



Terrace Place Condominium Association, Inc.

Maintenance, Repair and Replacement Standards

1. Water Heaters

All Unit Owners must replace the water heater in their Unit within 10 (ten) years of its installation date - or before its warranty expires, whichever is later. In the event such a date cannot be determined, then the water heater must be replaced. ***Installation of an automatic shutoff device is highly recommended to minimize damage should a water heater fail. A water drip pan is required*** on any new hot water heater installation.

2. Water Supply Shutoff Valve

All Unit Owners must install a water supply shutoff valve, readily accessible from within the Unit - unless one is already installed. The valve must shut off the supply of water to, at least, the water heater - but preferably the entire Unit. The valve must be exercised on a regular basis, to ensure operability.

3. Leak Detection and Automatic Shutoff Systems

Unit Owners are encouraged to install Leak Detection and Automatic Shutoff System which are Board-approved.

4. Flexible Water Supply Lines

All Unit Owners must replace flexible water supply lines serving sinks, toilets, refrigerators, dishwashers, etc. in their Unit within 10 (ten) years of their installation date. In the event such a date cannot be determined, then they must be replaced. Replacement shall be with steel braided, Flood-Chek, or equivalent hoses.

Notwithstanding the above, burst-proof metal braided hoses equipped with flood check valves must be installed on any dishwasher. Hoses must be inspected regularly for damage and replaced as needed, particularly in the event of bulging or bubbling. Hoses are typically replaced every 7 to 10 years.

5. Water Leaks

All leaking pipes, valves, and toilets inside Units must be promptly repaired. All caulking around tubs, showers, toilets and sinks shall be regularly inspected to ensure that moisture does not penetrate walls or floors.

Serious damage to the common interest community is likely to occur where a leak or other condition of escaping water is not reported to the Association on a timely basis. Accordingly, each Unit Owner shall report to the Association any leak or other condition resulting in escaped water immediately after identifying any such leak or condition or as quickly thereafter as is reasonably possible. Each Unit Owner shall report evidence of mold or conditions that could lead to mold immediately to the Association.

Any leaking pipes, valves, toilet seals, toilet gaskets, and running toilets (running toilets which are not resolvable by the owner), must be repaired promptly by a properly licensed and insured contractor following all applicable local building codes.

6. Window Maintenance

All Unit Owners shall maintain their Unit windows, screens, and frames in good repair, with the screens straight and fitted to the window frame all around. When replacing Unit windows on the front of the building, the style and color must be consistent with neighboring Units.

7. Flooring

When replacing flooring other than carpeting, Owners whose Unit is not on the ground floor shall install a noise reduction underlayment. Recommendations for products should be received from the Board of Directors.

8. Air Conditioners

Where an existing "thru the wall" air conditioner already exists, when it is replaced, the opening must include a sleeve capable of supporting the surrounding brickwork. When an existing "thru the wall" air conditioner is to be permanently removed, the displaced brickwork must be restored to its original condition at the expense of the Unit Owner. Air Conditioners ("split units") which depend on component(s) completely outside the Unit may NOT be installed unless the Board approves a written plan showing the exact location and attachment method of the external component(s).

9. Smoke and Carbon Monoxide Detectors

All units must be equipped with smoke and carbon monoxide detectors meeting the requirements of the New Milford Fire Department and Underwriters' Laboratories (UL).

Their batteries shall be replaced every calendar year, or as recommended by the manufacturer, whichever is earlier. Unit smoke and carbon monoxide detectors shall be tested every six (6) months and replaced at least every ten (10) years or sooner if they do not function correctly.

10. Fire Extinguishers

All Units must be equipped with at least one operable fire extinguisher which is visible and readily accessible. Fire extinguishers in Units shall be checked annually for operating status and replaced by their expiration date, if labeled with an expiration date.

11. Documentation

Unit Owners shall retain a copy of any documentation related to the completion of the above maintenance requirements, including paid receipts from licensed and insured contractors and technicians. Unit Owners shall present this documentation of compliance to the Association in the event the Association requests it.

12. Temperature within Units

A Unit's interior temperature must never be permitted to fall below 55 °F, even when Units are unoccupied, to ensure that the Unit's and any adjacent Units' pipes do not freeze. If a Unit is vacant for an extended period, the Unit's pipes should be properly winterized for additional safety by, among other things, shutting off water valves.

13. Extended Absence

In addition to maintaining appropriate temperature in the Unit as specified in Section 13 herein, if a Unit is to be unoccupied or unattended for a period of one week or more, the water supply shutoff valve for that Unit must be closed, and electrical power to the water heater turned off.

14. Unattended Appliances and Running Water

No appliances which might cause fire (stove, toaster, etc.) shall be left unattended while operating. Running water inside a Unit shall not be left unattended.

15. Auxiliary Fuel Based Heaters

No auxiliary portable or fixed fuel-based heater or fireplace (i.e., kerosene, propane, LPG, wood, pellet, lithium generator, etc.) shall be placed inside a Unit, or within the Common Areas.

16. Use of Grills

No gas, electric, or charcoal grill - or any appliance which operates with an open flame shall be placed inside a Unit, or within the Common Areas. Propane tanks are prohibited and may not be stored in the community.

17. Hazardous waste.

Hazardous waste shall not be placed in any refuse container or poured down drains.

18. Trash

Trash shall not be stored in such a manner as to facilitate the spread of fire or encouragement of vermin.

19. Use of Licensed Professionals

Unit Owners shall be liable for any loss or damage and the Association's insurance deductible, caused by non-compliance with Terrace Place Condominium Association, Inc. standards or repairs and installations that are not performed by licensed and insured professionals.

All work, repairs and installations shall be performed by licensed and insured professionals in accordance with at least the minimum standards required by the State of Connecticut and the Town of New Milford and shall be conducted with all appropriate permits. Unit Owners shall be liable for any loss or damage caused by any work, repairs and installations that are not performed by licensed and insured professionals. Unit Owners shall request a copy of the certificate of insurance and contractor's license prior to commencing any work in their Unit. Unit Owners shall provide the Association with documentation satisfactory to the Association regarding the licensing and insurance maintained by any contractor which performs work on the Unit.

The contractor must obtain permits for work where required by the municipality. Although the Town of New Milford may not require an approved variance request form from the Board for any work that is exclusively within the boundaries of the Unit, the Association **does** require that Unit Owners notify the Board of any work that they plan to do on their Unit.

Generally, the Connecticut Building code requires permits to be issued for the following tasks, however minimal they may seem: (1) electrical maintenance, installments, or repairs; (2) plumbing maintenance, installments, or repairs; and (3) structural maintenance, installments, or repair. If a Unit Owner fails to inquire first with them and fails to obtain permission from the Town of New Milford to proceed without permit, they may be subject to certain penalties, including a 'stop all work' order and fines.

20. Right of Access

Any person authorized by the Board of Directors shall have the right of access to all portions of the common interest community, including a Unit, for the following purposes: (1) correcting any condition threatening a Unit or the Common Elements; (2) performing installations, alternations or repairs; and (3) reading, repairing or replacing utility meters and related pipes, valves, wires and equipment. In order to enjoy this right of access, the Board or its agent shall: (1) make an advance request for entry into a Unit or Limited Common Element and (2) perform the entry at a time reasonably convenient to the affected Unit Owner and consistent with the availability of contractors and other employed or engaged by the Association. **Such right of access may be exercised during winter and summer months without Unit Owner notice if there is a reason to believe a Unit is not occupied to ensure heat or air conditioning is properly maintained in the Unit. In case of an emergency, no such request or notice is required and such right of entry shall be immediate, whether the Unit Owner is present at the time.** If a Unit Owner fails to permit routine access to a Unit as reasonably requested by the Association or otherwise fails to adhere to these Maintenance Standards, the Association may seek a court order to allow access to the Unit without the Unit Owner's consent.

21. Legal Fees

Any legal fees and costs incurred by the Association connection with any violation of the Maintenance Standards shall be assessed against the Unit Owner.

22. Homeowners Insurance Policy

Unit Owners are required to maintain an HO-6 Homeowners Insurance policy and provide the Association with a Certificate of Insurance upon request and at the time of any loss. Unit Owners who rent their Units shall require all tenants to obtain HO-4 Homeowners Insurance and provide the Association with a Certificate of Insurance at the initiation and renewal of the lease, as well as at the time of any loss. Unit Owners who rent their Units shall also obtain a Landlord Policy and provide the Association with a Certificate of Insurance upon request, as well as at the time of any loss.

The Unit Owner shall review the annually updated Master Policy Coverage Summary with their agent to ensure their individual HO6 policy provides adequate coverage.

23. Unit Owner

For interpreting and applying these maintenance standards, where applicable, the term "Unit Owner" shall also include any tenant, resident, family member, guest, invitee or other occupant of the Unit.

24. Responsibility for Damage

Unit owners shall be responsible for damages to common areas and units when they (or their tenant, guest or invitee) cause such damage based upon their: (i) failure to comply with the provisions of these maintenance standards, and any other applicable maintenance responsibilities; (ii) willful misconduct; or (iii) gross negligence.

If the Association incurs an expense because the Unit Owner or his/her tenant, guest or invitee engages in any of the above conduct, then the Association may assess that expense solely against that owner's unit, following notice and an opportunity to be heard in accordance with the Association's Declaration and Bylaws.

Such assessment shall be the portion of the expense that is not covered by the Association's insurance policy, such as, for example: (i) losses of a nature not covered by the master insurance policy; or (ii) losses or portions of losses that are not covered, or that must be paid by the Association, because of the master policy's deductible.

25. Unit Owner Notice to Tenants

Unit Owners shall notify all tenants or other residents of their unit of these maintenance standards; compliance is the responsibility of the Unit Owner and each resident.

26. Reporting Association Required Maintenance

Unit Owners shall report maintenance problems to Property Management in a timely fashion and as required, provide reasonable access to the Unit for inspection and/or repairs.

27. Use of rock salt (sodium chloride)

Unit Owners shall not use sodium chloride (rock salt) or any chemical ice-melt product on any exterior concrete surfaces such as walks and stoops. Such products will cause damage to the surface of the concrete. Unit Owners may only use magnesium chloride or calcium chloride to de-ice these areas. PLEASE NOTE: all ice melt products will cause damage to concrete surfaces if left for a prolonged period.

28. Hazardous waste and trash

Unit Owners shall not store hazardous waste (including but not limited to combustible paints, thinners, gasoline, propane tanks, etc.) inside their Units, garages, or other enclosed spaces. Unit Owners shall not place these materials in any refuse container or pour them down any plumbing drain. Unit Owners must contact the Town of New Milford for directions of proper disposal of such materials in the municipality. Unit

Owners shall not store or dispose of trash in any manner that contributes to the spread of fire or proliferation of insects, rodents, and pests throughout the facility.

29. Drainage problems or ponding of water

Unit Owners shall report to Property Management all drainage issues such as ponding of water against the foundation, clogged exterior drains, ice dams or clogged gutters on roofs, as well as any evidence of running or seeping water.

30. Electrical Appliances

Unit Owners shall not leave electrical appliances with the potential to cause damage (such as dishwashers, stoves, ovens and toasters) running unsupervised or when no one is in the Unit. No electrical device or combination of devices that will or has the potential to create electrical overloading of standard circuits may be used in any Unit. Bathroom exhaust fans and stove hood filters must be kept clean and free of dust, lint and debris.

31. Electrical Panels

Unit Owners must regularly inspect wiring and breakers. An electrician must replace any old, worn, or damaged breakers and wiring. 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 boxes. Electrical breakers shall not be connected to more than one electrical conductor. All ground fault circuit interrupting (GFCI) outlets must be tested twice a year (recommended when daylight savings time begins and ends).

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