

## APPENDIX I

### MEMBERSHIP MAINTENANCE RESPONSIBILITIES

The Member is responsible to the Co-op for the repair of any damage caused to any property of the Co-op by the Member, any Member of his/her household or guest. The repair shall be done in a manner acceptable to the Co-op.

The Member will be responsible for the general upkeep and cleanliness of the home and immediate grounds. Basic maintenance to the plumbing, electrical, and structural systems are the responsibility of the Member. Specific instructions will be given for each item requiring regular attention.

Interior painting will be the Member's responsibility and will be done in accordance with a schedule set up by the maintenance committee. If a Member wishes to paint the interior of the home at other than the scheduled painting times, the grade of paint used must be acceptable to the Maintenance Committee.

If a Member does not carry out these responsibilities he/she will be given written notice of complaint of the Maintenance Committee. If the Member does not then carry out his/her responsibilities, the Maintenance Committee will undertake the necessary work and charge the costs to the Member.

Without limiting the generality of the foregoing, the Member will be responsible for:

#### I EXTERIOR MAINTENANCE

**The Members are responsible for:**

- a) Exterior lighting on Member's own unit;
- b) Litter pick-up in own yard;
- c) Fence repair for own unit;
- d) Snow removal from own side walk;
- e) Grass cutting in own yard;
- f) Maintenance of good general appearance of unit and lawn.
- g) Tot lot repairs.

#### II INTERIOR MAINTENANCE

**In occupied Units the Members are responsible for:**

- a) Interior painting;
- b) Interior cleanliness including rug shampooing and floor care;
- c) Appliance upkeep;
- d) Interior lighting;
- e) Member is responsible for notifying the Maintenance Committee of problems in the unit, for example, loose hinges on closets or cabinets, lost screws, etc.;
- f) There will be an inspection of the units every six months;
- g) Member is responsible for the condition of the glass and screens except in the case of vandalism.