

MILLRIDGE HOMEOWNERS ASSOCIATION MANUAL

1610-1/2 NW 143rd AVE., PORTLAND, OR 97229

TABLE OF CONTENTS

A Sense of Place	1
Architectural Additions/Alterations	4
Bikes, Toys	11
Budget	3
Clubhouse	13
Debris, Garbage, Dumpsters	9
Dues	3
Emergency Assistance	3
Fire Safety	11
Governing Articles	1
Home Security	12
Insurance	6
Landscaping, Lawns	7
Maintenance	7
Management	3
Meetings and Voting	2
Millridge Beginnings	1
Neighborhood Watch	11
Newsletter	9
Noise	2
Owner Obligations	2
Parking	9
Pools	12
Rentals	4
Resident Names	11
Signs	6
Speed Limit	9
Street Lighting	7
Townhouse vs Condominium	4
Violations	3
Water	8
Website	14
Winterizing	8

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A SENSE OF PLACE

Millridge Townhouses are located on the donation land claim of George and Sarah Jones. The claim bordered the Old Mountain Road, a section of which is today's NW143rd Avenue. This road was a vital link for early settlers to travel from Linnton on the Willamette River west to Hillsboro and Forest Grove. The Atfalati Indians, whose village was called Chakeipi for "Place of Beaver", probably used the route when hunting and harvesting.

The carved wooden sign mounted on the clubhouse exterior wall was originally the entrance sign to Millridge. Because of age and rotting wood, it was preserved and moved to the clubhouse in 2004. It depicts a saw mill in the forest. The first mill in this area developed in 1855 near NW 119th and Cornell Road. Lumber was sold to local settlers and hauled up Cornell Road into Portland. When a post office was established in 1874, the name Cedar Mill was chosen because the postal building was next to the saw mill. Although never an incorporated city, Cedar Mill has retained its own identity since sixteen land claims were settled in the 1800's.

The Union Cemetery of Cedar Mill was established in 1858 north of Millridge on the west side of NW 143rd. The cemetery shared grounds with the first public school and was known as the Union Schoolhouse Cemetery. The school closed in 1948, but the cemetery remains.

Historical Source: Cedar Mill History

By Linda S. Dodds and Nancy A. Olson

MILLRIDGE BEGINNINGS

The first 56 townhouses nearest to 143rd Avenue were built in 1969 and called Holliday Village. In 1971 the Millridge Homeowners Association was officially established. By 1974 the units at the east end were completed, and today Millridge consists of 97 units on fourteen acres.

GOVERNING ARTICLES

The Millridge Homeowners Association is governed by its Articles of Incorporation,

Bylaws, and the Declaration of Covenants, Conditions and Restrictions (CC&R's) and Resolutions adopted by the Board, which we suggest owners read. This handbook summarizes some of the major points with reference notes to the Bylaws.

OWNER OBLIGATIONS

Townhouse living requires that each of us recognize the special obligations and responsibilities of sharing ownership in a common area in order to live in harmony. Self-government of this community requires mature acceptance of some restraint of our individual desires and life styles.

NOISE

Loud noise from radios, stereos, televisions, animals, birds or people is prohibited. Curfew is 10pm pursuant to Washington County law.

Bylaw Article 7.3 (l)

Please consider your neighbors when cooking or smoking as odors can permeate into your neighbors' units.

MEETINGS AND VOTING

Each of the 97 Millridge units has one vote, which may be made in person or by written proxy. A vote of fifty percent of those present, in person, or by proxy, at a meeting at which a quorum is constituted shall be binding on all owners.

Homeowners volunteer to serve on the Millridge board and are elected to three-year terms. The board of directors consists of a president, vice president, treasurer, secretary and one other for a total of five members. The board of directors is charged with the management of the business of the Millridge Association and employs a property management company to perform specific services.

Board standing committees generally are:

- Architectural Control Committee
- Budget Committee
- Landscape Committee
- Maintenance Committee
- Pool Committee
- Clubhouse Committee

All committee members are volunteers and current Millridge homeowners.

BOARD MEETINGS are generally held monthly in the lounge of the clubhouse. All homeowners and tenants are asked to attend meetings to provide regular input.

An **annual homeowner's meeting** is held each year to elect one or more members to the board, which then elects officers and appoints committees as needed. Bylaw Articles 2, 3, 4, 5

VIOLATIONS

The Millridge board is authorized to fine owners for violations of the bylaws. The board works to eliminate problems through individual discussions and will only take action when arbitration has not resolved the issue.

MANAGEMENT

Our current management company is posted on the clubhouse bulletin board in the window of the office with their contact information as well as emergency and after hours phone numbers. Names and phone numbers of the current Board of Directors are listed on the phone roster. You can also find contact information about the management company on the roster.

EMERGENCY ASSISTANCE

For Washington County Sheriff's dispatch call 503-629-0111.

If you hear or feel uncomfortable with a situation, call the Sheriff, not 911.

BUDGET

A volunteer resident committee meets each fall to plan for next year's common expenses and sets the amount to be committed to reserves, which are required by Oregon state law. The committee makes budget recommendations to the board of directors prior to the December board meeting. After review and discussion, the board sets the next year's budget and presents it to the homeowners, generally at the January meeting. Bylaw article 6

DUES

Each unit owner contributes to the operation and maintenance of the common grounds and buildings. Dues are due and payable on the first of each month and are late if not paid by the end of the month. Fees are charged when late payments are made. Contact the Millridge Treasurer if you have questions. Currently, dues are increased, at the discretion of the Board, annually based on the Cost of Living (COLA) index. Bylaw article 6 Dues provide:

1. Administrative bookkeeping, record maintenance by CMI.
2. Exterior building maintenance, i.e., roofs, gutters, painting, siding, exterior front door paint, streets, sidewalks, unit lamp post lighting, fences, pools, and clubhouse.
3. Landscaping maintenance for all common areas.

4. Fire and risk insurance for the exterior and interior of all buildings, including earthquake coverage. Bylaw Articles 8, 9
5. Liability insurance on common areas.
6. Reserves for general operations, replacements and deferred maintenance. Bylaw Article 6.4
7. Garbage and debris collection.
8. Water and sewer service.

RENTAL UNITS

Please refer to our Rental Amendment August 2010, which limits the HOA to 14 rental units.

Owners must request permission in writing from the Millridge Board to rent their unit. Once permission is obtained, immediately notify the board of the name and contact information of the tenant. You must immediately notify the board upon the sale of a unit and the name and address of the new owner(s).

Tenants must be advised of Millridge rules and regulations, including changes or specific problem areas such as parking or speeding by the unit owner. Owners who rent their units are responsible for their tenants' actions. Owners will be contacted by our management company when tenant problems occur. If you notice any unusual activity at a rental, notify a board member.

Lack of compliance with above may result in loss of common area privileges.

ARCHITECTURAL ADDITIONS/ALTERATIONS

No additions or alterations may be made to any exterior of a unit or building without approval of the Architecture Committee and the Board. Bylaw Article 7.2 and 7.3(r)

Some owners have extended exterior walls into their garages, limiting car storage to one vehicle. Caution: If considering this, be aware of our parking policy. The unit owner pays for exterior changes and replacement of doors or windows. Bylaw Article 7

If you are considering construction to your unit or courtyard, contact the Architectural Control Committee by filling out a request form, which is located on the outside wall at the clubhouse (or on the CMI web site or Millridge Homeowners' unofficial web site in Appendix A) and turn it in to the committee chairperson or mail it to our management company. The committee will review your request and present it with a recommendation to the board for approval. **No work may be started until approval has been given.**

TOWNHOUSE vs. CONDOMINIUM

In the U.S. and most of Canada, condominiums are governed by specific federal and local laws.^[2] Townhouses, however, are often governed by the same laws that apply to detached homes (a.k.a., single family homes). Townhouse owners actually own the land that their unit is on. Millridge HOA governing documents are unique and sometimes cause confusion with homeowner. The rules in these documents have been summarized in Appendix B, which helps clarify responsibilities between the HOA and the homeowner.

FENCES

ONE LEVEL END UNIT PATIO FENCE exterior sides are maintained by Millridge.

Three styles of fences have been approved for end units: 8' double sided, 6' good neighbor; 6' side by side. On the six foot fence, a vertical extension of up to two feet can be added at the owners' expense.

Owners who share INTERIOR PATIO FENCES (fences between courtyards) are responsible for their interior side. Coordinate changes with the neighbor who shares the fence. Color on interior patio walls can differ from the building as long as it does not offend the neighbors. Please contact your neighbors and the Architectural Control Committee chairperson. A change in color may not come higher than the 8- foot courtyard fence.

GATES on one level end units are a homeowner expense. Obtain approval of style from the Architectural Control Committee.

FRONT ENTRY, SCREEN DOORS & GARAGE DOORS

Replacing a door can occur only after approval by the Architectural Control Committee. Front doors should be painted upon installation; colors are determined by the Architectural Control Committee and the Board. Paint maintenance on all doors is a Millridge expense.

See Arch. Standards for approved garage door designs.

WINDOWS/SKYLIGHTS

Replacement of windows can occur only after approval. White vinyl frames are acceptable. New trim must be as close to replaced trim as possible.

The addition of a skylight may be acceptable after submission of plans to the committee regarding style, installer info and changes planned in roofing and approved flashing.

PORCHES

Twelve-inch square tile may be used to cover concrete porches after the Architectural Control Committee submits the sample to the Board for approval.

Twelve-inch tile of a neutral color that will blend with building color may be professionally installed after approval by the Board. The tile must have a non-slip texture and be made of a substance that will withstand varying outdoor weather conditions. The tile is to be laid on top of the concrete porch entry, the step below and the front side of the porch and step. View units 1744 and 1620.

It is the responsibility of the unit owner to maintain this tile and to be responsible for any accident or injury that might occur and should be included in the homeowners' insurance.

FRONT ENTRY PORCH RAILINGS

Railings of a style like those at units 1694 or 1714 may be professionally installed after approval by the Architectural Control Committee and the Board. Railings should be strong metal, not aluminum or wood, and painted black. They may be placed on one or both sides of the steps at the front entry. Costs of railings and installation are the unit owners' who must also have homeowners' insurance.

SIGNS

No signs shall be displayed to the public view from any window or building, except to advertise units for sale.

Real estate signs may be placed in the unit window, and, during the time of an open house, on the common area.

INSURANCE

Each owner is responsible for personal liability insurance. Contents of individual units are the responsibility of the unit owner or renter. Consult with an insurance agent to ensure adequate coverage.

Be aware that coverage for mold caused by excess moisture is not covered by most insurance companies. If you have standing water under your unit, contact the Board or property management company immediately to determine cause. Units with sump pumps need to seek help immediately when the pump is not operating regularly. Annual inspections of pumps are scheduled for fall and made by HOA management.

Bylaw Articles 4.14, 7.3(b), 8, 9, 10

LANDSCAPING/LAWNS

Games, such as football or winter sledding are not allowed on the lawns.

Millridge has a contract with a landscaping company to maintain the common ground surrounding all units. A volunteer committee works with the company and reports to the board.

Plantings on common ground are for the enjoyment and beautification of the entire community. **DO NOT CUT FLOWERS, PRUNE OR REMOVE ESTABLISHED PLANTINGS ON COMMON GROUND** unless you have talked with a member of the landscape committee. Bylaw articles 7.2, 7.3

If you have questions or a problem with trees or plantings around your unit, fill out a request form located on the outside wall of the clubhouse. The committee will review your request, and present it with their recommendation to the board for a decision.

MAINTENANCE

IN AN EMERGENCY, CALL CMI or a board member. Emergency service is available from CMI 24 hours a day 7 days a week.

A volunteer committee regularly reviews requests for maintenance of the roofs, gutters, downspouts, and exterior of buildings. They also work to maintain sidewalks, pavement, unit lamp post lights, water pipes, the sprinkler system and the two pools.

If you have questions or problems, fill out a request form located on the wall of the clubhouse (or on the CMI web site or Millridge Homeowners' unofficial web site in Appendix A) The committee will review your request and make a recommendation to the board.

STREET LIGHTING

Street lights are maintained by Portland General Electric. If a street light is out, note if there is a number plate on the light post and the location of the post and call PGE at 503-228-6322 for repair.

WATER

A **main water shut-off valve** is located under each unit and accessible through the crawl space opening, usually in a closet. Please be aware of the location of your water shut off valve in case of an emergency.

Notify the maintenance committee if you find standing water in the crawl space of your unit.

Sump pumps are located under several units at Millridge due to a high water table. If you own units 1580, 1582, 1584, 1588, 1596, 1602, 1604, 1610, 1616, 1620, 1622, 1624, 1632, 1634, 1640, 1642, 1724, 1730, 1736, 1740, 1742, 1748, you may hear the pump running. New pumps may be added as needed. Pumps are checked annually.

Sewer bills are calculated on total water usage of all residents. To maintain low water rates and for the environment, we offer the following tips:

1. Wash vehicles using a bucket of cleaner and an automatic hose shut off nozzle.
2. Water early each morning or evening in summer to avoid evaporation through sunshine.
3. Replace old toilets with high efficiency toilets (HET) and receive a \$75 rebate from Tualatin Valley Water District.
4. Check faucets, pipes and toilets for leaks. Do not use the toilet as an ash tray or tissue disposal.
5. Install water-saving shower heads and take short showers.
6. Turn off the water while you brush your teeth.
7. Keep a bottle of drinking water in the refrigerator rather than running water until it's colder.
8. Run your dishwasher only with a full load.
9. Wash clothes with a full load or adjust the water level accordingly.
10. Do not wash oil or paint spills out of your garage or off the street with a water hose. Use kitty litter to soak up the spill. If the spill is large, call 503-823-7180 for removal.

WINTERIZING

Bring in water hoses and cover outside faucets. Wrap exposed pipes. Close or cover outside foundation vents. Allow sink faucets to drip on extremely cold nights to prevent freezing pipes under your unit.

NEWSLETTER

A newsletter is printed once each month by a volunteer resident and contains the minutes of most recent board meeting. It is then hand delivered or mailed by volunteers. You may elect to have it delivered by email or simply read it on our website.

If you have an item of interest to residents or want to start a group event, contact a board member to insert your written message.

PARKING

LINED PARKING SPACES are for guest/temporary parking only. (A few hours or up to five days). Long duration parking in these spaces or behind garages is prohibited as this is a fire code violation. Owners will be cited and towing will occur at the owner's expense.

EXTRA VEHICLES, RV'S, commercial vehicles, boats and/or trailers must be kept in garages or in designated areas at the east end of the grounds where reserved spaces are assigned.

Inoperative or unsightly vehicles are not allowed and written notice from a Millridge board will be placed on the offending vehicle. If the owner/tenant does not comply with rules, towing of the vehicle at the owner's expense, will occur. Bylaw Article 7.3(l,m,n,t)

SPEED LIMIT

The designated speed limit is 15 miles per hour. If you see drivers who may have a tendency to drive too fast on our privately owned street, remind them to slow down.

DEBRIS/GARBAGE/DUMPSTERS

Pickup of garbage, debris and recycling occurs early Friday morning each week. Place wet, smelly garbage in securely tied plastic bags.

PLEASE RECYCLE:

NEWSPAPER, SCRAP PAPER (MAIL, PAPER BAGS, CLEAN EGG CARTONS),
MAGAZINES, FLATTENED CARDBOARD AND CORRUGATED BOXES, CANS,:

AEROSOL CANS (WITH NOZZLE AND WITHOUT CAPS), PLASTIC CONTAINERS
WITH NECKS SMALLER THAN BASE (DISCARD LIDS), AND GLASS.

RECYCLING helps keep the dumpsters available for home and garden debris.

RECYCLING CARTS

Recycling carts have been placed on Millridge property by Walker Garbage. GLASS MUST BE PLACED IN A SEPARATE CONTAINER. COMINGLE RECYCLED MATERIALS, EXCEPT GLASS.

DO NOT INCLUDE paper napkins or tissues that came in contact with food or body. DO NOT INCLUDE paper coated in wax, foil or plastic. DO NOT INCLUDE TOXIC WASTE.

This includes computers, monitors, etc. For a complete list of toxic waste not picked up by our garbage hauler, please contact them.

RINSE CANS, PLASTIC AND DRINK CARTONS. DO NOT INCLUDE THE PLASTIC STRAW FROM DRINK CARTONS. REMOVE PAPER WRAP FROM CANS.

HOLD ALL RECYCLED MATERIALS AT YOUR UNIT UNTIL THURSDAY EVENING.

LARGE OBJECTS

Unit owners will be charged a fee for hauling away tires, appliances, furniture or landscape materials. PLACE LARGE OBJECTS NEXT TO THE DUMPSTER OR BY YOUR GARAGE on THURSDAY NIGHT. Large objects will not be picked up unless the owner calls WALKER GARBAGE at 503-626-3677.

CONSTRUCTION DISCARDS

Material removed from your unit during renovation must be removed by the company doing the work.

Five to thirteen units share dumpsters. IF DISCARDING MANY MATERIALS, call Walker Garbage for an EXTRA PICKUP. DO NOT FILL THE DUMPSTER with your discards.

Bylaw Article 7.3 (d,e,f)

Do not place chunks of CONCRETE in the dumpster. If you have large quantities of broken concrete, place in a box next to the dumpster.

ATTENTION CIGARETTE SMOKERS:

Dispose of your cigarette butts in a safe container. *Do not leave your cigarette butts in your neighbor's yard or the common areas.*

FIRE SAFETY

Each unit must have one or two smoke alarms. If your alarm is electrical, no alarm will sound during a power outage. A battery operated alarm should be installed as backup.

Batteries should be checked monthly and replaced at stated intervals. Check your alarms regularly to make sure they operate.

Please be extremely careful when disposing of matches, cigarettes, cigars, burned charcoal and debris from fireplaces.

No open barrel burning of debris is allowed at any time.

BIKES, TOYS

Bikes, skateboards and in-line skates are not allowed on sidewalks. All bikes and toys must be stored in garages.

RESIDENT NAMES/ADDRESSES/PHONES

A list of residents is available on the CMI web site. Please provide the board and CMI with an update if your phone changes, as well as emergency contact information. Also, please respect homeowner privacy by not disclosing this information to other parties.

NEIGHBORHOOD WATCH

Get to know your neighbors. If you hear unusual noises, like continual water running, from a neighbor's home, investigate or call a board member. If you have an elderly neighbor that lives alone, check on her/him regularly.

Help make Millridge safe by being observant. Write down license plate numbers and a description of vehicles which appear to be cruising the area, then call Sheriff's dispatch 503-629-0111.

HOME SECURITY

The police have recommended that entry doors have a one-inch dead bolt with the plate secured by three-inch stainless steel screws.

For windows and sliding doors, insert screws into the top to prevent them from being lifted out from the outside. Lay wood dowels in the slide areas of windows and doors, including the garage to stop break-ins.

DO NOT ENTER your home if it appears to have been broken into. Go to a neighbor's home and call the police.

When going out, pull blinds or curtains and leave lights and a radio or television on. Use random timers for lights and radios.

Have a listing of your valuables with serial and model numbers stored somewhere other than your home. Be on the buddy system with a neighbor, exchanging keys. Information on how you can be reached if away on vacation should be provided also in case of an emergency.

Please post the names and phone numbers of family or close friends next to your phone along with your doctor's name and phone. This information needs to be on record at the Millridge office and with our management company also in case of a life threatening emergency.

POOLS

MILLRIDGE ACCEPTS NO RESPONSIBILITY FOR RESCUE OR ACCIDENTS AT THE POOLS.

Pool hours are 10 a.m. to 10 p.m. daily during the season at both the front and back pools. The back pool does not have a shallow end and should be used for adults only. There are no lifeguards at either pool.

A pool gate key is provided for each unit. Lost key charge is \$25.

Guests must be accompanied by the resident unit owner/tenant.

No glass, ceramic or breakable containers are permitted in the area or pools. Food is allowed only in designated areas. Chewing gum is not permitted. No large rafts in pools.

Alcohol is not permitted in the pool areas. Overindulgence of alcohol will not be tolerated in the pool areas.

Swimsuits are required. Use tanning lotion or oil sparingly if going into the pools. No street clothes in the pools.

POOLS cont.

Please note the Washington County regulations posted on the entrance gate:

1. **Children** under 14 years must be accompanied by a resident adult 18 years or older and supervised at all times.
2. Anyone with a transmittable infection or under the influence of liquor or drug shall not use the pools.
3. **Babies and Small Children:** Use pull up swim diapers only. WARNING: Regular diapers can cause a deadly E-coli outbreak.
4. Any conduct which endangers others or limits enjoyment of either pool will not be tolerated. No running, pushing or throwing objects. Do not play with or on pool equipment, including chairs and tables.
5. The pools are non smoking areas.
6. No animals, except in-service dogs are permitted in fenced pool area.

A rest room at the clubhouse, accessible from outside, will be open during pool hours.

Be a good neighbor. Remove any refuse and return chairs to tables when leaving.

Bylaw Article 7.3(s), 7.4

CLUBHOUSE LOUNGE

The lounge in the clubhouse, which has a capacity of 40, may be rented. Availability is from 8 a.m. until 1 a.m. Please be aware of the Washington County noise ordinance that indicates 10pm as the curfew. You may continue your party after 10pm, but noise levels must be lowered to comply. The area includes a rest room, kitchen and a gas fireplace. No portion of the pool area is included in renting the lounge.

A \$50 rental fee and a \$60 refundable deposit fee are required when the reservation is made.

Any damage to the fixtures or structure or missing items will be cause for holding the deposit fee. The resident renting the lounge is responsible for damages or loss incurred during the rental period.

An adult resident must be present during the entire time of the activity. Children must be supervised by an adult resident and may not play on the trees or lawn.

CLUBHOUSE cont.

Owners delinquent in dues or other payments may not use the lounge or pools.

Extra folding chairs are stored in the room behind the rest room. Chairs from the pool area can also be used for an event.

ANIMALS

Dogs, cats and caged small animals or birds are permitted. Bylaw Article 7.3(c)

Dogs are allowed on leash and under control of the owner at all times. Residents are responsible for scooping and disposing of dog excrement, in line with Washington County law. Dogs repeatedly barking indoors or when left on outdoor patios while owners are away may annoy your good neighbors. Please act responsibly with your pets.

Place used cat litter in securely tied plastic bags before placing in a dumpster.

MILLRIDGE WEBSITE

Millridge has a website where you can find this and many other pertinent documents such as our Declarations and By-Laws, minutes of past board meetings, etc. When you are registered with CMI you will receive an email with your web site userid and password.

The web address is www.communitymgt.com, go to the Members tab and register or sign in.

You may utilize this website to make your HOA dues payment, check your account balance and update your personal profile. You can also download forms, request information and submit service requests.

APPENDIX A

HELPFUL WEB SITES

WEB SITE	OWNER	COMMENTS
http://www.communitymgt.com/	Community Management Inc. (CMI), our HOA mgmt company	A good source of HOA info, with a “Association Web Portal” for Millridge that has resident contact info, forms, owner rosters, etc.
http://millridgehoa.com/	Tim Jackson, our HOA Board President	An “Unofficial” site that has links to related sites, HOA documents such as our budget, request forms, Board of Directors meeting minutes, financial rpts, etc.
http://www.vf-law.com/	Vial Fatheringham LLP	This is the Millridge HOA law firm site. Lots of good info on HOA issues.
http://www.caioregon.org/	CAI Oregon	An Association for HOA members with monthly meetings at the MAC Club, dealing with HOA issues.

APPENDIX B

Millridge Townhouses Owners Association

AREAS OF RESPONSIBILITY

February 13, 2001

	Association	Unit Owner
Insurance		
Unit – Equivalent of condo owners insurance		X
HOA liability ins., building exteriors up to interior surfaces		
Trees, Flowers, Plants, Shrubs		
Common area – maintain, remove, replace	X	
Unit – Specialty plants and plantings (owner planted)		X
Common Areas		
Landscaping, repairs	X	
Gutters & Downspouts		
Repair, replace, paint, caulk, remove debris	X	
Exterior Siding & Trim		
Repair, replace, paint, caulk	X	
Roofs/Roof Flashing & Decking		
Repair and replace	X	
Building Perimeter Wall Studs and Insulation		
Repair, replace		X
Party Wall Studs		
Repair, replace	X	
Party Wall Sheetrock & Finish		

	Association	Unit Owner
Repair, replace		X
Unit Interior Wall Studs, Sheetrock & Finish		
Repair, replace		X
Unit Interior Ceilings & Floors		
Finish, sheetrock, insulation, floor underlayment		X
Ceiling & floor frafters (see Building Rafters)		X
Unit Fixtures & Finishes		
Appliances, cabinets, plumbing fixtures, door casing & locks		X
Paint, caulk, flashing, exterior trim	X	
Windows, Screens		
Repair, replace		X
Trim, caulking, flashing	X	
Sky Lights		
Original installation: repair, replace	X	
Owner installed: repair, replace (requires Board approval)		X
Awnings (requires Board approval before installing)		
Repair, replace		X
Electrical		
Electrical panels, meters		X
Wiring from meters & panels inward		X
Interior electrical outlets, switches, fixtures, wiring		X
Exterior fixtures, outlets	X	

	Association	Unit Owner
Plumbing		
Fresh water from unit connection underneath outward	X	
Waste line from common line connection inward		X
All plumbing lines & fixtures that serve the unit		X
Outside faucets		X
Plumbing vent lines		X
Common supply and drain lines	X	
Decks		
Original: repair, paint, replace	X	
Owner installed: repair, replace (requires Board approval before installation)		
Fencing		
Original: repair, paint, replace	X	
Owner installed (requires approval): repair, replace, paint		X
Sidewalks		
Repair, replace	X	
Insect & Pest Control		
Unit exteriors	X	
Unit exterior – wood boring or stinging insects	X	
Animals such as raccoons, rodents, dogs, cats, etc.		X
Water & Smoke Damage		
Damage to unit interior with problem source from within unit or from neighboring unit		X
Damage to unit interior with problem source from Association common area	X	

	Association	Unit Owner
Architectural Additions, Association Approved or Not		
Repair, replace		X
Garage Doors		
Repair, replace		X
Paint	X	
Chimneys & Fireplaces		
Clean, interior & exterior replace & replace, flues		X
Furnace, Heating & Air Conditioning		
Heater, A/C, ductwork, electrical & plumbing		X