

## MAINTENANCE, REPAIR, AND REPLACEMENT RESPONSIBILITIES

Who is responsible for which maintenance, repair, and replacement responsibilities in Fairlington Glen? This is a question that is especially important for new co-owners and residents to consider, so that they are prepared to deal with areas that are their responsibility.

The attached chart of maintenance, repair, and replacement responsibilities, based on the Glen's Master Deed and Bylaws, was incorporated into our updated 2008 Bylaws.

A fundamental aspect of the Master Deed is the section that provides that each of us owns virtually our entire unit except for the roof. The vertical boundaries are the plane of the outer surface of the exterior wall and the plane of the center line of the wall with a neighbor. The horizontal boundaries are the plane of the underside of the lowest floor slab and the plane of the underside of the exterior surface of the roof (excluding roof shingles). The Council (all of us, that is) owns only the roof and drainage lines under the floor slab.

Consistent with the division of ownership, the chart summarizes the allocation of many responsibilities for maintenance and repair. Please read the chart so that you understand maintenance jobs that will be yours to handle as they arise. Areas that most often come up relate to water:

Water Supply Pipes. Water lines located within unit walls are unit components and are the maintenance and repair responsibility of the individual owners of those units. This is true even if those lines travel through multiple units. The Council is responsible for water lines located in common areas.

Water Drainage Pipes. Water drainage lines—whether from the kitchen, bathroom, or laundry area—are unit components and are the maintenance and repair responsibility of individual owners to the point where they exit through the underground sanitary sewer system beneath the basement floor slab. Fixing drainage problems, especially from sinks, sometimes requires cooperation between two adjoining owners, whose lines are in the wall that separates the units, with ownership extending to the center line. Drain lines may converge to a single line in the wall, requiring a plumber to access the line from one or both units. This is true whether the units are in a “B” building or are two townhouses whose kitchens back to each other.

Water Seepage or Flooding. Water seepage or flooding is the maintenance and repair responsibility of the individual owner, though in some limited cases the Glen's insurance policy plays a role—but only if the damage to the unit is over the \$5,000 deductible (or \$10,000 for flood). This situation came into play during the “flood of 2006” when the Glen submitted a joint claim for a number of co-owners. In emergency situations, our Management Company may get involved, understanding that the costs will usually be the responsibility of the co-owner. The Glen also has taken steps in some areas to correct drainage problems in general common areas so that water intrusion is less likely.

**EXHIBIT A TO BYLAWS**

**CHART OF MAINTENANCE, REPAIR AND REPLACEMENT RESPONSIBILITIES**

	<b>Council Responsibilities</b>	<b>Unit Owner Responsibilities</b>
Attic		All in all regards.
B-Units	Common hallways, doors, and mailboxes	All internal components. Front door lock if agreed to by all owners
Caulking		Interior and window
Cable TV, DSL, etc.		Between Unit owner/resident and cable company (wire on exterior of building must be disguised)
Doors – Unit storm doors		All in all regards
Doors – Unit front and rear doors	Painting	Maintenance and replacement including all locks and hardware.
Dryer ducts/vents		All in all regards
Electric – service	Serving the common areas. Underground lines	Within the Unit
Electric – fixtures	Serving the common areas	Serving only one Unit (including all interior and exterior plugs and fixtures)
Gutters and fascia	All in all regards	
Heating, ventilation and air conditioning	Pool and office buildings	All in all regards for individual Unit
Painting	Exterior	Interior
Patio (area inside fence)	Inspection for compliance with Council regulations	Maintenance of area and cleanliness. Repair and replacement of patios. Use and landscaping must conform to Council regulations.
Patio fence	All in all regards	Use must conform to Council regulations.
Pest control	Exterior of building	Interior of building
Plumbing fixtures	Pool & maintenance buildings	All in all regards for individual Unit
Plumbing – water supply lines	Outside the Unit	Inside the Unit
Plumbing – sink blockages		All in all regards
Plumbing – sewer backups	Preventive maintenance outside the Unit; initial drying and sanitizing of rugs and tile floors inside the Unit	Preventive maintenance, remediation, and repairs inside the Unit.
Plumbing – sewer lines	Underneath the concrete slab and outside the Unit	Keeping cleanout in basement floor accessible
Plumbing – outside water faucets		All in all regards including shutting on/off in winter/spring
Roofs	All in all regards	
Smoke detectors	Common hallway, all in all regards	Unit, all in all regards

	<b>Council Responsibilities</b>	<b>Unit Owner Responsibilities</b>
Shutters	All in all regards	
Stoops, steps and walks	Maintenance and replacement (front of Units)	Maintenance and replacement (rear of Units)
Trees	Common areas	Inside the patio
Walls	See note below	See note below
Water seepage or flooding		All in all regards
Windows and window openings	B-Unit side door windows at front door and B-unit center roof windows	Maintenance and replacement of all Unit windows, including glass, frame, sash, jamb and sill
Windows – screens and storm windows		All in all regards
Window wells	Maintenance, front	Maintenance, rear Window well covers

\* While ownership of each Unit extends to the plane of the outer surface of the exterior walls, and thus maintenance and repair are normally the responsibility of the Co-Owner, the Council assumes responsibility for tuck-pointing of above ground elements.

\*\* The costs associated with fulfilling the above-referenced obligations may be varied in the event the damage or need for maintenance or repair arises due to the negligence of a party. For example, a Co-Owner who fails to properly maintain a component under their care and responsibility may be responsible for damages to adjacent units or the common elements. Likewise, the insurance policies that the Council is required to maintain may cover certain damages for covered perils (e.g. fire damage).

\*\*\* Co-Owners are strongly encouraged to maintain individual insurance to help protect their property and any individual liability the Co-Owner may face due to the acts or omissions of the Co-Owner and his or her family members, tenants, guests and invitees.

\*\*\*\* In the event a Co-Owner chooses to request (and receives) a variance to replace or otherwise modify an item (e.g. rear canopy, front window well) that is otherwise the responsibility of the Council, the maintenance and repair of such replacement or modification shall be borne by the Co-Owner.