

BRITTANY LANDING HARBOR
 Maintain = M
 Replace = R
 Paint = P

MAINTENANCE RESPONSIBILITY MATRIX

Resolution: #2000-01
 Revised: 10/17/06
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ITEM	DESCRIPTION	LOCATION	OWNER	ASSOCIATION	
Balcony	railings/cap rails	exterior		MRP	
Balcony	flooring	exterior		MRP	
Breaker box	electrical	interior	MR		
Caulking	windows	exterior		MR	
Caulking	wood trim/siding	exterior		MR	
Chimney	frame above roof	exterior		MRP	
Chimney	flue	interior	MR		
Chimney	spark arrester	exterior		MR	
Circuit Breaker	electrical	interior	MR		
Clean out	plumbing	exterior	MR		See Plumbing
Concrete	walkways	exterior		MR	
Door	front	exterior		P	
Door	front	interior	P		
Door	front	interior/exterior	MR		
Door	glass slider	interior/exterior	MR		
Door	hardware	interior/exterior	MR		
Door	utility closet	exterior		MRP	
Door Bell	button	exterior	MR		
Door Bell	chimes/transformer	interior	MR		
Door Bell	wire	interior	MR		
Downspouts	gutter	exterior		MRP	
Driveway	garage apron	exterior		MR	
Duct-air supply	furnace combustion	interior	MR		
Duct-air supply	hot water heater	interior	MR		
Duct-exhaust	stove range	interior	MR		
Duct-heating	heating	interior	MR		
Electrical wiring	wiring	interior	MR		
Electrical outlets	outlets	interior/exterior	MR		
Electrical switches	switches	interior/exterior	MR		
Fence	party fence	exterior	MRP		Fence between neighbors
Fence	wrought-iron	exterior		MRP	Included: Palm Beach Ln. & along estuary walkway; Excluded: at park on Sunny Cove Circle.
Fence	wood	exterior		MRP	Perimeter fence: Packet Landing & Rbt. Davey, Jr.
Fence	wrought-iron (pool)	exterior		MRP	
Fence	Robert Davey Jr.	exterior		MRP	
Flue	fireplace	interior	MR		

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Flue	furnace	interior	MR		
Flue	hot water heater	interior	MR		
Foundation	slab	interior	MR	Releveling	
Frame	front door	exterior	MR	P	
Frame	patio door	exterior	MR	P	
Frame	windows	exterior	MR	P	
Furnace	heating	interior	MR		
Garage door	original	exterior	MR	P	If the original door cannot be repaired, the owner must replace it with an approved door.
Garage door	replacement doors	exterior	MR	P	Initial painting of a replacement door is the owner's responsibility.
Garage door	steel doors	exterior	MR	P	If door is dented, owner must replace damaged panel within 30 days.
Garage door	trim	exterior		MRP	
Garage door opener	electrical	interior	MR		
Garage door opener	hardware	interior	MR		
Garage door opener	remote	interior	MR		
Garage door sweeps	weather stripping	interior	MR		
Garage floor	slab	interior	MR		
Gas Line	joints to dwelling	perimeter	(PG&E)		
Gas Line	joints within dwelling	Interior	MR		
Gas Line	Pipe to dwelling	perimeter	(PG&E)		
Gas Line	Pipe within dwelling	Interior	MR		
Gas Line	valves to dwelling	perimeter	(PG&E)		
Gas Line	valves within dwelling	Interior	MR		
Gates	to backyards	exterior	MR		
Gate	Front Gate	exterior		MRP	Front entrance - remote activated gate
Gutters	rain gutters at roof	exterior		MRP	
In-Ground Drains	Common Area	exterior		MR	
In-Ground Drains	Back Yards	exterior	MR		
Landscaping	Common Area	exterior		MR	
Landscaping	fenced patio area	exterior	MR		
Light fixture	Common Area	exterior		MR	
Light fixture	front door	exterior	MR		
Light fixture	walls	exterior	MR		
Light fixture	address	exterior	MR		
Lights	street	exterior		MR	
Mailboxes	box	exterior		MRP	
Mailboxes	post	exterior		MRP	
Pest Control	eradication	interior/exterior	M		

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Pest Control	sealing access openings	exterior		M	
Pot Shelves	Exterior	exterior		MRP	
Plumbing	cleanout	interior/exterior	MR		
Plumbing	In-ground drains	Common Area		MR	
Plumbing	In-ground drains	Back yards	MR		
Plumbing	faucets	interior/exterior	MR		
Plumbing	joints to dwelling	perimeter	MR		
Plumbing	pipes	interior	MR		
Plumbing	shower/tub	Interior	MR		
Plumbing	sink	Interior	MR		
Plumbing	toilet	Interior	MR		
Plumbing	traps	Interior	MR		
Plumbing	joints within dwelling	Interior	MR		
Plumbing	water heater	Interior	MR		
Plumbing	to dwelling	perimeter	(EBMUD)		
Plumbing	within walls	Interior	MR		
Roof	includes flashing & shingles	exterior		MR	
Sealing	window/doors	interior/exterior	MR		
Sewer	to clean out	perimeter	MR		
Sewer	inside	interior	MR		
Sewer	clean out to street (lateral)	exterior		MR	
Sidewalk	Common Area/walkways	exterior		MR	
Signs	Common Area/pool	exterior		MRP	
Skylights	includes flashing	exterior	MR		
Storm drains	Common Area	exterior		MR	
Storm drains	In back yards	exterior	MR		
Streets	asphalt	exterior		MR	
Telephone	outlets/wiring	interior	MR		
Telephone	Front gate access line	exterior		MR	
Trim	eaves	exterior		MRP	
Trim	doors	exterior		MRP	
Trim	fascia boards	exterior		MRP	
Trim	windows	exterior		MRP	
Vent Cover	clothes dryer	exterior	MR	P	
Vent Cover	exhaust fan	exterior	MR	P	
Vent Cover	stove/range exhaust	exterior	MR	P	
Vent stacks	roof	exterior		MRP	
Walls		Interior	MRP		
Walls	siding	exterior		MRP	
Weather-stripping	doors/windows	interior/exterior	MR		

