

MAINTENANCE RESPONSIBILITY GUIDELINES

In general, the common facilities which are available for use by all of the owners and residents are maintained by the Association at common expense, as are the building exteriors. The individual owner is responsible for maintaining the property within the exterior walls of their unit. However, some maintenance needs are not clearly defined or are left to the discretion of the Board. In the interest of clarity and fairness, the following maintenance/cost allocation guidelines have been adopted by your Board of Directors.

ITEM:		ASSOCIATION RESPONSIBILITY AS A COMMON EXPENSE:	ASSOCIATION RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
1	Landscape, Lawn, Trees, Shrubs, and Common Gardens	Repair and replace.	Repair of pet or salt damage to lawns and shrubs if owner fails to do so.	Install additional landscaping plants and features only after obtaining written approval from the Association.
2	Retaining Walls	Repair and replace.	Wash or erosion created by lack of sump pump extension which is the owner's responsibility.	
3	Driveways	Repair, resurface and replace. Plow after snowfalls of 2.0 inches or more. Sand after freezing rains.	Damage caused by owner, i.e., mechanical or petroleum products.	Snow removal underneath and around parked vehicles, and if snowfall less than 2.0 inches.
4	Sidewalks and Entry Stoops	Repair and replace. Shovel after all snowfalls. Sand after freezing rains.		
5	Landscape lights	None.		Repair and replace. Install only after obtaining written approval from the Association.
6	Underground Sewer and Water Lines	Repair and replace from connection to public utility lines to the exterior wall of dwelling.		Repair and replace from the building wall in.
7	Electric	Repair and replace all wiring and related devices located on or serving the Common Elements or more than one Unit, and only if not maintained by the utility service provider.		Homeowner responsibility if on their property and serves only their Unit.
8	Telephone and Cable TV	None.		No dish on roof or building. Report service problems to your provider.
9	Mailboxes	Repair and replace.		Report problems to Business Office.
10	Street Lights	Repair and replace.		Report problems to Business Office.
11	Street	Repair and replace asphalt and curbing. Plow after snowfall of 2.0" or more. Sand after freezing rains.	Damage caused by owner, i.e., mechanical or petroleum products.	Report problems to Business Office.
Building Exteriors:				
1	Foundation Footings, Sills, Concrete Block, Wall Framing, Sheathing, Insulation and Bulkheads	Repair and replace.		
2	Drain Tile	None.		Repair and replace drain tile, sump pump and related discharge system.
3	Unit Entry, Garage Light Fixtures.	Repair and replace.		Replace light bulbs and clean
4	Deck and Patio Light Fixtures, Photocells and Motion Detectors.	Repair and replace the stock exterior light located to the right of the sliding door, only.		This is part of the Unit maintained by the individual owner. Install only after obtaining written approval from Association.
5	Roofs, Gutters and Downspouts	Repair and replace. Clean gutters annually. Remove ice dams and snow only if causing leaks into building.		
6	Roof and Wall Vents (bath, dryer, stove)	Repair and replace external vent housings. Annual cleaning of interior horizontal dryer vent pipe.		Clean, repair and replace piping from fixture to external vent. Keep dryer lint screen clean. Install straight pipe from dryer to ceiling to minimize build-up.
7	Brick, Siding, Soffits, Fascia, Shutters and Trim	Paint and caulk, repair and replace.		
8	Entry Doors, Sidelights	Paint and caulk exterior kick plates and framing.		Repair and replace door, frames, glass, and exterior trim. Maintain door handles, locks, and other hardware.
9	Storm and Screen Doors	None.		Repair & replace. Maintain door's ability to close and remain closed. Install only storm doors approved by the Association.

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ITEM:		ASSOCIATION RESPONSIBILITY AS A COMMON EXPENSE:	ASSOCIATION RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
10	Windows, Sliding Doors	None		Install replacement windows approved by Association. 6 over 6 window grid. Wash, repair and replace glass, screens, frames, exterior trim, weather-stripping and hardware. Paint, stain, or varnish interior surfaces and related trim.
11	Garage Doors	Paint and caulk, repair and replace garage door panels, exterior frames and trim.		Repair and replace weatherstripping and all operating hardware.
12	Patios (original concrete and asphalt)	Repair and replace.		Repair and replace, shovel snow and clean as desired. Install only after obtaining written approval from the Association.
13	Decks (Garage units)	Scheduled staining of the railing system, fascia, deck/porch support posts, and handrails.		
14	Decks (excluding Garage units)			Stain floorboards, repair and replace entire deck assembly, including footings, posts, support beams, joists, floorboards, railings, stairs, etc. Install only after obtaining written Association approval. To be within 16 feet from rear of building.
15	Shed			Stain, repair, and replace. Install within 16 feet of building with written Association approval.
16	Electric	Repair and replace all pipes, wiring, valves, disconnects and related devices located on or serving the Common Elements or more than one Unit, and only if not maintained by the utility service provider.		Homeowner responsibility if on their property and serves only their Unit.
17	Satellite Dishes, Antennas, and related wiring.	None.	Any damage created by a satellite dish or antenna.	Install in accordance with the Association's published standards. Repair and replace. Remove and reinstall to allow maintenance work by Association.
18	Doorbells	None.		Repair and replace.
19	Faucets	Repair and replace exterior faucets and related piping and valves. Winterize as needed to avoid freeze up.		
20	Signs, Address Numerals	Repair and replace		No signs or numerals are allowed other than those installed by the Association.

Building Interiors:

1	Foundation Footings, Concrete Block	Repair and replace structural not caused by unit owner.	Repair and replace structural caused by unit owner.	
2	Drain Tile	None.		Repair and replace drain tile, sump pump and related discharge system.
3	Concrete or Wood Sub-Flooring, Finished Flooring	Repair and replace concrete or sub-flooring structural not caused by unit owner.	Repair and replace structural caused by unit owner.	Finished flooring is a part of the Unit interior which is maintained by the individual owner.

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4	Wallboard, Paint, Ceiling Texture, Wallcovering, Other Decorating Finishes	None.		All wallboard and decorating is part of the Unit interior and are the owner's responsibility.
5	Wall Framing, Sheathing and Insulation	Repair and replace sheathing.	Repair and replace structural caused by unit owner.	All walls are a part of the Unit and are maintained by the owner.
6	Roof Trusses, Decking, Attic Insulation and Ventilation Chutes	Maintain and replace soffit and roof vents to allow for adequate air flow through attic		Ensure attic ventilation chutes are open and functional. Add insulation as needed.
7	Garage Floor, Door Hardware	None.		All garage floors, door hardware and openers are part of the Unit to be maintained by the owner.
8	Utilities (sewer and water, gas, electric, telephone, cable TV)	None.		All pipes and wiring inside the Unit are maintained by the owner.
9	Fireplace and Chimney	Not Allowed		
10	Heating baseboards, Hot Water Heater, and Appliances	None.		These are a part of the Unit interior and are the owner's responsibility. Water Heaters should be inspected quarterly. Install safety pan with new water heater. Washing machines should have burst proof hoses.
11	Plumbing and Electrical Fixtures, Switches, Outlets, Etc.	None.		As part of the unit interior these are to be maintained by the owner.
12	Smoke Detectors	None.		Maintain and test regularly, change batteries as needed.
Miscellaneous:				
1	Refuse Collection	Contract for twice-a-week pickup of household trash and recyclables.		Place trash and recyclables inside the appropriate receptacles. Make special arrangements for large or unusual quantities of items such as carpet, appliances, furniture by calling Sterling Superior Service at (860)642-7351. Hazardous materials (paint, oil, computer monitors, lead acid batteries, & fluorescent bulbs) must be taken to Ledyard Landfill.
2	Pest Control	Perform exterior pest eradication when deemed necessary.		Interior eradication.
3	Pets	None.	Repair of pet damage to lawns and shrubs if owner fails to do so.	Immediate cleanup of feces from grounds. Curb pets outdoors.
4	Insurance	Insure the full replacement cost value of the original real property. Investigate and settle insurance claims.	Repairs to Units - pay deductible amount under Master policy as assigned by the Association.	Carry homeowners insurance to cover personal property, improvements & better-ments, liability & potential. \$2,500 Master Policy deductible. Contact Business Manager to report a loss. (Note: Deductible amount is subject to change.)

Any exterior or structural modification made without prior written approval of the Board of Directors will be subject to removal and/or the assessment of fines by the Association.

Damage to the Common Elements or any Unit as a result of the acts or omissions of a Unit Owner or the Association is the responsibility of the person causing the damage, or whose agents or invitees caused the damage.

In special circumstances, the Board of Directors reserves the right to assess solely to the benefited Unit Owner(s) the cost of maintaining the Common Elements or the Units, as provided in the Declaration.

This Maintenance Responsibility Guideline is provided as a convenient, simplified means of communicating some important information to you. It neither affirmatively nor negatively amends or alters the provisions of the Association's Declaration or Bylaws or applicable Connecticut Statutes. In the event of any conflict among the provisions of this Policy and those documents mentioned, the documents shall control.