

**CLEARBROOK SECTION 16 MAINTAINENCE CHART**

**WHO IS RESPONSIBLE FOR WHAT?**

**ALL OPTIONS:**

**OWNER RESPONSIBILITY INCLUDING BUT NOT LIMITED TO:**

ATRIUM ENCLOSURES,ALL WINDOWS,EXTENSIONS,ENCLOSED PATIOS,EXHAUST FANS,AND SKYLIGHTS,(INCLUDING HARDWARE,GLASS AND ROOFS)

DOOR LOCKS, SLABS, CEILING FANS, LIGHTING FIXTURES,ARE OPTIONS. If they were not included in the developer's original floor plan, they are the owner's responsibility.

THE REPAIR AND MAINTAINENCE OF EVERYTHING INSIDE THE UNIT.

**NOTE:**

All repairs ordered by the unit owner without prior authorization from the section 16 Board shall be the responsibility of the unit owner. Any alterations made to the unit may result in becoming the unit owner's responsibility as well.

Revised 7.1.2021

| ITEM                | DESCRIPTION                                 | UNIT  | SECTION | CCA |
|---------------------|---|-------|---------|-----|
|                     |   | OWNER |         |     |
| AIR CONDITIONER     |   |       |         |     |
|                     | INSIDE                                      | X     |         |     |
|                     | OUTSIDE                                     | X     |         |     |
| ATRUIM              |   |       |         |     |
|                     | (BRAEBURN ONLY)                             |       | X       |     |
|                     | CONCRETE ONLY                               |       | X       |     |
|                     | UNLESS ENCLOSED                             | X     |         |     |
| CAULKING            |   |       |         |     |
|                     | OUTSIDE                                     |       | X       |     |
| DOOR                | ORIGINAL DOOR INSTALLED BY                  |       |         |     |
|                     | <i>if original</i> DEVELOPER IN ACCORDANCE  |       |         |     |
|                     | WITH BASIC BUILDING PLAN                    |       |         |     |
|                     | A. ENTERANCE (FRONT)                        |       | X       |     |
|                     | B. PLASTIC TRIM (PANELS)                    |       | X       |     |
|                     | C. REAR (METAL)                             |       | X       |     |
|                     | D. SIDE (METAL)                             |       | X       |     |
|                     | E. THERMAL GLASS (BREAKAGE)                 |       | X       |     |
|                     | UNLESS DUE TO OWNERS NEGLIGENCE             | X     |         |     |
|                     | (IF REPLACED BY OWNER OR                    | X     |         |     |
|                     | IF YOU ADDED A ROOM TO THE BACK OF UNIT)    |       |         |     |
|                     | IT BECOMES THE RESPONSIBILITY OF UNIT OWNER |       |         |     |
| DOORBELL            |   |       |         |     |
|                     | <i>IF original</i> A. BUTTON                |       | X       |     |
|                     | B. CHIME                                    |       | X       |     |
|                     | C. TRANSFORMER                              |       | X       |     |
| DRIVEWAY            |   |       | X       |     |
| ELECTRIC SERVICE    |   |       |         |     |
|                     | A. FROM METER BOX TO INSIDE PANEL BOARD     | X     |         |     |
|                     | B. FROM PANEL BOARD TO UNIT OWNER SERVICE   | X     |         |     |
| GARAGE DOORS        |   |       |         |     |
|                     | A. ADJUSTMENTS                              | X     |         |     |
|                     | B. DAMAGE BY OWNER                          | X     |         |     |
|                     | C. INSIDE REPAIR                            | X     |         |     |
|                     | D. OUTSIDE REPAIR                           |       | X       |     |
|                     | E. PAINTING                                 |       |         |     |
|                     | INSIDE                                      | X     |         |     |
|                     | OUTSIDE <i>Not To be Painted</i>            |       | X       |     |
|                     | WEATHER STRIPPING                           | X     |         |     |
|                     | REPLACEMENT OF BOTTOM STRIP OF GARAGE DOOR  | X     |         |     |
| GLASS               |   |       |         |     |
|                     | A. ALL FRAME REPLACEMENTS                   | X     |         |     |
|                     | B. GLASS REPLACEMENT                        | X     |         |     |
| GUTTERS AND LEADERS |   |       |         |     |
|                     | A. CLEANING                                 |       | X       |     |



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|--|--|------|---------|-----|
| GUTTERS AND LEADERS                    | B. REPLACEMENT   |      | X       |     |
|  | C. REPAIRS   |      | X       |     |
| HARDWARE                               | OUTSIDE DOOR ONLY                                      |      |         |     |
|  | A. DOOR KNOBS, LOCKS, STRIKER PLATES                   |      | X       |     |
|  | B. HINGES (OUTSIDE DOOR)                               |      | X       |     |
|  | C. STORM WINDOW CLIPS                                  | X    |         |     |
|  | D. WINDOW LOCKS  | X    |         |     |
|  | E. WINDOW WHEELS                                       | X    |         |     |
| LANDSCAPING                            |  |      |         |     |
|  | A. CUTTING AND EDGING                                  |      |         | X   |
|  | B. FERTILIZING   |      |         | X   |
|  | C. PLANTING INSIDE 3' AREA                             | X    |         |     |
|  | D. SHRUB AND TREE PRUNING UNDER 20'                    |      |         | X   |
|  | E. THATCHING AND SEEDING                               | X    |         |     |
|  | F. WATERING  | X    |         |     |
| LIGHT FIXTURES                         |  |      |         |     |
|  | A. ORIGINAL (OUTSIDE, NOT BULBS)                       |      | X       |     |
|  | B. REPLACEMENT (OUTSIDE OTHER THAN ORIGINAL)           | X    |         |     |
| POSTS FOR ORIGINAL ROADS, PARKING LOTS | ENTERANCE OVERHANGS                                    |      | X       |     |
| ROOF                                   |  |      |         | X   |
|  | A. SHINGLES  |      | X       |     |
|  | B. FLASHING  |      | X       |     |
|  | C. LEAKS<br>(EXCEPT DUE TO ADDITONS OR ALTERATIONS)    |      | X       |     |
|  | D. REPLACEMENT   |      | X       |     |
| RURAL MAILBOX AND SCREENS              | STANCHIONS   |      | X       |     |
|  | WINDOWS AND DOORS                                      | X    |         |     |
|  | STORM DOORS  | X    |         |     |
| SEWERS                                 |  |      |         |     |
|  | A. FROM MAIN TO OUTSIDE CLEANOUT                       |      | X       |     |
|  | B. FROM OUTSIDE CLEANOUT INTO SERVICE                  |      | X       |     |
| SIDEWALKS                              |  |      | X       |     |
| SIDING                                 |  |      |         |     |
|  | A. ALUMINUM AND WOOD                                   |      | X       |     |
|  | B. STONE TRIM  |      | X       |     |
|  | C. ALUMINUM AND PLASTIC ON ATRIUMS<br>ADDED BT SECTION |      | X       |     |
| SILLS                                  | (WINDOWS INSIDE)                                       | X    |         |     |
| THRESHOLD                              | (OUTSIDE ONLY)   |      |         |     |
|  | A. ADJUSTMENTS   |      | X       |     |
|  | B. REPLACEMENT   |      | X       |     |
|  | C. SWEEPS  |      | X       |     |
|  |  |      |         |     |

| ITEM          | DESCRIPTION                                   | UNIT | SECTION | CCA |
|---------------|---|------|---------|-----|
| TREES         |   |      |         |     |
|               | A. PLANTED BY CONDO                           |      |         |     |
|               | B. PLANTED BY UNIT OWNER                      |      | X       |     |
| VENTS         |   | X    |         |     |
|               | A. BATHROOM FAN VENT                          | X    |         |     |
|               | B. KITCHEN                                    | X    |         |     |
|               | C. ATTIC FAN INSTALLED BY UNIT OWNER          | X    |         |     |
|               | D. DRYER VENT                                 |      |         |     |
|               | VENT CLEANING DONE TRI-ANNUALLY               |      | X       |     |
|               | APARTMENTS DONE ANNUALLY                      |      | X       |     |
|               | (ANY ADDITIONAL CLEANING OF DRYER VENT)       | X    |         |     |
| WALKWAYS      |   |      |         |     |
| WATER SERVICE |   |      | X       |     |
|               | A. FROM MAIN VALVE TO INSIDE SHUTOFF VALVE    |      | X       |     |
|               | B. FROM INSIDE SHUT OFF VALVE TO UNIT SERVICE | X    |         |     |
| WINDOW FRAMES | (OUTSIDE)                                     |      |         |     |
|               | A. PAINTING                                   | X    |         |     |
|               | B. Repairing                                  | X    |         |     |
|               | C. REPLACEMENT                                | X    |         |     |