

**MEADOW CREEK CONDOMINIUMS**

October, 2006

**REPAIR AND REPLACEMENT POLICY:**

Association and Individual Members

This Policy was adopted by the Board of Directors on April 28, 1993. It incorporates the requirements of the Bylaws, the Declaration and the Minnesota Common Interest Ownership Act. Additions and Amendments, as necessary, continue to be made by the Association Board of Directors.

| <b>Item</b>   | <b>Association</b>   | <b>Member</b>   |
|---|--|---|
| <b>Air conditioner</b>  | None.  | All maintenance, repair or replacement.   |
| <b>Air conditioner sleeve and exterior grill</b>                        | Resetting to ensure proper slant. Repair or replacement due to weathering.   | Repair or replacement of interior trim and insulating cover. Replacement necessitated by replacement of air conditioner or damage to sleeve (but only with prior Association approval of size and style).                       |
| <b>Apartment door</b>   | None.  | Inside and out: repair or replacement of trim, frame, door, hardware and lock(s).   |
| <b>Bathroom vent fan</b>  | Repair or replacement of fan and duct.   | Repair or replacement of vent cover.  |
| <b>Electrical</b>   | Repair or replacement of wiring within walls and floors.   | Repair or replacement of outlets, covers, fixtures and additional wiring done by member (prior approval of Association required). Repair or replacement of breaker panel. Repair or replacement due to damage.                  |
| <b>Fireplace</b>  | Repair or replacement of any part of the chimney structure outside unit.   | Cleaning of chimney, or repair or replacement of chimney liner. Repair or replacement of hearth, damper and all brickwork in unit.  |
| <b>Floors</b>   | First floor: with floor coverings removed by owner, sealing of cracks, gaps and holes at the base of the exterior wall. Repair or replacement of concrete slab. Second floor: with floor coverings removed by owner, refastening of subflooring to fix squeaks. Repair or replacement of subflooring.  | Repair or replacement of floor coverings: vinyl, carpet, other. Repair or replacement due to damage.  |
| <b>Garage</b>   | Repair or replacement of wood framing and sheathing, roof deck and shingles, soffits and fascia, exterior siding and trim, and interior stall partitions, except for damage. Repair or replacement of electrical wiring, except for damage.<br><br><b>Association responsibilities (with cost assessed to Owner):</b> Repair or replacement of floor slab (limited common element). Repair or replacement of garage door, garage door hardware including lock, garage door facing boards, and any cladding of facing boards. | Repair or replacement of any part of the garage due to damage. Repair or replacement of garage door opener (installation only through Association). Repair or replacement of any items installed in a garage stall by an owner. |
| <b>Interior doors, trim, shelves, cabinets, counters and appliances</b> | None.  | Repair or replacement.  |
| <b>Heat runs</b>  | Repair or replacement of heat lines and control valve unless required due to damage. Repair or replacement of damage caused by water leak unless water damage results from damage to lines or valve.   | Repair or replacement of pipe fins, hangers, metal covers and louvers.  |
| <b>Master antenna</b>   | Repair or replacement of system.   | Repair or replacement of outlet and cover and of any cabling or hardware installed by owner beyond the outlet.  |
| <b>Patio door and slab</b>  | Caulking around the frame of the door.   | Repair or replacement of screen and locking hardware. Replacement of insulated glass due to broken seal. Any needed maintenance for door or slab. Repair or replacement due to damage. Replacement.                             |
| <b>Plasterboard: walls and ceilings</b>                                 | Repair or replacement only if necessitated by water damage for which the Association is responsible.   | Repair or replacement necessitated by any cause other than water damage for which the Association is responsible.   |

| Item   | Association  | Member  |
|--|--|---|
| <b>Plumbing</b>                                | Repair or replacement of water lines up to, but not including all shut-off valves for a unit. Repair or replacement of all drain lines up to the points where they leave the walls or floor, but not including the fittings which attach the toilet(s) and the tub drains to the drain lines.  | Repair or replacement of all shut-off valves and all water lines between the valves and plumbing fixtures. Repair or replacement of all plumbing fixtures including faucets, sinks, dishwasher, disposal and tub. Repair or replacement of all components of the toilet(s) from the shut-off valve to the seal and fittings which connect the toilet(s) to the drain. Repair or replacement of the following items related to the bath tub: shut-off valves, piping from valves, faucets, spout, shower head, tub, tile, soap dish, plasterboard behind the tile, drain connections and shower rod. Clearing of drains necessitated by accumulation of debris or by misuse. |
| <b>P.O. Box</b>                                | Repair or replacement of boxes due to normal wear and tear.  | Rekeying or replacement of lock. Repair or replacement due to damage.   |
| <b>Smoke detector</b>                          | None.  | Repair or replacement.  |
| <b>Sound channels for first floor ceilings</b> | None.  | Repair or replacement.  |
| <b>Storage Locker</b>                          | None.  | Repair or replacement of plasterboard, hardboard, door, hardware and any lock.  |
| <b>Storm windows</b>                           | Replacement of frame and inserts as a unit.  | Repair or replacement of screens and glass inserts and of frames due to damage. Washing.  |
| <b>Telephone</b>                               | Repair or replacement of wiring within walls and floors.   | Repair or replacement of jacks, covers and any wiring within unit.  |
| <b>Utilities</b>                               | Repair or replacement needed to ensure utility service to member.  | Repair or replacement of building components, for which member is responsible, to ensure utilities are not wasted.  |
| <b>Water damage</b>                            | Repair or replacement necessitated by water leaks from any building components for which the Association is responsible, unless otherwise noted. Repair or replacement necessitated by water penetrating from outside the building (snow, ice, rain, surface water runoff, ground water) unless due to member or resident negligence (open window, for example).   | Repair or replacement necessitated by water leaks from any building components for which the member is responsible.   |
| <b>Window sash</b>                             | The Association will no longer re-glaze or re-paint the exterior of unit window sash. If the exterior condition of a unit window sash is no longer acceptable to a unit owner, the owner's option is to replace the window sash, either on their own in accordance with the Association policy which sets standards for replacement windows, or through the Association's annual group purchasing program for patio doors and window sash. | Re-glazing or re-painting of the exterior side of unit window sash. Replacement of broken glass. Staining or painting of the interior side of sash. Repair or replacement of track. Repair or replacement due to damage. Replacement.   |
| <b>Window frames</b>                           | Exterior repairs necessitated by weathering.   | Staining or painting of interior side of frame. Repair or replacement due to damage. Replacement.   |

## GENERAL POLICIES

1. If a member is responsible for the repair and/or replacement of an item, and the appearance or the function of the item affects other members or the Association as a whole, the Association may repair or replace the item, bill the member for the cost, and assess the cost against the member's unit, if the member does not repair or replace the item after being requested to do so by the Association.
2. If an item can be seen from outside a member's unit, the member shall not change the appearance of the item when repairing or replacing it, except with the prior written approval of the Association.

While the cost of the repair or replacement of the following items is the responsibility of the member, the following work must be done by or through the Association or by an Association-approved contractor using materials and finishes approved by the Association:

- Replacement of storm window components.
  - Replacement of window sash and/or frames.
  - Replacement of patio doors and/or frames.
  - Repair or replacement of apartment door exterior trim, frame and hardware as well as the door itself.
  - Repair or replacement of air conditioner sleeve.
  - Cleaning of chimney, and repair or replacement of chimney liner and/or damper.
  - Repair or replacement of pipe fins and hangers for heat runs.
  - Turning off/on water in order to effect plumbing repairs or replacements.
  - Repair or replacement of electrical breaker panel and any added wiring within walls, floor or ceiling.
  - Repair or replacement of storage locker components.
  - Installation, repair or replacement of garage door opener.
3. In general, if a member or the Association is responsible for an item, the member or the Association, as appropriate, shall be responsible for the cost of repairing any damage which may result from the failure of the item.
  4. A member shall not waste utilities supplied by the Association. If a utility is being wasted by a member due to the failure of the member to repair or replace an item for which the member is responsible, the Association may make the necessary repair or replacement, bill the cost to the member, and assess the cost against the member's unit.
  5. The Association shall not be responsible for the loss of, or damage to, any personal property of a member, a member's renter, or the guests or visitors of a member or a member's renter. The Association shall also not be responsible for the loss of use of a member's unit or for any loss of rent due to the loss of use of a member's unit.

If a member loses the use of the member's unit due to damage to the unit or the failure of a building component(s), for which the Association is responsible, the Association's only responsibility is to ensure that repairs and/or replacements are made in accordance with Association policies and the directives of the Board of the Association.

6. In making repairs and/or replacements due to damage for which the Association is responsible, the Association's responsibility is only to return building components to a condition which is generally standard for units within the Association.
7. Damage is defined as any condition which requires the repair or replacement of a building component, the normal wearing out of the component excepted.

**ALL MEMBERS ARE STRONGLY ENCOURAGED TO MAINTAIN PROPERTY AND LIABILITY INSURANCE COVERAGES FOR THEIR UNITS, WHICH WILL COVER REPAIR OR REPLACEMENT COSTS BEYOND THOSE FOR WHICH THE ASSOCIATION IS RESPONSIBLE, AND WHICH WILL PROTECT THE MEMBERS WHEN CLAIMS ARE MADE INVOLVING DAMAGE OR INJURY FOR WHICH THE MEMBERS ARE RESPONSIBLE.**