

MAINTENANCE STANDARDS POLICY
for
HILLSIDE PLACE AT NEW BRITAIN CONDOMINIUM ASSOCIATION, INC.

Maintenance Standards Policy Responsibilities:

Each Unit Owner shall be responsible to pay all damages and costs incurred by the Association to repair any damage to any Unit, Limited Common Element, or Common Element as a result of the Unit Owner's failure to comply with these maintenance policies. If a maintenance policy violation of any kind is not covered by insurance, the Unit Owner shall be completely responsible for the costs of all repairs and associated expenses.

Guests:

Each Unit Owner shall be responsible to ensure that all persons other than the Unit Owner comply with each of the items in the maintenance policy. The term "Unit Owner" in this policy shall include the Unit Owner, any family member, tenant, guest, invitee, agent, visitor, other occupant, or any other person for whom the Unit Owner is responsible.

Licensed and Insured Contractors:

Any maintenance, repair, and replacement activity authorized by the Unit Owner, whether performed in connection with one of the maintenance, repair, and replacement standards contained herein or for any maintenance, repair, and replacement activity not covered by these standards, which relates to the Unit or any Limited Common Element to be maintained, repaired, and replaced by the Unit Owner, must be performed by a contractor who is licensed and insured to at least the minimum standards required by the State of Connecticut and the City of New Britain, but not less than General Liability insurance of \$1,000,000 per occurrence and \$2,000,000 aggregate and workman's compensation insurance of \$100,000 per accident, \$100,000 per employee and \$500,000 policy limit. Prior to the work commencing, the Unit Owner shall provide to the Association the contractor's license and insurance. The insurance certificate's special provisions section must read: "CERTIFICATE HOLDER: Hillside Place at New Britain Condominium Association, Inc., 27 Hillside Place, New Britain, CT 06051 and the managing company agent included as Additional Insured on a primary non-contributory basis for work at their premises.

Association Access to Unit:

If a unit appears to be vacant and the Unit Owner does not make reasonable arrangements for the Association to access the unit or the Association is unable to contact the Unit Owner, the Association shall have the right to access the unit. Any costs incurred by the Association including reasonable attorney's fees in connection with gaining access to a unit shall be assessed against the Unit Owner.

Minimum Temperature in Units:

All thermostats in the Units must be on and set at 55 degrees Fahrenheit or higher from November 1st through April 15th of each year in all living areas contained within the boundaries of the Unit. This applies to both occupied and vacant Units. Unit heat shall not be turned off, even if the Unit is winterized. The plumbing in the common walls bordering each Unit and the sprinkler system plumbing may freeze. If any plumbing freezes, causing flooding, all repairs shall be the offending Unit Owner's responsibility to correct.

Water Damage:

Any loss, claim, damage, or expense, to any Common Element, Limited Common Element, or Unit(s), which is caused or contributed to by water, which may or may not escape from any Unit and enter another Unit or Common Element, due to overflows, clogs, failure to maintain bathroom and kitchen seals, gas-

kets, caulking and grouting, toilet seal failures, unattended water, or any breaks, breaches, or failure of unit pipes or unit waterlines, including, without limitations, refrigerator or freezer water supply lines, toilets, sinks, dishwasher, and clothes washer supply lines, rain or snow from windows not properly closed, clogged air conditioner drain lines or faulty condensation pumps, and water heaters, located within the Unit, or which exclusively serves a Unit, will be the offending Unit Owner's sole responsibility.

It is the Unit Owner's responsibility to make prompt repairs and notify the property manager immediately of a leak, other condition of escaping water, mold, or any damage, sounds, or other evidence of running or seeping water within a Unit or Limited Common Element area.

Hot Water Heaters:

Unit Owners shall maintain, repair, and replace any water heating device located within the boundaries of their Unit. The hot water heater tank shall be equipped with a floor water pan and an automatic water supply shutoff system. Non legible or non viewable manufacture labels will be cause for immediate replacement. When the unit is not occupied, the hot water tank supply valve and water heater shall be turned off. Hot water heaters must be replaced no later than the earliest of: 1) the expiration of the manufacturer's warranty, or 2) When the water heater first shows any signs of leaks or corrosion.

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 per the above requirements. The Unit Owner may rebut the aforesaid presumption by providing documented and satisfactory proof to the Association that the water heater in question had not exceeded its anticipated useful life.

Water Supply Connections at Fixtures:

Each Unit Owner is responsible for the maintenance, repair, and replacement of all water connections from the water supply valve at the wall to any plumbing fixture, such as, but not limited to, faucet, toilet, washing machine, ice maker, and dishwasher. Every fixture supply line shall be solid rigid metal or steel braided reinforced hose. All steel braided reinforced hose type supply lines shall have an auto shutoff mechanism, such as the Watts FloodSafe Auto-Shutoff Connectors. When the unit is not occupied, all water valves shall be turned off.

General Plumbing:

Each Unit Owner shall be responsible for maintenance, repair, and replacement of all plumbing fixtures within the Unit. No running water in the Unit shall be left unattended or allowed to cause overflow. Each Unit Owner shall promptly maintain, repair, or replace any fixture with running or dripping water to avoid excessive water utility usage costs to the Association. When the Unit is not occupied, the Unit's main water supply valve shall be turned off. All fixture and plumbing shut off valves shall be maintained in a properly operating condition.

Faucets: Each Unit Owner shall be responsible to maintain, repair, and replace faucets as needed to prevent leaking and dripping.

Toilets: Each Unit Owner shall be responsible to maintain, repair, and replace the toilet and toilet tank mechanicals to ensure their proper operation. Toilets shall not be loose or wobbly on the floor as to cause damage to the wax seal and/or mounting flange. Toilet tanks and bowls shall be free of any cracks or defects.

Drain Pipes: Each Unit Owner shall be responsible to maintain, repair, and replace drain pipes, drain traps, garbage disposals, drain pipe and fixture connections/gaskets to the point of intersection with a common drain pipe.

Laundry Washing Machine: Each laundry machine shall have a drain pan installed under the washer. If plumbing cannot be installed for a drain from the pan, the unit owner shall install an automatic shutoff system with a drain pan moisture sensor. Floodchek brand hoses may be used in lieu of hoses specified in paragraph "Water Supply Connections at Fixtures" (above). Each Unit Owner shall be responsible for any overflows and shall not leave the unit unattended while the clothes washer is in operation.

Shower / Tub Faucet: If a hand held shower is used, Unit Owner shall turn off the water at the main faucet after each use. All drains shall be maintained leak free. All faucets, drain overflows, escutcheons, water control valves, and shower/tub perimeters shall be properly sealed and leak free.

Dish Washing Machine: Each Unit Owner shall be responsible to maintain, repair, and replace the dish washer mechanicals, seals, pump, drain, and water supply connection to ensure its proper operation and be leak free. Each Unit Owner shall be responsible for any overflows and shall not leave the unit unattended while the dish washer is in operation.

Reporting Leaks:

Each Unit Owner acknowledges that damage to the common interest community may 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.

Electrical Circuits and Outlets:

Total electrical usage both in the aggregate and per circuit in any Unit shall not exceed the capacity of the circuits which serve the Unit, as labeled on or in the circuit breaker boxes. No single electrical device or assemblage of electrical devices creating electrical overloading of standard circuits shall be used.

Electrical usage shall not exceed the capacity of the circuits as labeled on or in the circuit breaker panel. No single or multiple electrical device(s) which create an electrical overload of the standard circuits may be used. Altering or tampering with the circuit breakers is strictly prohibited. Extension cords and electrical power strips shall not exceed the recommended capacity and shall be used as recommended by the manufacturer and local municipality.

Dryer Lint Filter and Exhaust Vent:

All dryers shall have lint filters properly installed and maintained as the equipment was originally manufactured to prevent lint from accumulating in the dryer vent duct. Lint filters will be cleaned after each dryer use.

Each Unit Owner shall be responsible once annually, more frequently as needed, for cleaning the dryer exhaust duct which serves that Unit. The Unit Owner shall send to the Association a paid receipt verifying that the required dryer vent cleaning has been completed by a qualified contractor. Each Unit shall have smooth interior walled rigid and/or semi rigid metal ducting from the dryer outlet to the wall.

Cooking Range Ventilation Hoods:

All stove and range hoods, microhoods, and other ventilation systems that are designed to collect grease-laden vapor shall have grease screens installed to prevent grease from accumulating in the vent duct. All such screens shall at all times be kept clean, free of grease buildup, in good condition, and properly installed by the Unit Owner per the manufacturers recommendations.

Installing Hardwood Floors:

Any Unit Owner on the second level or above planning on installing a hardwood floor must first install a sound absorber underlayment under the finished flooring.

Smoke Detectors and Batteries:

All units are required to install a smoke detector on every level of the Unit and in every bedroom by order of the Fire Marshal. It must be in working order and maintained by the Unit Owner. Smoke detectors shall not be removed or disabled in any way, operable at all times, and shall be replaced or repaired where defective. The New Britain Fire Department and the National Fire Protection Association recommend batteries are changed every 6 months and the smoke alarm unit itself be changed once every 10 years.

Carbon Monoxide Detectors:

All Unit Owners are required to install a carbon monoxide (CO) detector in the Unit. The New Britain Fire Department recommends a detector which plugs into an electrical outlet. They further recommend it be plugged into an outlet near the floor. If the alarm goes off, let the alarm continue, vacate the Unit immediately, and call 911. Fire personnel need to read the detector in the Unit to know the amount of CO in the effected area.

Flames and Inflammables:

No open flames, including burning candles, grills in use, fuels, propellants, personal smoking materials, space heaters, or other fire hazards, shall be left unattended or allowed to damage any structure.

Improvements or Upgrades:

All Unit Owners, planning any unit improvements or upgrades, must contact the property manager for information on possible issues prior to beginning work. The unit owner is liable for any harm caused by repairs, remodeling, and installations.

Any electrical or plumbing additions or alterations to the unit must be done by a qualified contractor. All work shall be inspected and signed off by a licensed tradesman following the local municipality's and State of Connecticut permit process. Any additions or alterations to Unit interiors made by Unit Owner must comply with all applicable building codes and must not jeopardize the structural integrity of the building or unit. In the case of any Unit Owner who performs projects independently, each and all project work must be signed off by a licensed tradesman. All documentation shall be submitted to the Association.

HVAC (Heating, Ventilation, and Air Conditioning):

Any maintenance, repair, replacement, additions, or alterations to the HVAC systems (including but not restricted to the HVAC unit, the condensation lines and/or condensation pump) that services the Unit shall be done by a qualified contractor. All work shall be inspected and signed off by a licensed tradesman following the local municipality's and State of Connecticut's permit process. The HVAC systems shall be inspected annually and the air conditioning, condensation drain lines, condensation pump, and drip pan checked and cleaned annually. All documentation shall be submitted to the association.

Generators:

Generators are prohibited throughout the community. For exceptions, a detailed request **must** first be submitted to the Association, through the property manager.

Unit Entry Door Lock and Hardware:

Unit Owners shall not make any changes to a Unit door or door lock without prior written permission from the Association. Every Unit entry door lock shall operate with the Association's master key and no separate dead bolt may be installed.

Interior Moisture:

Each Unit Owner shall be responsible to monitor and maintain the moisture level in the Unit bathroom, kitchen, basement or subterranean living areas to minimize mold growth and musty odors. Unit Owner should use a humidity indicator to measure the relative humidity in the interior. Unit Owner may reference The American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) to determine appropriate indoor relative humidity levels and/or consult with a professional. Unit Owner shall be responsible for installation, maintenance, repair, and replacement of any recommended or needed equipment to control moisture at the recommended levels.

Vehicle Maintenance:

Each Unit Owner is responsible to maintain their vehicle(s) mechanically as to not cause damage to landscaping, walking surfaces, driving surfaces, or parking areas within the community. The Unit Owner is responsible to keep their vehicle under control while operating the vehicle as to not cause damage to any Unit, Limited Common Element, or Common Element.

Active Hazards Resulting from Hoarding:

Each Unit Owner is responsible to maintain their Unit so as to avoid an active risk from the hoarding or accumulation of hazardous materials. In some cases, hoarding can lead to infestations, increased fire risk, in others, paper and other absorbent materials, plus water, can lead to structural damage.

*After Unit Owner notice and comment, the Hillside Place at New Britain Condominium Association, Inc. board of directors approved the above adopted Maintenance Standard Policy by a unanimous vote at the board of directors meeting held on August 25, 2015. The policy effective date is September 1, 2015.
Hillside Place at New Britain Condo Assoc
Board of Directors*