

MAINTENANCE POLICY 9-20-84  
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S A M P L E

I. MAINTENANCE RESPONSIBILITIES  
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In general, the Association is responsible for maintaining all of the property, improvements and parts of the building except for the interior of the unit, for example: REPAINTING

The Unit Owner is responsible for maintaining the interior of the unit, for example: APPLIANCE REPAIR

Both the Association and the Unit Owner are responsible for repairing damage in the others area of responsibility where the damage originates. For example: The Association is responsible exterior repairs resulting from a main leak. For example: The Unit Owner is responsible for repairs to a garage door damage by his automobile. In general, the physical dividing point between the two areas of responsibility is defined as follows:

UNIT OWNER AREA OF RESPONSIBILITY  
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1. EXTERIOR WALL: Beginning at the inside of the exterior wall sheathing, but not including the framing material.
2. FLOORS: Beginning at the top surface of the concrete floor.
3. CEILING: Beginning at the bottom surface of the roof sheathing and extending down.
4. PARTY WALLS: Beginning from the blockwall inward. Figure 1 is a pictorial example of the boundary between the areas of responsibilities: Notwithstanding the above general definition. There are exceptions and special situations that are covered in the attached alphabetical listing.

MAINTENANCE POLICY 9-20-84  
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INSURANCE REIMBURSEMENT  
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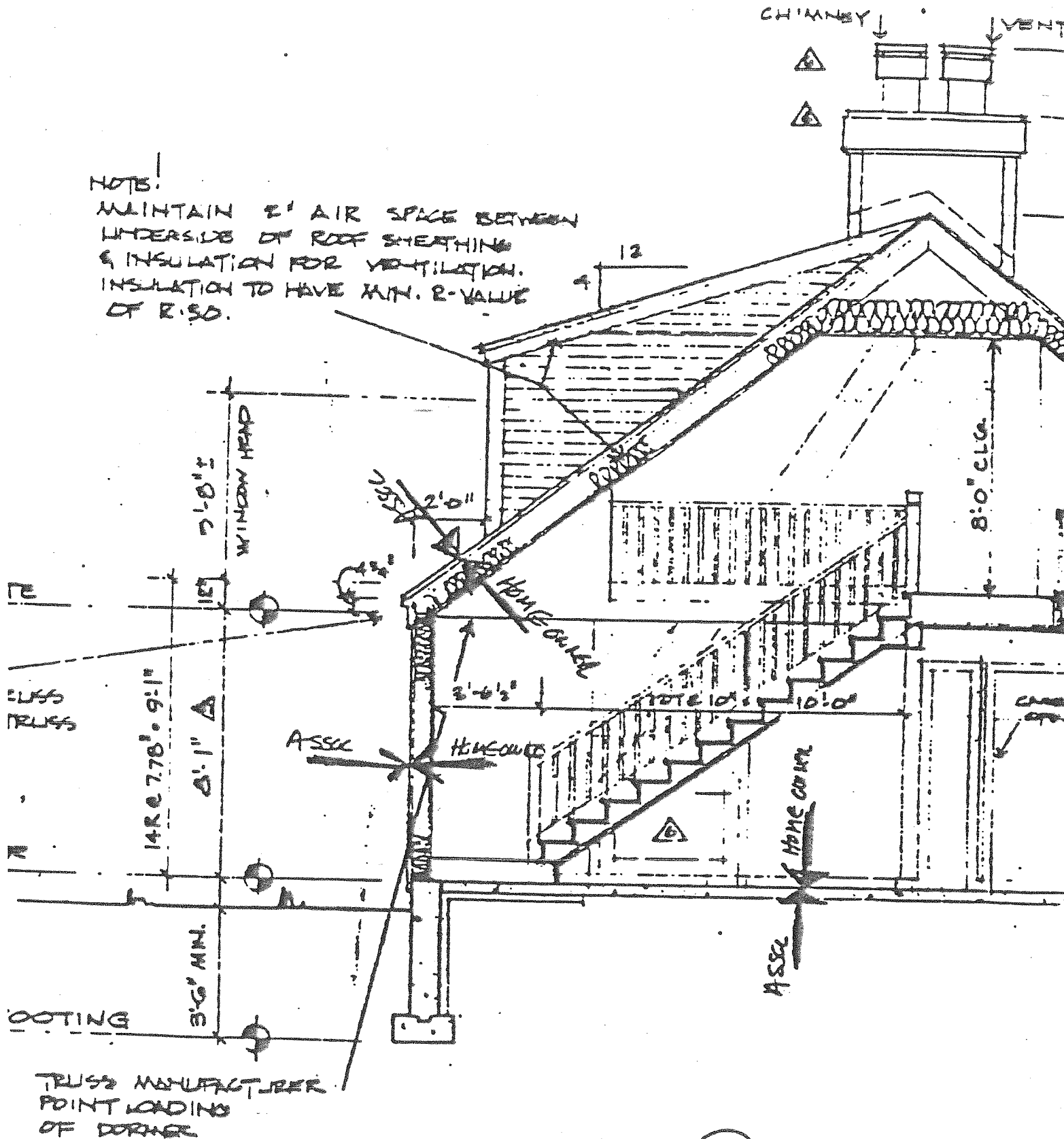
In 1983 the Woodbury Place Condominium Association adopted a policy under which the unit owner is personally responsible for paying the deductible charge arising from any claim by the unit owner against the Association.

This is a common practice by many associations because it reduces the number of minor claims against the association.. The association is saved administrative work and has a favorable loss history when negotiating renewal rates. The homeowner is protected against major losses and does not have to pay through higher association fees the deductible for other unit owner claims or for higher insurance rates.

Owners are responsible for damage sustained by other unit owners that is a result of the first owners negligence. For example, an owner of one unit who leaves water running in sink which subsequently overflow and seeps into an adjoining unit.

All questions on insurance responsibility should be referred to the managing representative who will respond directly to the questioner or refer the problem to the Board of Directors.

FIGURE 1



## EXCEPTIONS AND SPECIAL SITUATION LISTING

<u>ITEM</u>	<u>RESPONSIBLE</u>	<u>REMARKS</u>
	-----A-----	
Appliances	Unit Owner	
Attic/Lofts	Unit Owner	
	-----B-----	
Block sound walls	Association	
	-----C-----	
Carpentry, Interior	Unit Owner	Interior doors, Moldings, widow trim, etc.
Carpentry, Exterior	Association	(see framing)
	-----D-----	
Doors	Unit Owner	Interior, exterior, sliding
	-----E-----	
Electrical	Unit Owner	All wire and fixtures that connect to home owner's meter including in garages; except Underground wire units 17-20 under road.
Extras, Additions	Unit Owner	all items not originally included with basic As sold by builder are responsibility of uni Owner.
	-----F-----	
Fences	Association	all fences except gates or items added By owners
Fireplaces	Unit Owner	Fire box, flue pipe

Fireplace	Association	Metal chimney cap Flashing, wood Chimney
Floor covering	Unit Owner	Carpet, ceramic tile, vinyl in kitchen
Foundation, slab all concrete	Association	
Framing	Association	Exterior walls including sheathing, studs
Front door	Unit Owner	except painting of door
Front steps	Association	
-----G-----		
Garage	Unit Owner	except painting of door
-----H-----		
Heating – Air Conditioning	Unit Owner	All heating systems including outdoor compressor and lines
-----I-----		
Insects	Unit Owner	Minor insect problems such as ants, wasps etc.
	Association	Major Infestations affecting the community as a whole or problems affecting health or safety.
Insulation	Unit Owners	
Insurance	See section in General Remarks	
-----J-----		
-----K-----		
-----L-----		
Landscaping	Unit Owner	a. special plant and shrubs added by owner

		b. all landscaping inside patio c. Flagstone or patio treatment inside private yard
Landscaping	Association	all other except a, b, c above
-----M-----		
Mailboxes	Association	
-----N-----		
-----O-----		
Outside Lights	Association	all outside lights both spot and post
-----P-----		
Paint, exterior	Association	
Patio	Unit Owner	Landscaping, flagstone, other improvement
Patio	Association	Wood fences, storage sheds utility boxes
Pipes, Frozen	Unit Owner	all freeze ups due to low heat or fault originating in unit area
Unit owners are responsible for shutting off Outside faucets in fall and draining lines Correctly		
Pipes, Frozen	Association	all freeze ups where fault originates outside the unit space
Plumbing – Supply	Unit Owner	All of plumbing systems beginning where plastic water service enters unit, Including pipe, fixtures, outside faucets, hot water tanks
Plumbing – Waste	Unit Owner	waste lines to point where lines exist slab, Including clogged drains originating in unit

Plumbing	Association	clogged or broken supply or waste lines From slab outward
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-----Q-----

-----R-----

Roads, walks, Parking	Association
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Roofs	Association
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-----S-----

Screens	Unit Owner	screen doors, window screens
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Sheetrock (drywall)	Unit Owner
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Siding, Exterior Trim boards	Association
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Sliding glass door	Unit Owner
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-----T-----

-----U-----

-----V-----

-----W-----

Windows	Unit Owners
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-----X-----

-----Y-----

-----Z-----

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