RESPONSIBLE PARTY							
	Assoc	Owner	Clean	Maintain	Repair	Replace	Paint	Resurface
Plumbing Lines – Interior, not located behind walls, floors or ceilings		x	O	O	O	O		
Plumbing Lines – Behind Walls or Ceiling – services single Unit only		x	O	O	O	O		
Plumbing Lines – Common Area	x		A	A	A	A		
Plumbing Lines – Main shut-Off Valve – one units		x						
Plumbing Lines – Under Slab – Single Use		x	O	O	O	O		
Roof -- Flashing & Other Roofing Components	x		A	A	A	A	A	
Roof -- Drains and/or Scuppers / Including Downspouts	x		A	A	A	A	A	
Roof -- Shingles / Tiles	x		A	A	A	A	A	A
Roof -- Underlayment	x		A	A	A	A	A	
Roof -- Penetrations / Vents / Flues	x		A	A	A	A	A	
Satellite Dishes & Antennas – Owner Installed		x	O	O	O	O		
Sewer Lines – Below ground, servicing 1 Unit		x						
Sewer Lines – Below ground, servicing multiple Units	x							
Sewer/Toilet Backups – In Line serving one unit		x	O	O	O	O		
Slab and Foundations – residential unit	x							
Slab - Patio		x	O	O	O	O	O	O
Sidewalks – Entry	x		A	A	A	A	A	
Sidewalks – Common Areas	x		A	A	A	A	A	A
Sliding Patio Door Flashing/Waterproofing (See Doors)								
Staircases -- Interior		x	O	O	O	O	O	O
Streets and Drives	x		A	A	A	A	A	A
Stucco (Building Exterior)	x			A	A	A	A	A
Structural Components – Bearing Walls, Studs, Tie Downs Etc.	x			A	A	A		
Termite – (See Pest Control)								
Toilet – Wax Ring		x	O	O	O	O		
Toilet – Fixture & Connecting Components		x	O	O	O	O		
Trim – Exterior Wood	x		A	A	A	A	A	A
Upgraded Items by Owner		x	O	O	O	O	O	O
Wall Coverings – Interior (paint, wallpaper, paneling, mirrors, etc.)		x	O	O	O	O	O	O
Walls Non-Structural / Non-Load Bearing		x	O	O	O	O	O	O
Water Heater		x	O	O	O	O		
Water Lines -- (See Plumbing)								
Water Intrusion (non-negligent) – Interior Unit Restoration		x	O	O	O	O	O	O
Water Softeners		x	O	O	O	O		
Window Frames / Shutters		x	O	O	O	O		
Window Glass		x	O	O	O	O		
Window & Slider Screens		x	O	O	O	O		
Window Flashing/Waterproofing		x	O	O	O	O		
Window Hardware		x	O	O	O	O		
Wiring – Common Area	x		A	A	A	A		

BUILDING ELEMENTS	MAINTENANCE OBLIGATION & RESPONSIBLE PARTY							
	Assoc	Owner	Clean	Maintain	Repair	Replace	Paint	Resurface
Wiring – Electrical (Outlets in Unit)		X	O	O	O	O		
Wiring – (In Walls or Ceiling serving only 1 unit)		X	O	O	O	O		
Wiring – Circuit Breaker Panel		X	O	O	O	O		
Wiring – Electrical (Garage and carports)		X	O	O	O	O		
Wiring – Cable TV		X	O	O	O	O		
Wiring – Telephone		X	O	O	O	O		
Yards -- <i>(See Landscaping)</i>								

Updates/Revisions:

10/24/2023: Matrix approved by the Board