



## MAINTENANCE, REPAIR & REPLACEMENT STANDARDS POLICY FOR UNIT OWNERS

January 2011

The Association will hold a unit owner responsible for damages to common areas and the units when such damage is the result of willful misconduct; gross negligence; or the unit's owner, tenant, visitor, or guest failed to comply with the provisions of the following maintenance standards.

If the Association incurs an expense because a unit owner, his or her tenant, or guest or invitee of a unit owner or tenant, engages in any of the above behavior, then the Association may assess that expense solely against that owner's unit.

Before levying the assessment, however, the Association will provide the owner with notice with an opportunity to be heard. Furthermore, the assessment is limited to the portion of the expense that is not covered by the master insurance policy. This includes the following expenses: losses of a nature not covered by the master policy and losses or portions of losses that are not covered because of the deductible.

## **Maintenance, Repair & Replacement Standards**

### **General Requirements**

Unit owners are responsible for notifying all residents of their unit of these rules and guidelines. Compliance with the maintenance standards outlined herein is the responsibility of the unit owner. (The term “unit owner” shall also include any tenant, guest, invitee, or other occupant of the unit.)

All maintenance, inspections, and repairs to units must be done by licensed and insured contractors. The contractor must obtain permits for work where required by the Town. Each unit owner shall be responsible to the Association for any damage caused by repairs or installations to an unit or limited common element not performed by licensed and insured professionals in accordance with at least the minimum standards required by the State of Connecticut and the Town of Southbury.

The unit owner should retain a copy of any documentation related to the completion of the maintenance requirements in the event that documentation of compliance is requested by the Association.

### **1. Chimney Inspection & Cleaning**

There is a mandatory chimney inspection and cleaning requirement. All units with wood-burning fireplaces must have a chimney inspection (and cleaning and repair as needed) completed every two years. Although the Association from time to time may arrange for a contractor to perform the inspection, it does not remove the responsibility of the unit owner to ensure that the chimney is inspected and cleaned and repaired as needed. (The exterior repairs to the chimney are the Association’s responsibility.)

### **2. Dryer Vent Cleaning**

All clothes dryers have lint filters that must remain installed to prevent lint from accumulating in the vent duct. Dryer vents must be cleaned every two years. Although the Association from time to time may arrange for a contractor to perform the cleaning, it does not remove the responsibility of the unit owner to ensure that the dryer vent is cleaned as required by the Association.

### **3. Water Heater Replacement**

Water heaters must be replaced within a ten-year period. In the event any loss, claim, damage, or expense is caused or contributed to by water that escapes from any water heater located within the boundaries of a unit, there shall be a rebuttable presumption that the water heater failed because it was not replaced prior to the expiration of its anticipated useful life. The aforesaid presumption may be rebutted by the unit owner by providing proof to the Association satisfactory to the Association that the water heater in question had not exceeded its anticipated life.

### **4. Washing Machines**

All washing machines must have reinforced steel/metal braided hoses designed to prevent or greatly reduce the potential for hose failure and resulting water damage.

### **5. Toilets & Plumbing**

No running water spigots may be left unattended or allowed to cause overflow. All leaky pipes, valves, toilet seals, toilet gaskets, and running toilets must be promptly repaired.

### **6. Reporting Leaks**

Unit owners shall promptly report to the Association's Management Company any leak or other condition resulting in escaped water upon identifying any such leak or condition as quickly as possible. Each unit owner shall be responsible to report evidence of mold or conditions that could lead to mold to the Association's Management Company.

### **7. Outside Spigots**

If the shut-off for the spigot is inside the unit, the owner must shut off the water and properly winterize the spigot by December 1. Water may be turned on after April 15. Valves replaced shall be replaced using a "frost-free valve."

### **8. HVAC Maintenance**

HVAC units must have a full annual inspection, which shall include the systems, vents, and flues used for venting combustion gases or supplying combustion air. All repairs, cleaning, and maintenance must be completed at the time of

inspection. Unit owners are required to maintain receipt records from contractors verifying that required HVAC inspection and cleaning has occurred.

#### **9. Smoke Detectors**

Smoke detectors are to be tested in January and July of each year. Batteries must be replaced annually in January. It is the responsibility of the owner to ensure that any and all smoke detectors found to not be in working order are replaced with the appropriate device. (Verify if device is 110 volt hardwired with 9 volt battery back-up and whether interconnected with other smoke detector devices within the unit.)

#### **10. Heat in Units**

Each unit owner shall be responsible to continuously maintain heat at no less than 58 degrees Fahrenheit in all areas contained within the boundaries of the unit. In case of the unit being unoccupied, the unit owner must provide the Management Company with a local emergency contact. The emergency contact must inspect the unit at least once a week to check for proper functioning of the heating system, frozen pipes, water leaks, or any other issues that may arise in the resident's absence.

#### **11. Grill Safety**

The use of charcoal or solid fuel grills is prohibited. Each unit owner having a gas-fueled grill needs to ensure that it is in safe working condition and is operated safely (not limited to providing adequate space between the exterior surfaces of the grill and adjacent surfaces and ensuring that the gas supply to the grill is in the closed position when the grill is not in use).

#### **12. Combustibles & Hazardous Materials**

There shall be no storage of combustibles or hazardous materials (including but not limited to paint thinners, gasoline, or propane tanks) inside units, garages, or other enclosed spaces.

#### **13. Reporting Association Required Maintenance**

The unit owner is responsible for reporting maintenance problems to the Management Company in a timely fashion and, if required, must provide reasonable access to the unit for inspection and/or repairs as needed.