

MAINTENANCE, REPAIR AND REPLACEMENT STANDARDS POLICY

Pondside Condominium Association

The following resolutions have been adopted by the Board of Directors of Pondside Condominium Association on February 19, 2014:

Due to the changes in Condominium Association Laws that become effective July, 2010, the Board of Directors has created the following Maintenance and Service Policy as a reminder to all owners to keep their unit's in proper state of repair to avoid costly insurance losses. The Association will hold a unit owner responsible for damages to common areas and the units when such damage is the result of:

1. Willful misconduct;
2. Gross negligence;
3. 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:

- A. Losses of a nature not covered by the master policy and
- B. Losses or portions of losses that are not covered because of the deductible.

Maintenance, Repair and Replacement Standards

1. Dryer Vent Cleaning

All clothes dryers will have lint filters which will remain installed to prevent lint from accumulating in the vent duct. Dryer vents will be cleaned on odd numbered years. Each owner is responsible for the cost of the cleaning and any necessary repairs. Inspections and repairs need to be performed by a properly licensed and insured contractor following all applicable local building codes. The unit owner shall provide the association with documentation that the dryer vent cleaning has been performed.

To be completed between July 1st and September 30th in odd numbered years.

2. Water Heater Replacement

Water heaters must be replaced within a ten year period. Any damage caused by a malfunctioning water heater past the age of ten years that is not covered by the Master Insurance Policy will be the responsibility of the unit owner whose unit is served by the heater.

3. 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. Unit owners shall provide the Association with documentation the approved hoses are in place.

MAINTENANCE, REPAIR AND REPLACEMENT STANDARDS POLICY

4. Reporting Leaks

All leaks should be repaired promptly. Unit owners shall promptly report to the Association any leak or other condition resulting in escaped water upon identifying any such leak or condition or as quickly thereafter as is reasonably possible. Evidence of running or seeping water must be reported immediately to the Association's Management Company. Each unit owner shall be responsible to report evidence of Mold or conditions that could lead to Mold to the Association's Management Company.

5. Smoke Detectors

Smoke detectors are to be tested in twice a year in conjunction with daylight savings time. 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 or building).

To be completed spring and fall in conjunction with daylight savings time change

6. Heat in Units

Each Unit Owner shall be responsible to continuously maintain heat it in all areas contained within the boundaries of the Unit. At no time should the thermostat be less than 55 degrees. 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 vacant unit at least once per 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.

7. 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 grills and adjacent surfaces; no propane containers is to be stored within any structure, and that gas supply to the grill be in the closed position when the grill is not being used. Propane tank must be stored on the deck away from the building.

8. Work to be Performed by Licensed Professionals

Each unit owner shall be responsible to the Association for any damage caused by repairs or installations to any unit or limited common element not performed by licensed and insured professionals in accordance to at least the minimum standards required by the State of Connecticut and the municipality in which the unit is located.

9. Reporting Association Required Maintenance

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

10. General Requirements

- a. There shall be no storage of combustibles or hazardous materials (including but not limited to paints, thinners, gasoline, propane tanks, etc.) inside units, under decks, or other enclosed spaces.

MAINTENANCE, REPAIR AND REPLACEMENT STANDARDS POLICY

- b. 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. For the purpose of interpreting and applying these maintenance, repair standards, where the context requires, the term “unit owner” shall also include any tenant, guest, invitee or other occupant of the unit.
- c. 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 municipality.
- d. The unit owner should retain a copy of any documentation related to the completion of the above maintenance requirements in the event that documentation of compliance is requested by the Association.

11. Optional Maintenance Considerations

- a. Electrical Panels: Regular inspection of wiring and breakers should be conducted. An electrician must replace any old, worn, or damaged breakers and wiring. Total electrical usage both in the aggregate and per circuit in any Unit shall not exceed the capacity of the circuits which serve the Unit as labeled on or in the circuit boxes. Electrical breakers shall not be connected to more than one electrical conductor.
- b. Hot Water Tanks: Installation of an automatic shut off device should be considered to minimize damage should the water heater fail. Where feasible, installation of water heater pan with appropriate drainage pipe should be considered. If drain connects to any common piping or travels beyond the boundaries of the unit, an approved variance request is required.
- c. Doors/Windows/Garage Doors: The owner must properly maintain these items by repairing or replacing as needed. The owner shall ensure that all windows and doors are properly closed and latched to prevent damage from precipitation or wind blown precipitation.