

QUAIL RUN II CONDOMINIUM ASSOCIATION - MAINTENANCE RESPONSIBILITY LIST
Quick Reference Guide

Board of Directors APPROVED October 28, 2024

(1) ALL ASSOCIATION REPAIRS AND CAPITAL IMPROVEMENTS ARE BASED UPON THE MASTER PRIORITY NEEDS LIST AND AVAILABLE FUNDING. It is extremely important for you, as an Association Co-Owner, to keep up your responsibility of monitoring and reporting issues on common elements. Neglectfulness is cause, per the Bylaws (ARTICLE IV – Administration Section 4. Maintenance and Repair), to charge a Co-Owner for repairs they neglected to report or created. (2) Architechural or structural changes (i.e. windows, doors, decks, egresses, sunrooms/porches, etc.) requires *advance* Board of Director's approval. Please submit your Modification Request From including the contractor's estimate detailing the scope of work, contractor's license number and proof of insurance to Berkshire Hathaway. Make sure to submit your request in advance as the Board can take 15-30 days to provide a response to any modification request.

ITEM	DETAILS/ COMMENTS	Association Pays	Co-Owner Pays
ADA Compliance	Any needed alterations to structures or general common elements* must get Board approval and be maintained by the Co-Owner		X
Alterations or Modification to the original Unit	Items that were added or altered from original construction design by Co-Owner or previous Co-Owner to the unit. No structural/design/color changes or additions allowed without written Board approval in advance.		X
Air Cleaner	Includes pads, filters, etc.		X
Air Conditioner/Generator	Includes interior & exterior components		X
Appliances (ALL)	Stove, refrigerator, microwave, disposal, washer, dryer, water heater, HVAC, etc.		X
Cable TV, Internet, etc.	Also see Satellite Dish		X
Ceiling Fans & all Lights	Fixtures & wiring		X
Chimney Cleaning	Chimney inspection & cleaning; also see Fireplace		X
Decks, Porches & Balconies	Original By-Law building design only; subject to available funding; Reference January 2021 Board minutes for notice about adding stairs to decks lower than 32" from the ground.	X	Co-Owner pays if any alterations from recorded plan
Doors & Storm Doors	Repairs, replacement including hardware and locks of all exterior doors and sliders. Replacements must adhere to original construction AND require a Modification Request reviewed and approved by the Board.		X
Driveways	Repair and sealing as funds are available	X	
Dryer Vents	Co-Owner cleans and repairs the duct work and exterior vent		X
Electrical - Servicing the Unit	Billed to Co-Owner by Consumers Energy		X
Electrical	From Service Provider's Meter to the unit's Service Panel/Electric Box	X	
Electrical, Interior/Exterior	The Service panel, all interior/exterior fixtures and wiring originating from the service box and servicing the Unit and to be maintained by certified electrician.		X

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Exterior surfaces (certain ones - e.g., windows, doors); Interior surfaces (e.g., cabinets, floors, walls, ceiling)	Any alterations/changes to structures (e.g., exterior surfaces such as windows and doors) or general common elements must get Board approval and be maintained by the Co-Owner. (See definitions at end of table of "Limited Common Elements" and "General Common Elements")		X
Fireplace	Hardware & cleaning; also see Chimney		X
Four or Three Season Rooms/Sun Porches	All have been added by co-owners with approval of Board. Shingled roofs over these areas are to be paid for by the Co-Owner when an entire roof replacement is made.		X
Furnace (all HVAC)	Repair & replacement		X
Garage Door	Exterior door, track & track attaching hardware	X	
Garage Door Opener	Opener, cables, transmitter & attaching hardware		X
Gas (Natural) Service	Billed to co-owner by Consumers Energy		X
Gutters/Down Spouts/Roof Leaf Blowing	Repair and leaf clean out (completed twice per year as determined by the Board) additional cleanings can be personally paid by the Co-Owner.	X	X - Additional requests for cleaning
Humidifier (all HVAC)	Installation, repairs and replacement		X
Ice Dams	Ice dams are Co-Owner's insulation/ventilation repairs/issues; Co-Owners bear all snow raking and/or drywall repair costs		X
Insulation	Original construction level only per the ByLaws	X	
Insulation (See Ice Dams)	Added by Co-Owner or previous Co-Owners		X
Insurance for Unit	As required by Bylaws. Co-owner insurance coverage (e.g., personal property and liability).		X
Insurance for General Common Elements* (e.g., roof, siding)	As required by Bylaws. (See definitions at end of table of "Limited Common Elements" and "General Common Elements")	X	X - Interior and Personal Property
Landscaping - Association	Association planted items - as Board approved service contract specifies for that year. I.E. Trim trees as needed, bushes twice/yr, weed/mulch once/year, weed preventer applied in Spring (no poison ivy or weed/stem removal)	X	X - Additional work requested
Landscaping - Co-Owner approved plantings and garden bed take overs	What is planted by Co-Owner or previous co-owner and all subsequent Co-Owners (includes trees, bushes, mulch, annual/perennial plantings, weeding). Beds must be maintained by Association standards or Co-Owner will be charged for its removal.		X
Lawns	Mow, fertilize, weed control, and leaf removal as Board approved service contract specifies for that year	X	
Mail Boxes	Unless Co-Owner damages	X	
Painting, Staining & Vinyl - All Exterior	Including all exterior trim & decks as funds are available per original specs	X	
Painting, Wallpaper, etc.- All Interior	All interior painting & wallpaper, etc.		X
Patio/Slab	Exterior original construction as per the ByLaws	X	

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Pest Control	Infestations posing a danger to structures only (carpenter ants or bees, termites) - closing up Co-Owner identified entry points and/or treatment as deemed necessary. Wasps/garden bees/ants/rodents/etc. are nuisance not structural concerns.	X - Co-Owner needs to be vigilant & notify ASAP	X - Nuisance Infestations (common ants, bees/wasps, etc)
Plumbing - Inside (and exterior/outside faucet)	From the City's meter to all fixtures inside/outside, piping, faucets, etc. servicing the Unit, all repairs are the Co-Owner's responsibility. PLEASE NOTIFY adjacent unit's Co-Owner of any plumbing work you are doing so they are not left without water or to prevent rust and/or sediment from damaging their side of the unit since the plumbing is interconnected. This also includes sewage pipes. Clogs are a Co-Owner responsibility.		X
Plumbing - Outside	Be sure to winterize your outdoor fixtures or faucets at the end of fall (i.e. remove hoses, turn off all valves and interior shut offs) All repairs/maintenance are a Co-Owner responsibility.		X
Roof	Includes repair and/or replacement of roofing material to original construction design including plumbing roof stacks on units (also see Skylights & Windows)	X	Interior painting beyond priming due to leak is the Co-Owner's cost
Satellite Dish	Board Approval Required		X
Security Systems	Including wiring, interior & exterior components. No exterior components allowed except for video doorbells with security system notifications.		X
Sidewalks	Does not include power washing	X	
Siding - wood, vinyl and trim	Exterior includes repair and/or replacement. Completed based upon priority needs across the Association and available funding.	X	
Skylights (see Windows)	ALL SKYLIGHTS MUST BE REPLACED WHEN THE UNIT'S ROOF IS REPLACED (to insure roofing contractor's warranty) and any repairs are Co-Owner responsibility.		X
Snow Plowing/Snow Removal (See Ice Dams)	Driveways & sidewalks cleared as Board approved service contract specifies for that year - Salting of drives and walks are a Co-Owner responsibility.	X	
Trees & Bushes	Association planted items - trimming, removal & replacement, as funding allows. See Landscaping.	X	
Underground Systems - Irrigation	DO NOT DRIVE/PARK ON THE GRASS OR DIG/PUT POSTS/STICKS OR MARKERS INTO GROUND SO UNDERGROUND LINES ARE NOT BROKEN	X	X - Co-Owner created damages
Water - Household, Sprinklers & Sewers	All water bills paid by Association; however, water conservation is requested. Garden sprinkler use is not permitted without Board approval. Excessive water usage (above 85% averaged month's usage) will be charged to the co-owner(s).	X	Excess use will be charged to the bldg

ITEM	DETAILS/COMMENTS	Association Pays	Co-Owner Pays
Windows	All windows including sliders, skylights and basement egress; Repairs, or replacement including hardware on all exterior windows/sliders/egresses must adhere to original design/style/color of unit AND require Board approval to replace or install. Water entry occurring at these areas is the Co-Owner's responsibility. See January 2021 Board minutes for notice about adding an egress window to the basement.		X

NOTES:

"The *General Common Elements*" listed in our Master Deed include roofs, perimeter walls, common exterior grounds, water systems, driveways, and garage doors, etc. General common elements are the financial responsibility of the Association.

"*Limited Common Elements*" include windows, sliders, egress windows, air conditioning or generator units, garage door openers and systems, interior garage spaces, etc. The cost of repair and maintenance of Limited common elements are the responsibility of the Co-Owner.

More examples and definitions can be found in the Master Deed on pages 5-6 and pages 1-2 on the 3rd amendment, dated July 24, 1996.