

CENTRE POINTE STATION CONDOMINIUMS

OWNER/ASSOCIATION MAINTENANCE RESPONSIBILITIES

(The following policy was adopted by the Centre Pointe Station Condominium Association Board of Directors on March 27, 2008)

Maintenance of the Common Elements, as defined in the Declaration, is the responsibility of the Association. These include, but are not limited to: the building exteriors, roofs, lawns, trees, shrubs, recreational facilities and boilers.

Each Homeowner is responsible for maintaining the interior of his or her condominium unit including the floor and wall coverings. The owner shall do no act or work which will modify the structural soundness of the building or alter its exterior appearance.

Although the Centre Pointe Station Condominium Association is responsible for and maintains the Common Elements of the building, several parts of the building systems are the responsibility of individual Homeowners to maintain.

All repairs of internal systems in the units, such as water faucets, light fixtures, electrical outlets and switches, plumbing fixtures, zone valves, exhaust fan motors, thermostats, telephone wiring, doors, windows, screens, electrical equipment, kitchen cabinets and appliances shall be at the homeowners expense. The repair, maintenance and replacement of all heating and air conditioning equipment inside the unit is the responsibility of the homeowner. If such repairs require turning off any building utility systems, you must first schedule this work with the Resident Manager 48 hours in advance. Any costs incurred by the Association in turning off such utilities shall be borne by the homeowner requesting the turn-off.

Plumbing Homeowners are responsible for water supply and drain lines from their plumbing fixtures to the point where the pipes connect with a building main line. A main line is one which serves more than one unit. For example: The P-traps under sinks and bathtubs are the responsibility of the owner of the sink or tub, whether or not they are accessible by the homeowner. Most tub and shower stall P-traps must be reached by cutting a hole in the ceiling of the unit below. It is still the responsibility of the owner of the P-trap to keep it in good repair and to repair any damage it may have caused to other unit owners. Most units have plumbing fixture shut-off valves under or behind the faucets and toilet. After using these valves, make sure you re-tighten the packing nuts under the handle as they can leak after being used. Dishwashers can be isolated by the cutoff valves under the kitchen sink. If any of your cutoff valves do not work and need to be replaced, all of the water to the building must be shut off and drained out. This work must be scheduled two days in advance with the Resident Manager so other residents can be notified. Homeowners are also responsible for the wax ring gaskets under their toilets and for any damage to units below caused by leaking wax rings. You can test yours by grasping the toilet base and seeing if it can be moved back and forth or up and down. Any movement implies a potential leak when you flush your toilet.

The Resident Manager or the Managing Agent can be asked to help you locate the source of a leak but are not responsible for finding or fixing the problem unless it turns out to be an area which the Association has maintenance responsibilities. Remember, these are condominiums that you own and are responsible for, not apartments.

Sewer Backups Backups occur when the drains become plugged with inappropriate material. Do not put fibrous foods such as onion skins, banana peels, artichokes, etc. through your garbage disposal. Do not pour grease down the sink either. Toilets are not to be used for flushing sanitary napkins or tampons no matter what the package says. Paper towels do not disintegrate in the toilets like toilet paper does – use the waste basket instead. If a backup occurs, call the Resident Manager or the Property Manager. They will have a sewer service make an appointment with you to come out and clean the sewer line. If the cause of a sewer blockage can be traced to one particular resident, that unit will pay for the cost of the cleanout. If the blockage is found in a main line and cannot be traced to an individual resident, the Association will pay the cost. In the event a main line blockage causes damage to a unit, the Association's responsibility is limited to cleaning out the sewer line, cleaning the carpeting or floor in the affected area and repairing or replacing damaged drywall and baseboard. The Association is not responsible for damage to cabinets, appliances or other personal property of the residents. Each resident should check with their personal insurance carrier for coverage in those events.

Heating System The building heating system is a baseboard, hot water system powered by a boiler and circulating pump in the basement. The boiler heats the water and the pump circulates it throughout the building. Each unit has two controls for their section of fin-tube heating pipe. The thermostat senses ambient temperature and opens or closes the zone valve accordingly to match its set point. Maintenance, repair and replacement of the thermostat and zone valve are the responsibility of the Association. There are isolation valves at both ends of the fin tube heater in each unit that can isolate the unit so work can be done on the zone valve without having to drain the entire building or to temporarily stop a leak. Call the on-site manager or the managing agent if your thermostat does not operate the zone valve or if the zone valve begins leaking.

In the event a leak occurs in the heating pipes, call the Managing Agent or the Resident Manager immediately. The Association will repair the leak and any damage it caused to the drywall, paint or flooring. Unfortunately, the Association is not responsible for damage to personal property, such as clothing or furniture. You will need to contact your personal insurance carrier if any such damage occurs.