

MISSION PLAZA COMMUNITY ASSOCIATION MAINTENANCE MATRIX

COMPONENTS	OWNER	ASSOCIATION
Air Conditioning System - Each Unit <Architectural approval needed>	✓	
Air Conditioning condenser Drains, each Unit	✓	
Air conditioner Base Slab- Each Unit		✓
Appliances - Built In or Free Standing, including refrigerators with automatic water and ice dispensers and lines	✓	
Balcony Deck Underlayment/Sheeting		✓
Balcony Deck Waterproof Membrane		✓
Balcony Railing & Wall Structure		✓
Cabinets (Built-ins) fixtures	✓	
Cable TV - Wiring / Satellite Dish & Wiring <Architectural approval needed>	✓	
Carpeting - in Units	✓	
Carports, Walls, lights, exterior, storage surfaces		✓
Storage Interior - Padlocks, and hinges	✓	
Caulking - Exterior		✓
Caulking - Interior (e.g. Bathrooms, Kitchen, windows)	✓	
Ceilings - Common Areas (halls, clubhouse, laundry rooms)		✓
Ceilings - Top Units - roof leak repairs and spot painting		✓
Ceilings - top Units - complete repaint after leak repairs	✓	
dishwashers - original and replacements	✓	
Doorbell - Exterior Components/Button Switch		✓

Doorbell - Interior Components	✓	
Doors - All Exterior- Main exit/entry & Clubhouse		✓
Doors - Interior surface entry door	✓	
Doors - Exterior Surface entry door		✓
Doors - Screen/Security - Painting Exterior <Architectural approval needed>	✓	
Doors - First Floor - Glass Sliding Track		✓
Doors - All Floors - Sliding Glass New Install <Architectural approval needed>	✓	
Drains - Bathtubs, Showers, All Sinks, Toilets, all lines inside each Unit (See Drawing)	✓	
Drains - Garbage Disposal inside each Unit	✓	
Drains - Dishwasher inside each Unit	✓	
Drains - All lines serving more than one Unit		✓
Driveways / parking area		✓
Dryer Vents - Cleaning & Repair		✓
Drywall - Interior - Repair & Replacement (Case by Case Basis)		✓
Drywall - Covering or paint each Unit	✓	
Electrical - Exterior Light Fixtures <Architectural approval needed>		✓
Electrical - Unit Circuit Breakers/Interior Wiring	✓	
Electrical - Wiring from meters to the Unit circuit breaker		✓
Electrical - Pole Lights in Common Area & Pool Area		✓
Electrical - Patio/Balcony ceiling fixture		✓
Elevators		✓

Entryway (painting) Signage		✓
Exterior Building Surface (Paint/Color)		✓
Fences - Trash disposal area		✓
Fences/Walls - Pool Area, Tennis Courts, Attached Walls & Property Perimeter		✓
Fences/Walls - Unit Balcony Structure		✓
Floor Coverings (in each Unit interior) <Architectural approval needed any improvement except carpeting>	✓	
Floor coverings - Clubhouse, Hallways		✓
Front and Side Gate - Painting and Signage		✓
Furnace - Unit System	✓	
Gas Lines - For Water heaters / Laundry rooms		✓
Gutters & Downspouts		✓
Jacuzzi - Clubhouse and Courtyard		✓
Landscaping - Entire Complex - all Common Areas		✓
Lighting Fixtures - Common Area / Restricted Use Common Area		✓
Lighting Fixtures - Interior Home	✓	
Mailbox Boxes & Structure		✓
Mailbox Keys & Locks	✓	
Patio / Balcony Slabs - Original surface unmodified		✓
Patio / Balcony Slabs - Modified or Resurfaced	✓	
Patio Wall		✓
Plumbing Equipment - Custom Installations for a Unit (i.e. spa tub with jets) <Architectural approval needed>	✓	

Plumbing fixtures - includes bathroom and kitchen from Angle Stops to faucets and supply lines	✓	
Plumbing - Bathtub/Shower - enclosures, faucets, valves, shower pans, drains and drain lines until they connect to a main line	✓	
Roof Decking/Sheeting		✓
Roof Tile & Underlayment		✓
Sauna Rooms		✓
Screens - sliding windows/sliding doors	✓	
Sewer Lines Serving Unit (main lines)		✓
Sewer/Toilet - Tank mechanisms, wax ring, supply lines and angle stops (See Attached photo)	✓	
Sidewalks		✓
Skylight Frame in Common Areas		✓
Skylight Glass in Common Areas		✓
Solar Tube Lights in Unit <Architectural approval needed>	✓	
Stairs to outside of building		✓
Stepping Stones to a patio	✓	
Stucco Painting/Coloring		✓
Stucco Repair & Replacement (Case by Case basis)		✓
Swimming Pools / Signage in Common Area		✓
Tennis Courts		✓
Termite Eradication - Ants and other small insects Inside Outside	✓	✓

Trim - Wood - Painting / Maintenance & Replacement Exterior		✓
Window Frames - Glass and Glass doors	✓	
Window Frames - Caulk Around Frames Original Placement Outside		✓ ✓
Inside if altered from original placement	✓	
Window Hardware	✓	

