

MAINTENANCE, REPAIR AND REPLACEMENT STANDARDS POLICY

Knollbrook Condominium Association

The following resolutions have been adopted by the Board of Directors of Knollbrook Condominium Association on December 18, 2013:

Due to the changes in Connecticut condominium association laws that became effective in July 2010, the Board of Directors has created the following Maintenance, Repair and Replacement Standards Policy as a reminder to all owners to keep their units in the proper state of repair to avoid costly insurance losses. The Association will hold unit owners responsible for damages to common areas and the units when such damage is the result of the following:

1. Willful misconduct.
2. Gross negligence.
3. The unit's owner, tenant, visitor or guest having failed to comply with the provisions of the following maintenance, repair and replacement standards.

If the Association incurs an expense because a unit owner, his or her tenant, or guest or visitor of a unit owner or tenant engages in any of the aforementioned behavior, then the Association may assess that expense solely against that unit's owner(s).

Before levying the assessment, however, the Association will provide the owner(s) with notice and an opportunity to be heard. Furthermore, the assessment is limited to the portion of the expense that is not covered by the Association's master insurance policy. This includes the following expenses:

1. Losses of a nature not covered by the master policy.
2. Losses or portions of losses that are not covered because of the deductible.

Maintenance, Repair and Replacement Standards

1. Chimney/Flue Inspection and Cleaning

All units must have a chimney inspection completed in even-numbered years (dates to be determined by the Association). The Association will hire a contractor to perform the inspection, cleaning and any repairs needed and will bill back each owner for the cost of services rendered to that unit. Exterior repairs to the chimney are the Association's responsibility.

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

Dryer Vent Cleaning

All clothes dryers must have lint filters that remain installed to prevent lint from accumulating in the vent ducts. Dryer vents will be cleaned in odd-numbered years (dates to be determined by the Association). 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.

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2. Water Heater Replacement

Water heaters must be replaced within 10 years of installation. Any damage caused by a malfunctioning water heater past the age of 10 years that is not covered by the Master Insurance Policy will be the responsibility of the unit owner(s) 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.

4. Toilets and Plumbing

No running water spigots may be left unattended or allowed to cause overflow. Outdoor spigots must be winterized to prevent freezing. All leaky pipes, valves, toilet seals, toilet gaskets and running toilets must be repaired promptly. Evidence of running or seeping water must be reported immediately to the management company. Each unit owner is responsible for reporting evidence of mold or conditions that could lead to mold to the management company.

5. Reporting Leaks

Unit owners must report promptly 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.

6. HVAC Maintenance

Heating, ventilation and air conditioning (HVAC) units must have a full annual inspection performed by a licensed technician. Inspection shall include the systems, vents and flues used for venting combustion gases or supplying combustion air. All repairs, cleaning and maintenance must be completed at the time of inspection. Unit owners are required to maintain receipt records from contractors verifying that the required HVAC inspection and cleaning has occurred.

To be completed between January 1st and June 30th each year.

7. Smoke Detectors

Smoke detectors are to be tested twice a year, in conjunction with Daylight Saving Time beginning and ending. It is the responsibility of the owner to ensure that any and all smoke detectors found not to be in working order are replaced with the appropriate device (verify if the device is 110 volt hardwired with 9-volt battery backup and whether interconnected with other smoke detector devices within the unit or building).

To be completed each March and November, in conjunction with Daylight Saving Time changes.

8. Heat in Units

Each unit owner is responsible for continuously maintaining heat in all areas contained within the boundaries of the unit between October and May. At no time should the thermostat be less than 55 degrees Fahrenheit. In cases of the unit being unoccupied, the unit owner(s) must provide the management company with the name and contact information of a local emergency contact. This

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person must inspect the vacant unit at least once per week to check for proper functioning of the heating system, frozen pipes, water leaks and any other issues that may arise in the resident's absence.

9. 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. This includes, but is not limited to, the following: providing adequate space between the exterior surfaces of the grills and adjacent surfaces; not storing propane containers larger than one pound within any structure; and ensuring that the gas supply to the grill is in the closed position when the grill is not being used.

10. Work to be Performed by Properly Licensed and Insured 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 properly licensed and insured professionals in accordance with at least the minimum standards required by the State of Connecticut and the City of Shelton.

11. Reporting Association-Required Maintenance

Unit owners are 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.

12. General Requirements

- a. There shall be no storage of combustibles or hazardous materials (including, but not limited to, paints, thinners, gasoline and propane tanks) inside units, garages and other enclosed spaces.
- b. Unit owners are responsible for notifying all residents of their unit of these rules and guidelines. Compliance with the maintenance, repair and replacement standards outlined herein is the responsibility of the unit owner. For the purpose of interpreting and applying these maintenance, repair and replacement standards, where the context requires, the term "unit owner" shall also include any tenant, guest, visitor or other occupant of the unit.
- c. All maintenance, inspections and repairs to units must be done by properly licensed and insured contractors, who must obtain permits for work where required by the City of Shelton.
- d. Unit owner(s) must retain a copy of any documentation related to the completion of the aforementioned maintenance requirements in the event that documentation of compliance is requested by the Association.

14. 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, must not exceed the capacity of the circuits that serve the unit as labeled on or in the circuit boxes. Electrical breakers must 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, the installation of a water heater pan with an appropriate drainage pipe should be considered. If the drain connects to any common piping or travels beyond the boundaries of the unit, an approved variance request is required.

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- c. Doors/Windows/Garage Doors: The owner must properly maintain these items by repairing or replacing as needed. Unit owner(s) must ensure that all windows and doors are properly closed and latched to prevent damage from precipitation or wind-blown precipitation.