

To: All Oak Run Owners

From: Oak Run Board of Directors

Date: February 23, 2017

Re: Maintenance Responsibilities

Each unit owners has a responsibility to properly maintain the fixtures and equipment in their unit. Failure to do so could potentially cause damage to the common elements of the Association, to the property of your neighbors, or both. A list of some of the items that must be maintained by unit owners includes, but is not limited to, the following:

- The lines for the hot water heater and washing machine must consist of flexible stainless steel braiding over braided PVC.
- Toilet rings must be maintained and replaced as needed.
- Shower stalls must be properly caulked and repaired as needed.
- Air conditioning lines must be kept clean to avoid condensate backup and potential shutdown of the system.
- Refrigerator ice maker lines must be checked regularly and replaced when needed.
- Dryer lint traps must be cleaned regularly.
- Hot water tanks must be secure. We recommend that the tanks be replaced at least every ten years.

Essentially, anything that could cause water or electrical damage to Association property, or the property of another owner, is the responsibility of the unit owner to properly maintain.

Our Declaration of Condominium, which governs the operation of our Association, provides that each unit owner is responsible, at his own expense, for the maintenance, repair, and replacement of all electrical and plumbing facilities located within the owner's unit. These facilities include sinks, toilets, tubs, showers, shower pans, and all related fixtures and installments. The unit owner is also responsible for all appliances, and all portions of the heating and air conditioning equipment serving an individual unit. (Article 9.2) Our Declaration is clear that "each unit owner shall be liable to the Association and/or other unit owners for the expenses of maintenance, repair or replacement of condominium property made necessary by his (her) act or negligence, or that of their guest." (Article 9.12.)

Our By-Laws provide that the Board of Directions may enforce the obligations of the unit owners (7.4), levy fines for violations (19.1) and levy and collect assessments against unit owners for violations of an owner's failure to properly maintain these facilities, where such failure causes damage to the Association or another unit owner. It would be unfair to assess the entire Association when the negligence of a unit owner causes damage to Association property or the property of others.

It is imperative that our property management company be provided a key allowing access to every unit. It is also imperative that each owner turn off the outside water valve when leaving the premises for a period that exceeds twenty-four consecutive hours, and upon return open a faucet within the unit before reopening the outside valve. Smoke detectors batteries should be replaced before leaving in the spring. We recommend that the entire smoke detection system be replaced every seven years.

Many of us are here for just the extended winter season. When a unit owner allows its facilities to deteriorate to the point of causing damage to another owner's unit, that owner is deprived of the use and enjoyment of their unit for a considerable period of time. We urge all owners to examine the facilities within their units to make sure they are in proper working condition; and if they are not, to repair or replace them using professional licensed contractors.