

ASSOCIATION OF UNIT OWNERS OF XXXXXXXXXXXXXXX

Resolution of The Board of Directors

Defining Homeowner and Association Maintenance Obligations

WHEREAS, Article VII of the Bylaws of the Association of Unit Owners of XXXXXXXXXXXXXXX (“Association”) sets forth the maintenance and repair obligations of units and common elements;

WHEREAS, the definition of “units,” “general common elements,” and “limited common elements” are set forth in the Declaration or Supplemental Declarations submitting each phase of XXXXXXXXXXXXXXX to the Condominium form of ownership;

WHEREAS, despite these provisions in the Bylaws and Declarations, Unit Owners continue to raise questions regarding maintenance, repairs, and the responsibility of the Owners and Association, respectively;

WHEREAS, the Board of Directors desires to clarify the areas responsibility for the Association and Unit Owners regarding units and general and limited common elements.

WHEREAS, regardless of the following assignment of responsibility, Article VII(3)(c) of the Bylaws places responsibility for damage to the common elements or units attributable to the acts or neglect of a unit owner, their family members, pets, guests or other authorized occupants, upon the unit owner.

NOW, THEREFORE, IT IS RESOLVED, to the extent not inconsistent with the Association’s governing documents, the following guidelines shall establish the responsible party for maintenance and repairs within XXXXXXXXXXXXXXX.

“A” represents areas of Association responsibility and “O” represents Owner responsibility.

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| <p>1. Exterior Siding & Trim
A = repair, replace, paint, caulk</p> | <p>13. Windows & Screens
A = paint, trim, caulk, flash
O = maintain, repair, replace</p> |
| <p>2. Gutters & Downspouts
A = repair, replace</p> | <p>14. Decks & Patios
A = repair, replace
O = decorated surfaces; keep clean</p> |
| <p>3. Roofs, Roof Flashing & Decking
A = repair and replace</p> | <p>15. Hallway & Stairs - Common Area
A = repair, replace, paint; clean
O = clean (limited common elements)</p> |

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| <p>4. Perimeter Wall Studs & Insulation
A = repair and replace</p> | <p>16. Sidewalk & Steps - Common Area
A = repair and replace; clean (general common elements)
O = clean (limited common elements)</p> |
| <p>5. Perimeter Wall Interior Sheet Rock
A = repair and replace
O = decorated surfaces (all redecorating, painting and staining)</p> | <p>17. Insect & Pest Control
A = unit exterior
O = unit interior</p> |
| <p>6. Party Wall Studs
A = repair and replace</p> | <p>18. Water & Smoke Damage to Unit
A = for problem originating from common areas
O = for problems originating from unit or neighboring unit</p> |
| <p>7. Party Wall Sheetrock & Insulation
A = repair and replace
O = decorated surfaces</p> | <p>19. Fireplace & Chimney
A = exterior repairs and replacement
O = interior repairs; clean</p> |
| <p>8. Building Ceiling & Floor Rafters
A = repair and replace</p> | <p>20. Trees, Flowers, Plants & Shrubs
A = maintain, remove, replace</p> |
| <p>9. Unit Interior Wall Sheetrock & Finish
O = sheetrock and studs (repair/replace)
O = decorated surfaces</p> | <p>21. Carport Structures (carport parking spaces and garage units); Uncovered Parking Areas
A = restripe, repair, signage; clean general common elements
O = garage door openers (repair and replace); clean limited common elements</p> |
| <p>10. Unit Interior Ceilings & Floors
A = sheetrock, insulation, concrete floor
O = decorated surfaces (i.e., carpet)</p> | <p>22. Signage - Entry, Address Street
A = repair, replace, refinish</p> |

11. Unit Fixtures & Finishes
O = all appliances, cabinets, plumbing fixtures, floor coverings, window treatments, fans, lighting fixtures and lamps, telephones, water heaters, air conditioners

12. Unit Doors & Locks - Exterior
A = paint, caulk, flash, exterior trim
O = repair and replace doors, door casing and locks

23. Plumbing
A = fresh water lines to point of connection at common line
O = fresh water and drain lines within unit; water shut-off valves, interior fixtures, hot water heater

24. Electrical
A = electric panels, meters, exterior outlets and fixtures; wiring from meters and panels to condo breakers
O = unit electrical outlets, switches, light fixtures, all interior wiring

ATTEST:

Chairperson/President

Secretary

Date: _____