

COFFEE CREEK CONDOMINIUM ASSOCIATION

MAINTENANCE ALLOCATION GUIDELINES MATRIX

Adopted for use on

June 21, 2012

By the

The Coffee Creek Board of Directors

COFFEE CREEK CONDOMINIUM ASSOCIATION – MAINTENANCE ALLOCATION GUIDELINES

Allocation of maintenance responsibility in accordance with Declaration Sections 1, 6 – 10, 12, 17 and 19

Effective date: _____, 2012

ITEM DESCRIPTION	PERFORMING WORK	RESPONSIBLE PARTY	MATRIX SECTION(S)
WHO OWNS WHAT?		PAYING FOR WORK	1
WHAT IS PART OF THE UNIT?		ASSOCIATION	2
WHAT ARE COMMON ELEMENTS?		ASSOCIATION	3
WHAT ARE LIMITED COMMON ELEMENTS?		ASSOCIATION	4
WHO MAINTAINS COMMON AND LIMITED COMMON ELEMENTS?		ASSOCIATION	5
WHO PAYS FOR MAINTENANCE AND REPAIR TO COMMON AND LIMITED COMMON ELEMENTS?		ASSOCIATION	6
HOW DOES AN OWNER GET WORK DONE?		ASSOCIATION	7
HOW IS DAMAGE TO THE BUILDINGS ADDRESSED?		ASSOCIATION	8
ALL OTHER MAINTENANCE AND REPAIR:		ASSOCIATION	
BEACH HOUSE/COFFEE HOUSE	ASSOCIATION	UNIT OWNER	3, 5, 6, 9
DECKS/ PATIOS/LANAIS	ASSOCIATION	ASSOCIATION	4, 5, 6, 10
DOCK AREAS	ASSOCIATION	ASSOCIATION	3, 5, 6, 11
DOORS (except broken glass in Unit doors)	ASSOCIATION	ASSOCIATION	3, 5, 6, 12, 20
DRAINAGE (surface water)	ASSOCIATION	ASSOCIATION	3, 5, 6, 13
ELECTRICAL FIXTURES			14
• SERVING ONLY ONE UNIT	UNIT OWNER	UNIT OWNER	2, 14, 19
• SERVING MORE THAN ONE UNIT OR THE COMMON ELEMENTS AND ALL WIRING	ASSOCIATION	ASSOCIATION	3, 5, 6, 14
EXHAUST FANS AND DUCTS			14
• SERVING ONLY ONE UNIT	UNIT OWNER	UNIT OWNER	2, 14, 19
• SERVING MORE THAN ONE UNIT OR THE COMMON ELEMENTS AND ALL DUCTS	ASSOCIATION	ASSOCIATION	3, 5, 6, 14
EXTERIOR BUILDING COMPONENTS			14
EXTERIOR PAINT	ASSOCIATION	ASSOCIATION	3, 5, 6, 15
FIREPLACES (serving only one unit)	ASSOCIATION	ASSOCIATION	3, 5, 6, 16
FIREPLACE FLUES AND CHIMNEYS	UNIT OWNER	UNIT OWNER	2, 17, 19
GARAGES/CARPORTS	ASSOCIATION/UNIT OWNER	ASSOCIATION/UNIT OWNER	3, 4, 5, 6, 17
HOT WATER HEATERS	ASSOCIATION	ASSOCIATION	3, 4, 5, 6, 18, 19
INTERIOR OF UNIT	UNIT OWNER	UNIT OWNER	2, 19
INTERIOR OF UNIT	UNIT OWNER	UNIT OWNER	2, 19

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ITEM DESCRIPTION	MATRIX SECTION(S)
LAGOON AND CREEK	ASSOCIATION
LANDSCAPED AREAS (including irrigation)	ASSOCIATION
MAILBOXES	ASSOCIATION
NATURAL GAS	ASSOCIATION
• SERVING ONLY ONE UNIT	23
• SERVING MORE THAN ONE UNIT OR THE COMMON ELEMENTS AND ALL PIPES	2, 19, 23
• SERVING MORE THAN ONE UNIT OR THE COMMON ELEMENTS AND ALL PIPES	3, 5, 6, 23
PARKING AND DRIVING AREAS	ASSOCIATION
PESTS	ASSOCIATION
• PESTS INSIDE UNITS	3, 4, 5, 6, 24
• PESTS OUTSIDE UNITS	25
PLUMBING FIXTURES AND PIPES	UNIT OWNER
• SERVING ONLY ONE UNIT	2, 20, 25
• SERVING MORE THAN ONE UNIT OR THE COMMON ELEMENTS AND ALL PIPES	ASSOCIATION
• SERVING ONLY ONE UNIT	3, 5, 6, 25
• SERVING MORE THAN ONE UNIT OR THE COMMON ELEMENTS AND ALL PIPES	26
RAILINGS	UNIT OWNER
• SERVING ONLY ONE UNIT	2, 19, 26
• SERVING MORE THAN ONE UNIT OR THE COMMON ELEMENTS AND ALL PIPES	ASSOCIATION
• SERVING ONLY ONE UNIT	3, 5, 6, 26
ROOFS (including gutters and downspouts)	ASSOCIATION
SIDEWALKS/WALKWAYS/PATHWAYS	ASSOCIATION
SIDING	ASSOCIATION
SNOW AND ICE REMOVAL	ASSOCIATION
STAIRS/STAIRWAYS	ASSOCIATION
• WITHIN UNIT	3, 5, 6, 24, 29
• BEACH HOUSE	UNIT OWNER
• INSTALLED BY OWNERS	ASSOCIATION
STRUCTURAL ELEMENTS OF BUILDINGS	UNIT OWNER
SWIMMING POOL	ASSOCIATION
TENNIS COURT	ASSOCIATION
TV/CABLE/PHONE FIXTURES AND WIRING	ASSOCIATION
• WITHIN UNIT	3, 5, 6, 34
• OUTSIDE UNIT	35
WALLBOARD/SHEETROCK	UNIT OWNER
• WITHIN UNIT	ASSOCIATION
• OUTSIDE UNIT	2, 19, 35
WINDOWS (except broken glass in Unit windows)	ASSOCIATION
• SKYLIGHTS	UNIT OWNER
YARDS	ASSOCIATION
	3, 5, 6, 35
	UNIT OWNER
	ASSOCIATION
	2, 19, 36
	ASSOCIATION
	3, 5, 6, 36
	ASSOCIATION
	3, 5, 6, 37
	UNIT OWNER
	10
	ASSOCIATION
	3, 4, 5, 6, 21, 38

COFFEE CREEK CONDOMINIUM ASSOCIATION – MAINTENANCE ALLOCATION GUIDELINES

No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
1	<p>Who “owns” what? The Coffee Creek Condominium Association unit owners collectively “own” the common elements that include everything outside the unit boundary. (Declaration Sections 1.1 and 7.1)</p> <p>Unit owners own everything inside the unit boundary, including finished surfaces, spaces, interior partitions, and other fixtures and improvement. (Declaration Sections 1.1 and 6.2)</p>	
2	<p>What is part of the unit? The boundaries of a unit are the unfinished interior surfaces of the walls, floors and of the unit, including all lath, furring, wallboard, plasterboard, plaster, paneling, tiles, wallpaper, paint, finished flooring and any other materials constituting any portions of part of the finished surfaces and including all spaces, interior partitions and other fixtures and improvements within the boundaries of the Unit. (Declaration Sections 1.1 and 6.2)</p>	
3	<p>What are Common Elements? The Common Elements are: all portions of the Condominium except the Units, including all portions of the walls, floors, or ceiling which are not within the Unit boundaries; any chute, flue, wire conduit, bearing wall, bearing column, or any other fixture which lies partially within and partially outside the boundaries of a Unit which serves more than one Unit or any portion of the Common Element; roadways and driving areas providing access to the common and Limited Common areas for parking and guest parking; yards, gardens landscaped areas, walkways, and the land on which the buildings are located which surround and provide access to the buildings or are used for recreational purposes; the swimming pool and appurtenances, tennis court, beach house, boat launching path into the lake, docks and boat moorage facilities; all other parts of the property necessary or convenient to its existence, maintenance and safety, or normally in common use. (Declaration Sections 1.1 and 7.1)</p>	
4	<p>What are Limited Common Elements? The Limited Common Elements are the: assigned parking spaces, including garages and carports; patio/yard areas adjacent to Units; chimney flues; and mailboxes. (Declaration Sections 8.1 and 8.2 and the Survey Map and Plans)</p>	

COFFEE CREEK CONDOMINIUM ASSOCIATION – MAINTENANCE ALLOCATION GUIDELINES

No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
<p>5</p> <p>Who maintains Common Elements and Limited Common Elements? The Association is responsible for the maintenance, repair and replacement of the Common Elements and Limited Common Elements. (Declaration Section 10.3)</p>	<p>Owners are responsible for the replacement of broken glass in the exterior windows and doors of the Unit. (Declaration Section 10.3)</p> <p>Owners may not modify or decorate the exterior of the building, or screens, doors or awnings without the written consent of the Board. (Declaration Section 10.4)</p> <p>Owners may not alter or construct anything in or remove anything from the Common Elements or Limited Common Elements without the prior written consent of the Board. (Declaration Section 10.6)</p>	<p>None.</p>
<p>6</p> <p>Who pays for the maintenance and repair of Common Elements, including Limited Common Elements? The Association is responsible for paying for the maintenance, repair, and replacement of Common Elements and Limited Common Elements as Common Expenses. (Declaration Section 12.4.6 and 12.4.11) The Common Expenses of the Association include expenses related to maintenance, repair or replacement of the Common Elements and Limited Common Elements. (Declaration Section 1.1)</p>	<p>None.</p>	<p>None.</p>

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
7	<p>How does an owner get work done? For work which is the responsibility of the Association, owners should contact the Board or manager and inform them of the work required.</p>	<p>For changes which may visually affect the exterior appearance, Owner proposals must be submitted to the Architectural Committee in accordance with Section I.1.a of the Rules.</p> <p>For other Owner responsible work that is regulated by the Association, submit a written request to the Board that details what work is to be done, who will perform the work, and how the work will be done. Owners should wait for written approval before performing work.</p> <p>For owner responsible work that is not regulated by the Association, owners contract directly for the work with the vendor of their choice. Note that owners must still comply with all codes, regulations and laws, including use of licensed and insured contractors.</p> <p>If an owner is unsure whether the work is regulated by the Association, a written request should be submitted.</p>

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
8	<p>Damage to the Buildings: The Association is required to carry property insurance that covers sudden and unexpected damage to the Common Elements, Limited Common Elements, Units and fixtures installed in the Units in accordance with Article 19 of the Declaration.</p> <p>Damage to the buildings from sudden events is different than wear and tear, deterioration, failure due to age and use. If repair is required for any reason that is not "sudden", then the damage provisions of the Declaration do not apply.</p> <p>Except to the extent covered by the Association's insurance policy, the Association is not responsible for the failure of any utility or other service to be obtained and paid for by the Board; damage to property resulting from electricity, water, rain, dust or sand which may leak or flow from outside or from any parts of the buildings, or from any of their pipes, drains, conduits, appliances, or equipment, or from any other place. (Declaration Section 17.2)</p>	<p>Owners are responsible for damage within the limits of the Association's deductible, or that is otherwise uninsured, if that damage is:</p> <ol style="list-style-type: none"> 1) caused by the negligent or intentional act or omission of the Owner, or the Owner's Tenant, or the family, servants, employees, agents, visitors or licensees of that Owner or Tenant; 2) caused by the failure of or a failure to maintain any portion of the condominium, including any appliance, equipment, or fixture in a Unit, which the Owner is responsible to maintain; or 3) limited to the Owner's Unit or the Limited Common Elements assigned to that Unit. (Declaration Section 19.9)
9	<p>Beach House/Coffee House: The Association is responsible for the maintenance, repair and replacement of the Beach House/Coffee House as this is part of the Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners must comply with all the requirements of Section 1.6.c of the Rules related to the use of the Coffee House.</p>

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
10	<p>Decks/Patios/Lanais: The Association is responsible for maintenance, repair and replacement of the decks, patios and lanais as originally constructed as these are Common and Limited Common Elements. (Declaration Sections 7.1, 8.1.2 and 10.3)</p> <p>The Association and particular owners may agree to reallocate responsibility for maintenance of the limited common element decks, patios, and lanais. Such agreement will be effective upon recording the terms of the agreement with the county against the Unit's parcel.</p>	<p>Owners must comply with all the requirements of Section I.2 of the Rules related to placement of potted plants and flower boxes on decks and patios and Section I.3 related to placement on and storage of items and materials on decks and patios.</p> <p>Where Owners have modified the original installations, the Owner assumes all maintenance responsibilities for the modification, as directed by the Board. If maintenance is not completed as requested, the Board has the authority to remove installations and return the Unit to the original condition. (Declaration Sections 10.4 and 10.6)</p>
11	<p>Dock Areas: The Association is responsible for the maintenance, repair and replacement of the boat launching path into the lake, docks and boat moorage facilities as this is part of the Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners must comply with all the requirements of Section I.6.d and Appendix C of the Rules related to the use of the dock areas.</p>
12	<p>Doors: The Association is responsible for the maintenance, repair and replacement of all exterior doors, including door hardware, (except broken glass) as these are Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners are responsible for the repair and painting of doors and door frames located within their Units and for the replacement of broken glass in the exterior doors of their Units. (Declaration Section 10.3)</p>
13	<p>Drainage – Surface Water: The Association maintains and repairs all surface water drain systems including gutters, downspouts, tight-lines, catch basins, and related piping as these are Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>None, but: owners must not modify or affect the flow of surface water.</p> <p><i>For damage caused by surface water, see Section 8 - Damage above.</i></p>

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
14	<p>Electrical: The Association is responsible for all electrical fixtures and common breaker panels serving more than one Unit or the Common Elements, as these are Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners are responsible for electrical fixtures in their Units, including electrical switches, outlets, lights, fans, and other devices. (Declaration Section 10.3)</p> <p>Owners are responsible for the maintenance, repair and replacement of the fans serving only their Units, whether or not located in the Unit. (Declaration Section 10.3)</p>
15	<p>Exterior Building Components: The Association is responsible for the maintenance, repair and replacement of all exterior building components as these is part of the Common Elements. (Declaration Sections 7.1, 10.3 and 10.4)</p>	<p>None, but Owners may not modify or decorate the exterior of a building, or screens, doors or awnings without the written consent of the Board. (Declaration Section 10.4)</p> <p>Owners must submit proposed exterior changes to the Architectural Committee in accordance with Rules Section I.1.a. and must comply with all the requirements of Section I.1. of the Rules.</p>
16	<p>Exterior Paint: The Association shall provide for the maintenance, of the exterior of the buildings. (Declaration Section 10.4)</p>	<p>None, but Owners may not modify or decorate the exterior of a building, or screens, doors or awnings without the written consent of the Board. (Declaration Section 10.4)</p>
17	<p>Fireplaces and Flues: The Association is responsible for the maintenance, repair and replacement of fireplaces serving more than one Unit or the Common Elements and all chimneys and chimney flues associated with the fireplaces, as originally constructed and installed, as these are Common and Limited Common Elements. (Declaration Sections 7.1, 8.1.2 and 10.3)</p> <p>The Association and particular owners may agree to reallocate responsibility for maintenance of the limited common element chimney flues. Such agreement will be effective upon recording the terms of the agreement with the county against the Unit's parcel.</p>	<p>Owners are responsible for the maintenance, repair and replacement of the heating equipment serving only their Units, including fireplaces and chimney flues. (Declaration Section 10.3)</p> <p>Where Owners have modified the original installations, the Owner assumes all maintenance responsibilities for the modification, as directed by the Board. If maintenance is not completed as requested, the Board has the authority to remove installations and return the Unit to the original condition. (Declaration Sections 10.4 and 10.6)</p>

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
<p>18</p> <p>Garages/Carports: The Association is responsible for the maintenance, repair and replacement of the garages, including the garage doors, and carports as these are Limited Common Elements. (Declaration Sections 8.1, 9.1 and 10.3)</p>	<p>Owners are responsible for the interior of any garages and carports that have been converted to living space and incorporated into their Units. (Declaration Section 10.3)</p> <p>As of May 9, 2007, Owners may not convert garages or carports into living areas. (Declaration Section 9.2)</p> <p>Owners must comply with all the requirements of Section II of the Rules related to the use of the parking areas.</p>	
<p>19</p> <p>Interior of unit: The Association is not responsible unless the necessary repairs are the result of damage described above for which there is actual insurance coverage. (Declaration Article 19)</p> <p>The Association has the right to access and inspect any portion of the Unit, the failure of which to maintain may cause damage to the Common Elements, Limited Common Elements or another Unit, including but not limited to, the fireplace and flue, bathtubs, sinks, toilets, hot water tanks and plumbing and electrical fixtures. If the inspection discloses the need for repair or replacement, the Association may either require the Unit Owner to make the repair or replacement or may make the repair or replacement itself and allocate the cost to the Unit Owner. (Declaration Section 10.3)</p>	<p>Owners are responsible for the maintenance, repair and replacement of the Owner's Unit including keeping the interior of the Unit and its equipment, appliances and appurtenances in a clean and sanitary condition and in good order, condition and repair. Owners shall do all redecorating and painting necessary to maintain the good appearance and condition of the Unit. (Declaration Section 10.3)</p>	
<p>20</p> <p>Lagoon and Creek Area: The Association is responsible for the maintenance, repair and replacement of the lagoon and creek area as this is part of the Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners must comply with all the requirements of Section I.6.e of the Rules related to the use of the lagoon and creek area.</p>	

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
21	<p>Landscaped Areas: The Association is responsible for the maintenance, repair and replacement of the yards, gardens, landscaped areas, and land on which the buildings are located, including irrigation, as these are Common and Limited Common Elements. (Declaration Sections 7.1, 8.1.2, and 10.3)</p>	<p>Owners must comply with all the requirements of Section I.2 of the Rules related to landscaping.</p>
22	<p>Mailboxes: The Association is responsible for the mailboxes and any surrounding structures as these are Limited Common Elements. (Declaration Sections 8.1.2 and 10.3)</p>	<p>None.</p>
23	<p>Natural gas: The Association is responsible for all appliances and pipes serving more than one Unit or the Common Elements as these are Common Elements. (Declaration Sections 7.1 and 10.3)</p> <p>The gas utility is responsible for the piping up to and including the meter.</p>	<p>Owners are responsible for maintenance, repair and replacement of for all equipment and appliances located inside the Units and for heating equipment serving only their Units. (Declaration Section 10.3)</p>
24	<p>Parking and driving areas (including removal of snow and ice): The Association is responsible for the maintenance, repair and replacement of the driving and parking areas as these are Common and Limited Common Elements. (Declaration Sections 7.1, 8.1.1, 9.1 and 10.3)</p>	<p>Owners must comply with Section I.3 of the Rules which prohibits the blocking of access to roads.</p> <p>Owners must comply with all the requirements of Section II of the Rules related to the use of the parking and driving areas.</p>
25	<p>Pests (birds, bees, rodents, etc.): The Association responsible for insects, rodents or pests of any kind in the Common and Limited Common Elements. (Declaration Sections 7.1, 8.1 and 10.3)</p>	<p>Owners are responsible for insects, rodents or pests of any kind inside of the Units. (Declaration Section 10.3)</p>

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
<p>26 Plumbing: The Association is responsible for the maintenance, repair and replacement of plumbing fixtures serving more than one Unit or the Common Elements and for all pipes located outside of the Unit boundaries as these are Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners are responsible for maintenance repair and replacement of the plumbing fixtures serving only their Units, whether or not located in the Unit. (Declaration Section 10.3)</p>	<p>Owners are responsible for railings located within the unit boundaries (if any). (Declaration Section 10.3)</p>
<p>27 Railings: The Association is responsible for the maintenance, repair and replacement of railings that are located in the Common and Limited Common Elements. (Declaration Sections 7.1, 10.3 and 10.4)</p>	<p>None.</p>	<p>None.</p>
<p>28 Roofs: The Association is responsible for the maintenance, repair and replacement of the all roofing material and all exterior components that integrate with the roofing material, including all gutters and downspouts, as these are Common Elements. (Declaration Sections 7.1, 10.3 and 10.4)</p>	<p>Owners must comply with Section I.3 of the Rules which prohibits the blocking of access to common walkways.</p>	<p>None.</p>
<p>29 Sidewalks, walkways, pathways (including removal of snow and ice): The Association is responsible for the maintenance, repair and replacement of the sidewalks, walkways and pathways as these are Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>None.</p>	<p>None.</p>

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
<p>30</p> <p>Siding: The Association is responsible for the maintenance, repair and replacement of all siding, including caulking and sealant joints on the buildings around windows and doors, exterior wood trim, building paper, flashing, and other portions of the weather resistant barrier that is behind the exterior siding system as these are Common Elements. (Declaration Sections 7.1, 10.3 and 10.4)</p> <p>Damage to the buildings from leaks is treated like any other damage (see Section 8 above).</p>	<p>None, but Owners may not modify or decorate the exterior of a building without the written consent of the Board. (Declaration Section 10.4)</p>	
<p>31</p> <p>Stairways and stairs: The Association is responsible for all stairways and stairs connected to the Beach House as these are Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners are responsible for all stairways and stairs located inside their Units. (Declaration Section 10.3)</p> <p>Owners must comply with Section I.3 of the Rules which prohibits the blocking of access to common stairs.</p> <p>Where Owners have modified the original deck construction to add stairs, the Owner assumes all maintenance responsibilities for the modification, as directed by the Board. If maintenance is not completed as requested, the Board has the authority to remove installations and return the Unit to the original condition. (Declaration Sections 10.4 and 10.6)</p>	
<p>32</p> <p>Structural Elements of Buildings: The Association is responsible for all structural parts of buildings as these are Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>None.</p>	
<p>33</p> <p>Swimming pool: The Association is responsible for the maintenance, repair and replacement of the swimming pool and appurtenances as these are Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners must comply with all posted pool regulations and those provisions of Appendix C to the Rules that apply to use of the pool.</p>	

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
34	<p>Tennis court: The Association is responsible for the maintenance, repair and replacement of the tennis court as this is part of the Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners must comply with all the requirements of Section 1.6.b of the Rules related to the use of the tennis court.</p>
35	<p>Telephone and TV/media cable: The Association is responsible for all wires and conduits for utilities, including cable television, located outside the Unit boundaries, and for fixtures and equipment for utilities, including cable television, serving more than one Unit or the Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners are responsible for all fixtures and equipment in their Units, including outlets and any other devices. (Declaration Section 10.3)</p> <p>Owners may not alter or construct anything, including exterior wiring, antennas and satellite dishes, in the Common Elements or Limited Common Elements without the prior written consent of the Board. (Declaration Section 10.6)</p> <p>Owners must comply with all the requirements of Section 1.5 of the Rules related to the installation of satellite dishes.</p>
36	<p>Wallboard/sheetrock: The Association is responsible for all wallboard, sheetrock and similar materials located outside the unit boundaries as these are Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners are responsible for the wallboard, sheetrock and similar materials within their Units. (Declaration Sections 6.2 and 10.3)</p>
37	<p>Windows: The Association is responsible for the maintenance, repair and replacement of the windows as originally installed, except for the replacement of broken glass in the exterior windows of Units, as these are Common Elements. (Declaration Sections 7.1 and 10.3)</p>	<p>Owners are responsible for the replacement of broken glass in the exterior windows of their Units. (Declaration Section 10.3)</p> <p>Where Owners have modified the original Unit construction to add Skylights, the Owner assumes all maintenance responsibilities for the installation, as directed by the Board. The Association shall have the right to inspect the installations in order to prevent damage to the Common Elements. (Declaration Article 11). If maintenance is not completed as requested, the Board has the authority to remove installations and return the Unit to the original condition. (Declaration Sections 10.4 and 10.6)</p>

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No.	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
38	<p>Yards: The Association is responsible for the maintenance, repair and replacement of the yard areas, as these are Limited Common Elements. (Declaration Sections 7.1, 8.1.2 and 10.3)</p>	<p>The Unit Owner has the exclusive right to use the Limited Common Element yard/patio area. (Declaration 8.3). Owners are permitted to use the yard/patio area to plant flowers that do not negatively impact the area. The Association is responsible for the Exterior Appearance of the Condominium and may regulate the use of the Limited Common Element yard areas. (Declaration 10.4).</p>

For those items listed as Association responsibility, the Board has the authority to make decisions regarding the manner and extent of such repair and replacement work. Owners may request particular modifications to Limited Common Elements assigned to their Units, but to the extent these requests would result in expenditures in excess of the standard repair or replacement work approved by the Board, individual Owners will be responsible for any and all increased costs.

Any item not specifically mentioned is not excluded but shall be included in the same spirit as other items per the table, and as does not conflict with the Declaration, at the direction of the Board.

The Association may develop standard forms for use by the Unit Owners to request permission from the Board to perform work that requires Board approval.

Any request submitted to the Board or Property Manager at least 10 calendar days prior to the next regularly scheduled Board meeting will be considered at that next Board meeting.