

Unit Owner Maintenance, Repair and Replacements Standards

The Association will hold a Unit Owner responsible for common expenses incurred by the Association in excess of insurance proceeds if the expense is caused by a Unit Owner or tenant's failure to comply with the provisions of these standards. Before levying an assessment, the Association will provide the Unit Owner with notice and an opportunity to be heard.

1. Appliance Inspections:

Care and maintenance of all appliances are the Unit Owner's responsibility. All appliances including washing machines, dishwashers and hot water heaters must be inspected annually because they can cause severe water damage when a failure occurs.

2. Chimney Inspections and Cleaning:

Fireplace maintenance and replacement is the responsibility of the Unit Owner. Chimneys must be inspected annually if fireplaces are used. The Unit Owner must arrange and pay for inspections and any required cleaning, and must not use a fireplace that has not been inspected. Unit Owners will be reimbursed for the cost of a chimney inspection upon proof of the inspection and that the chimney has been cleaned, if needed. Forward the invoice to the Managing Agent.

The exterior repairs to the chimney, which include the surround, cover and cap, are the Association's responsibility.

3. Dryer Vent Cleaning:

Dryer vents must be cleaned annually by the Unit Owner to prevent lint from accumulating in the vent ductwork.

The Association is responsible for repair or replacement of any outside dryer vent cover. The Unit Owner must notify the Association when the outside vent cover needs repair or replacement.

4. Hot Water Heater Replacement:

All hot water heaters must be replaced within ten (10) years of the manufacture's date indicated by the serial number. A visual inspection of the outside (and even the inside) of a hot water heater may not reveal any defect or potential problem.

The best reliable predictor of the condition of a hot water heater is its age. Manufacturers of hot water heaters typically use the first two digits of their serial number to indicate the year of manufacture.

To determine compliance with this policy, each Unit Owner must provide the Association with the serial number, manufacturer's name, and model number as recorded on their hot water heater. Only a licensed and insured contractor can replace a hot water heater.

5. Toilet Inspection and Repair:

All toilet tanks and seals, shut-off water valves and connectors, interior flush valves, refill valves (ballcock) and flapper gaskets, must be inspected annually and replaced by the Unit Owner when not properly working. Care must be taken to ensure that toilets do not become blocked with items like

diapers or personal hygiene items. Blockage of the toilet can result in the overflow of the toilet and significant damage to the areas below the toilet.

6. Reporting Leaks:

Upon identifying a leak or similar condition resulting in the escape of water, immediate action must be taken to stop the escaping water. There are shut-off valves for faucet, toilets, hot water heaters and outdoor spigots. There is also a shut-off valve outside for the whole unit. Immediately report any leak condition to the Association.

7. Heating and Cooling System (HVAC) Maintenance:

HVAC units must be inspected annually by a licensed technician. The Unit Owner is responsible for HVAC maintenance, repair and replacement.

Those having a HVAC should annually oil the indoor air circulation fan motor and outdoor coil fan motor. The air filter should be kept cleaned on a regular basis and replaced annually.

8. Gas Grills:

Gas grills are permitted on patio/decks but not in common areas. Charcoal and solid fuel grills are prohibited. A gas grill must be checked annually to ensure it is in safe working condition.

The Association's insurance company requires that gas grills be kept as far away from walls as possible. Preventive measures such as fire extinguishers, water etc. should be readily available.

Storage of propane tanks is prohibited inside a unit, garage or on common areas.

9. Mailboxes:

The mailboxes are the property of the Federal Postal System but are maintained by the Association. The Association does not have keys for the mailboxes. Replacement keys and locks are the Unit Owner's responsibility.

10. Smoke Detectors:

All residents must maintain and inspect smoke detectors annually. Current building codes requires a smoke detector in each room.

11. Washing Machine Hoses:

Washing machine hoses and connections must be inspected annually. The hose should not be twisted or kinked, and all clamps and connections must be tight. Steel clad hoses must be used.

12. Windows, Doors, Storm Windows, Screens and Slider Doors:

Unit Owners are responsible for the cost of upkeep and/or replacement of the windows, storm windows, screens, and slider doors. These items must be replaced only with a Board approved color and manufacturer.

Repair to the wood frame due to damage caused by a storm door is the responsibility of the Unit Owner.

Any style storm door is permitted but it must be white.

Replacement windows may be installed with or without grids. Slider doors may not have grids.

13. Garage Doors:

Repair of normal wear and tear of garage doors is the responsibility of the Association. This includes the painting of the outside of the garage door.

The Unit Owner is responsible for the maintenance and care of the interior elements of the garage door such as tension springs. For safety reasons, a wire cable should be installed through the springs.

14. Electrical Panel:

Inside electrical panels and circuit breakers are the responsibility of the Unit Owner and must be inspected annually. Only a licensed electrician may replace old, worn, or damaged breakers or wiring.

15. Stove Hood Cleaning:

Stove hoods must be cleaned annually by the Unit Owner. Grease build-up in the hood could cause a fire.

16. Unit Heating in Winter:

During the winter months the temperature inside a unit must be maintained at 55 degrees or higher to prevent water pipes from freezing.

17. Water Proofing Basements:

Water proofing of a basement is the unit owners responsibility. Any Unit Owner who would like to seal their basement will be reimbursed by the Association for the materials used. Sump pump installation and maintenance are the responsibility of the unit owner.

18. Reporting Association Required Maintenance:

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

19. General Requirements:

a. All required maintenance, repairs or replacements must be done by a licensed and insured contractor. The contractor must obtain permits for work where required.

b. The Unit Owner must retain copies of any documentation evidencing compliance with any required standard contained herein in the event that documents of compliance are requested by the Association.