

## **APPENDIX H**

### **CO-OP MAINTENANCE RESPONSIBILITIES**

The Maintenance Committee will be responsible for ensuring that the repair and maintenance of the housing complex is carried out outlined below:

- Annual inspection of home and grounds as per form (See Appendix L).
- Warranty enforcements, for the first year, of plumbing, electrical, mechanical, and structural systems.
- Repairs to plumbing, electrical system and structure beyond the Member's individual responsibility.
- Supply one fire extinguisher to each home.

The Maintenance Committee will develop a process for notification and handling of specific emergency maintenance situations.

The Co-operative's responsibility is to maintain good standards of housing in the project as a whole.

Without limiting the generality of the foregoing, the Maintenance Committee's responsibility shall be as follows:

#### **I EXTERIOR MAINTENANCE**

**The Maintenance Committee is responsible for:**

- a) Gutter cleaning, eavestrough cleaning;
- b) Roofing repairs;
- c) Snow removal in public areas and on roof;
- d) Exterior painting;
- e) Mowing lawns on tot lot and public areas;
- f) Garbage removal in public areas;
- g) Tot lot repairs.

#### **II INTERIOR MAINTENANCE**

**In unoccupied Units the Maintenance Committee is responsible for:**

- a) Cleaning of unoccupied units in preparation of new members;
- b) Inspection of units;
- c) Unit painting for move-outs;
- d) Carpet shampooing and floor care;
- e) Appliance service on move-outs;
- f) Furnace filter inspection;
- g) Utilities.

### III EMERGENCY REPAIRS

The Maintenance Committee is responsible for:

- a) Broken water and sewer lines on the property;
- b) Sewer back-up on the property;
- c) Vandalism;
- d) Repair for acts of nature; such as excess snow removal, wind or rain damage;
- e) Furnace re-lighting;
- f) Major damage to units;
- g) Fire damage;
- h) Damage due to illegal break and entry;
- i) Emergency glass repairs;
- j) Maintenance of roofs, eavestroughs, and storm gutters.

### IV SEASONAL MAINTENANCE

The Maintenance Committee is responsible for: (Work bees will be assigned)

#### WINTER

- a) Snow removal from side walks in tot lot area;
- b) Phone town for heavy snow removal;
- c) Removal of snow and ice on roofs;
- d) Removal of snow on parking lot.

#### SPRING

- a) Garbage removal and cleanup of tot lot and common areas;
- b) Fertilization of lawns, both public and private areas;
- c) Lawn watering of communal areas;
- d) Pruning and maintenance of shrubs and trees in public areas;
- e) Cleaning furnace ducts.

#### SUMMER

- a) Maintenance of lawns in public areas (mowing, watering, etc.);
- b) Exterior inspections of units;
- c) Major repairs;
- d) Maintenance of appearance of grounds.

#### FALL

- a) Cleanup of leaves, etc., in public areas;
- b) Eavestroughs, gutter cleaning;
- c) Inspection of exterior electrical;
- d) It is up to the member to place the garbage in the proper area for collection;  
*Provisions may be made for the elderly and infirm;*
- e) Repairs of minor plumbing.

### V TRANSITORY

Due to the quality of paint used in the project, the co-operative will repaint the units once. Thereafter maintenance will be the member's responsibility according to ARTICLE II (a) of this Appendix.

## VI SEASONAL MAINTENANCE

The member is responsible for

### WINTER

- a) Parking lot cleaning;
- b) Side walk snow removal (strictly enforced);

*Provisions made for elderly or infirm.*

### SPRING

- a) Member's yards to be maintained and cleaned;
- b) Garbage picked up and removed;
- c) Lawn watering if required;
- d) Own landscaping maintenance.

### SUMMER

- a) Member is responsible for watering and mowing lawns of own unit;
- b) Member must maintain appearance of grounds of own unit.

### FALL

- a) Member is responsible for the cleanup of leaves, etc. around own unit.