

Co-OWNER MAINTENANCE RESPONSIBILITIES

As specified in the Second Amended and Restated Master Deed, each co-owner in the Condominium is responsible for the maintenance, repair and replacement of certain parts of their Unit and certain Common Elements (Limited and General). This guide is intended to highlight some, but not all of those responsibilities.

The Owners Association has relationships with various contractors qualified and willing to perform most of the maintenance for which the co-owners are responsible. Contact the Board or the Property Manager for names and contact information.

- (a) Water lines, pipes, valves and fixtures:
Leaks in drains, especially under kitchen and bathroom sinks can damage to the floor and ceiling below, including the Unit on a lower floor.
Dripping faucets and leaking toilet valves can cost the Association hundreds of dollars per month.
- (b) All drain lines and traps:
Drain traps under kitchen and bathroom sinks should be checked regularly for leaks. Even small leaks can do a great deal of damage to the floor and ceiling below the drain.
- (c) Heat pumps and their related ductwork:
Filters on the heat pump should be changed at least every 3 months.
Condensate lines should be cleaned inside and checked for free-flow before each air conditioning season, as well as several times during the cooling months.
Older heat pumps may need to be checked for refrigerate levels annually.
Cleaning ducts is recommended, especially after any renovation work within your Unit.
- (d) Windows, including storms, screens, locks, hardware, thresholds, sills and weather stripping:
Routine window maintenance includes cleaning and lubricating the sash track, so that the window will lift easily.
Storm windows (in place over the 1926-era wooden windows) can be taken inside for cleaning.
More significant, non-routine window maintenance may include replacing weather stripping and glazing. The assistance of a professional is recommended for these operations.
See the separate document "Window Specifications" for details for window repair, renovation, and replacement.
- (e) Drywall and paint:
Damage to drywall from leaks, nail holes, etc should be repaired promptly.

Paint that may be seen from the outside of the building must be a neutral or off-white color.

- (f) Decks, including railings, decking, joists and posts:
For wooden decks, the deck boards and railings should be treated with weather sealant/protectant.
Before staining the deck boards or rails, seek approval of the Board.
Decks sit over roof membrane which is very susceptible to chemical attack, such as is contained in weather sealant and stain. Care must be taken to avoid dripping or spilling chemicals on the membrane.

- (g) Floors, paint, wallpaper, window treatments:
Wooden and tile floors original to the building must be maintained as near to original condition as is practical. Before attempting to refinish, repair, or cover any wooden or tile floor, seek permission of the Board.
Paint, wallpaper and window treatments visible from outside the building must be a neutral or off-white color.

- (h) Fireplaces, flues, fireplace combustion chambers and dampers:
Only proper firewood (seasoned and cut) or manufactured logs (such as "Dura-logs") may be burned in a fireplace. When using manufactured logs, be sure to follow the manufacturer's directions precisely to avoid a dangerous fire situation.
Flues should be inspected by a qualified chimney sweep at least every 3 years, more often if the fireplace is used frequently. Masonry flues may need to be repaired and/or lined before use.
Flues must be cleaned when needed to avoid a dangerous fire.
Flues should be swept (cleaned) after the burning of the equivalent of a cord of wood – probably about 150 fires.
Keep the damper closed when the fireplace is not in use.