

THE PROPRIETORS OF STERLING WOODS, INC. (The Association)
UNIT OWNER MANDATORY MAINTENANCE STANDARDS (4 pages)

THE FOLLOWING MAINTENANCE STANDARDS ARE THE RESPONSIBILITY OF THE UNIT OWNER AS OF THIS REVISION dated June 26, 2019. Any change made to the previous January 24, 2017 version are highlighted. Note Section "O-Decks" for the correction made to the stain color.

NON-COMPLIANCE: The Association will pass to the Owner any non-insured expense related to non-compliance to any of these standards, whether or not this is stated specifically in the standard.

- A. **UNIT TEMPERATURE** -- Unit Owners are responsible for ensuring that their Unit remains at a minimum temperature of 60 degrees Fahrenheit **between October 15 and April 15.**
- B. **SMOKE DETECTORS** -- Unit Owners are responsible for ensuring that properly working smoke detectors are present on each level of their Unit. Unit Owners must ensure that the alarm is sufficiently placed so as to arouse the occupant out of a deep sleep. They should be inspected and tested a minimum of twice a year.
- C. **CARBON MONOXIDE DETECTORS** -- Unit Owners are responsible for ensuring that a properly working carbon monoxide detector is present in their Unit. It should be inspected and tested a minimum of twice a year.
- D. **FURNACE AND AIR CONDITIONER** -- Unit Owners are responsible for ensuring that their furnace and air conditioning equipment are in good working order and are inspected and serviced annually. Both systems can be checked at the same time if done during weather warm enough to turn the AC unit on. **ABSENCE IN WINTER: Set thermostat to 60 degrees or higher.** **IMPORTANT NOTE: The average life expectancy of furnaces in homes today is between 16 and 20 years. If any Unit still has the original 1987 vintage furnace, a replacement is long overdue. Non-compliance see above: The Association will pass on to the Owner any non-insured expense associated with a LOSS related to an aging furnace.**
- E. **WATER HEATERS** -- It is required that water heaters, except the tank-less kind, be replaced at least once every 10 years. In the event any loss, claim, damage or expense is caused or contributed to by water which escapes from any water heater located within the boundaries of a Unit, there shall be a rebuttable presumption that the water heater failed because it was not replaced at the (10) year maintenance requirement date. The aforesaid presumption may be rebutted by the Unit Owner by providing proof to the Association satisfactory to the Association that the water heater in question had been replaced according to the maintenance standard rules. Effective as of September 1, 2012, any new water heater installed within the boundaries of any Unit shall include the installation of an automatic shutoff valve. The Unit Owner shall provide the Association with documentation satisfactory to the Association confirming that an automatic shutoff valve has been installed on every water heater located within the boundaries of the Unit. **Non-compliance see above: The Association will pass on to the Owner any non-insured expense associated with a LOSS related to an aging water heater.**
- F. **DRYER VENTS** -- Unit Owners are responsible for ensuring that their dryer vents have metal duct work that is up to current building code and have them inspected and cleaned annually.

THE PROPRIETORS OF STERLING WOODS, INC. (The Association)
UNIT OWNER MANDATORY MAINTENANCE STANDARDS (4 pages)

- G. **CHIMNEYS** -- Unit Owners who burn wood in their fireplaces are required to have annual inspections at the Owner's expense. The inspection is needed because potential creosote buildup creates a very real fire danger. Any necessary cleaning is at the Owner's expense. Owners will be required to sign off on a form stating whether or not their fireplace is used.
- H. **DISHWASHER AND WASHER HOSES** -- Unit Owners are required to have their dishwashers and washing machines equipped with stainless steel lined or copper supply hoses.
- I. **REFRIGERATORS/ICE MAKERS** -- Unit Owners are required to have a copper or plumbing code approved water supply line installed by a licensed plumbing contractor.
- J. **ELECTRICAL & PLUMBING** -- Unit Owners are responsible for keeping the electrical and plumbing systems in their unit in good working order. Any repairs and/or renovations should be done by a licensed and insured plumber or electrician and the work must be done in accordance with current building code standards.
- K. **WATER SPIGOTS** -- Unit Owners are responsible for shutting outdoor water spigots during the freezing months and disconnecting any hoses.
- L. **WINDOWS** -- Unit Owners are responsible for the maintenance, repair and replacement of windows. Replacement windows must be approved by the Executive Board before installation. Any leaks, stains, water damage, warping, rotting, or any other damage resulting from windows that are not properly maintained, falls under the Unit Owner's responsibility. Contact the Board if you wish to change out windows. Information of window kits exist on file.
- M. **REPORTING LEAKS** -- Each Unit Owner acknowledges that serious damage to the Common Interest Community is likely to occur where a leak or other condition of escaping water is identified by the Unit Owner, but is not reported to the Association on a timely basis. Accordingly, each Unit Owner shall owe a duty to the Association and the other Unit Owners in the Common Interest Community to report to the Association any leak or other condition resulting in escaped water immediately after identifying any such leak or condition or as quickly thereafter as is reasonably possible.
- N. **DOORS AND OUTDOOR LIGHT FIXTURES**—**Doors:** Doors providing access solely to one's Unit or garage are the Unit Owner's responsibility regarding maintenance, repair and replacement. Replacement doors must be approved by the Executive Board before installation. Any leaks, stains, water damage, warping, rotting, or any other damage resulting from doors falls under the Unit Owner's responsibility. Doors include entry doors, storm doors, sliding glass doors (sliders) and garage doors. **Outdoor light fixtures:** Unit Owners are responsible for repair of outdoor light fixtures used solely by one's unit. If an entire fixture needs replacing it must match the existing fixtures as closely as possible.
- O. **DECKS** -- Unit Owners are responsible for the repair, maintenance and replacement of their decks. Unit Owners are also responsible for the removal of snow and leaves from their decks. The Association handles safety issues so long as the deck is properly maintained by the Unit Owner. **CABOT BARK MULCH SOLID ACRYLIC can be found at LOWE's.**

THE PROPRIETORS OF STERLING WOODS, INC. (The Association)
UNIT OWNER MANDATORY MAINTENANCE STANDARDS (4 pages)

- P. **GRILLS** -- Unit Owners are permitted to use gas grills (grills where the source of heat and flame can be immediately shut off) on their decks. Full **propane tanks** are not to be stored inside the Unit or garage. They should be stored outside on or under the deck. **The use of Charcoal type grills is not permitted anywhere in the complex.** The use of a **smoker** is not permitted anywhere in the complex. Installation of **natural gas grills** must be approved by the board and installed per code by a licensed and insured contractor. **Non-compliance see above: The Association will pass on to the Owner any non-insured expense associated with a LOSS related to non-compliance to the Grill standard.**
- Q. **DRAINS** -- Unit Owners are not to place items, plantings or anything that might interfere with the drainage in and around their Unit.
- R. **CONTRACTORS** -- Unit Owners are required to use only licensed and insured contractors for all work on their Unit. Evidence of Insurance (a Certificate of Insurance) from their contractor naming the Association as an additional insured must be submitted prior to the commencement of any work. In the case of an emergency, Unit Owners must use one of the contractors recommended by the Association whose insurance certificate is on file.
- S. **RENOVATION** -- For those renovation/construction projects which require Executive Board approval pursuant to Article XIII of the Declaration, Unit Owners undertaking a renovation/construction project must advise the Executive Board in writing prior to the start of work. All such renovation/construction projects shall require the written approval of the Executive Board. The Executive Board requires that they present detailed plans signed by a licensed engineer or architect and that the project be approved as up to current building code standards by the town building inspector. The applicant shall also provide the name of the proposed contractor so the Executive Board can review his/her/its qualifications. **A fine of \$100 per day will be imposed for failure to secure permits and obtain certificates from the day work started.**
- T. **GENERAL STANDARD OF CARE** -- It is expected that the Unit Owner will use the same level of care in performing his or her maintenance obligations that a typical homeowner living in a single-family home not part of a common interest community would observe.
- U. **HOMEOWNERS INSURANCE, BOTH OWNER OCCUPIED AND RENTAL** -- Unit owners who rent units must require their tenants have HO-4 Homeowners Insurance and provide the board with a Certificate of Insurance or a copy of the policy. Unit owners are required to have an HO-6 (Homeowners) contract. Unit owners renting their unit are required to provide each tenant with a copy of this document. Unit owners must file a copy of their lease, their insurance policy, and the tenant's insurance policy with the property manager. Unit owners are required to have an HO-6 (Homeowners) contract with Dwelling/Improvements and Betterments equal to the Master Policy deductible.

THE PROPRIETORS OF STERLING WOODS, INC. (The Association)
UNIT OWNER MANDATORY MAINTENANCE STANDARDS (4 pages)

- V. **GUESTS - UNIT OCCUPANT RESPONSIBILITIES---** Each unit owner shall be responsible for ensuring that any tenant, guest, invitee or other occupant of the unit complies with each of the maintenance, repair and replacement standards set forth **in this document**. For the purpose of interpreting and applying these maintenance, repair and replacement standards, where the context requires, the term "Unit Owner" shall also include any tenant, guest, invitee or other occupant of the unit. **Reminder:** It is the responsibility of unit owners to notify the association immediately of a leak or other condition of escaping water within a unit.
- W. **SHOWERS:** Shower/Tub grout must be inspected every 5 years to determine the need for maintenance, repair, or replacement.
- X. **CANDLES:** Under no circumstances should lit candles be left unattended. **Please consider avoiding the use of candles altogether.**
- Y. **ABSENCE FROM HOME:** Unit owners who are going to be away and units that are unoccupied between - October 15th to April 15th must have the main water valve in the unit shut off. **Please consider providing your near neighbors with your cell phone number to reach you in case of emergency. Please consider providing someone with a key to your unit in case of emergency.**

NON-COMPLIANCE: The Association will pass to the Owner any non-insured expense related to non-compliance to any of these standards, whether or not it is called out specifically in the standard.

NOTE: This list of maintenance standards will be distributed annually and amended by your Board as required. Please keep it handy for ease of reference.

Adopted by the Sterling Woods Board of Directors: **June 26, 2019**