

**Maintenance Responsibilities  
Policy Resolution 10**

The duly elected Board of Directors of The Woods at Polaris Condominium Association establishes that the following chart defines the maintenance and repair responsibilities of the Association and Unit Owners.

**Note:** It is important to remember that common elements and limited common elements are always under the direct supervision and control of the Board of Directors of the Association. These elements include items in the Maintenance Responsibility Chart identified as the responsibility of the Condominium Association (i.e., identified with an "A"). A Unit Owner does not have any authority to act for the Association. If repairs are needed contact the Property Manager either via telephone or an on-line Service Request. The Property Manager is the point of contact for all repairs to the common elements and limited common elements.

<b>MAINTENANCE RESPONSIBILITY CHART</b>			
O = Unit Owner A = Condominium Association			
DESCRIPTION	MAINTENANCE	REPAIRS	REPLACEMENT
<b>Light Fixtures:</b>			
Garage Photo Cell-if any	O	O	O
Common Area Post Light	A	A	A
Porch, Patio, and Garage Light	O	O	O
Interior Light Fixture	O	O	O
<b>Other Electrical:</b>			
Transformer to Meter Box	A	A	A
Meter Box to circuit Box (Breaker Box)	O	O	O
Circuit Box Wiring to Outlets, Etc...	O	O	O
Plugs, Switches, Fixtures, Etc.	O	O	O
Exterior Plugs	O	O	O
Circuit Breakers	O	O	O
Attic and Whole House Fans	O	O	O
Doorbell and Wiring	O	O	O
Alarm Systems	O	O	O
New Ext. Telephone Wiring and Jacks	O	O	O
Internal Telephone Wiring and Jacks	O	O	O

DESCRIPTION	MAINTENANCE	REPAIRS	REPLACEMENT
<b>Garage Doors:</b>			
Springs, Wheels, Tracks, & Weather-Stripping	O	O	O
Electrical Openers	O	O	O
Replacement/Other	O	O	O
Exterior Coating of Door (with Approval)	O	O	O
<b>Windows &amp; Sliding Doors:</b>			
Glass- Breakage, Leaks, Mullions, Other	O	O	O
Mechanism- Locks, Operators, balances, etc.	O	O	O
Exterior Wood Frames	O	O	O
Exterior Wood Trim	A	A	A
Interior Casing & Frame	O	O	O
Weather-Stripping & Screens	O	O	O
Handles, Knobs, Locks	O	O	O
<b>Walls, Ceilings &amp; Floors:</b>			
Interior Surfaces and Partition Walls	O	O	O
Structural Support and Exterior Walls	A	A	A
Ceiling Structure	A	A	A
Ceiling Covering	O	O	O
Floor Structure	A	A	A
Floor Coverings	O	O	O
<b>Furnace &amp; Air Conditioning &amp; Chimney(s):</b>			
Furnace, Humidifier, Filters, Air Cleaners	O	O	O
Heat Ducts, Registers	O	O	O
Air Conditioning Coil & Outside Unit	O	O	O
<b>Fireplace(s)</b>			
Interior Flue(s)	A	A	A
All interior Accessible Portions, Vents, Dampers	O	O	O
Exterior Surface-Brick-Siding, Etc.	A	A	A
Chimney Cap (Galvanized)	A	A	A
Chimney Flue Caps	A	A	A
Chimney Flue Screens	A	A	A

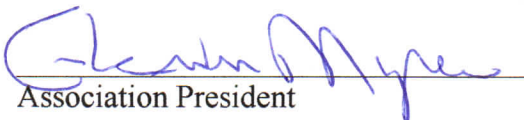
DESCRIPTION	MAINTENANCE	REPAIRS	REPLACEMENT
<b>Miscellaneous:</b>			
Gutters	A	A	A
Roof Vents	A	A	A
Skylights	O	O	O
Sump Pump(s) & Discharge Pipes	O	O	O
Cable Television Wiring	O	O	O
Attic Insulation	O	O	O
Entrance Porch (concrete)	O	A	A
Garage Floor (concrete) / Driveway	O	O	A
Unit sidewalk	O	A	A

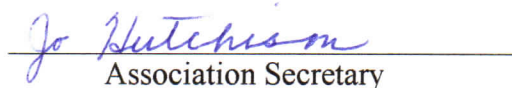
This chart may be amended from time to time as deemed appropriate by the Board.

THE WOODS AT POLARIS CONDOMINIUM ASSOCIATION

This resolution, Policy Resolution 10, was revised at a meeting of the Board held on November 21, 2017 with the Directors voting as indicated below:

Director	Yes	No	Abstain	Absent
Dan Bottorf	X			
Jim Brady	X			
Jo Hutchison	X			
John McEldowney	X			
Jack Minot	X			
Glenn Myres	X			

  
Association President

  
Association Secretary