

MAINTENANCE POLICY OF THE WIMBLEDON HOMEOWNER ASSOCIATION

Due to our experience with leak problems, we would like to outline the responsibilities and liability of unit owners in cases of leak damage; as well as recommend preventative maintenance measures, which could eliminate the possibility of severe drywall and ceiling damage resulting from faulty fixtures and leaking pipes. All fixtures and plumbing within a unit are the responsibility of the owner of the unit, as outlined in the Declarations of the Association, regardless of whether the unit is owner occupied or a rental unit. Often leak problems will travel to other units, causing extensive damage; in this situation the owner of the unit from which the problem started is responsible for all damage to all units affected and all other associated fees, including legal fees. These costs will not be defrayed by any claim to the Association's insurance policy. The Association would like to strongly recommend a preventative maintenance program for owners to follow which can prevent costly repairs. Therefore, we highly recommend that owners be aware of proper maintenance procedures for fixtures, which are outlined below. In the past many difficulties have been experienced due to negligence on the part of some unit owners, as a result of lack of maintenance and malfunctioning equipment; not only to their units, but other units below them.

RECOMMENDED PREVENTATIVE MAINTENANCE PROCEDURES

- HEATER:** Every six (6) months the heater should be cleaned and oiled, and the filter changed. Located next to the heater is a water pipe with a relief valve which should be checked for leaks at the same time. Please check for green spots on pipes in or around all pipes and zone valves. Pipes with the "greenies" should be replaced ASAP as they will start leaking soon. The thermostat should be checked and oiled also.
- Note:** Malfunctioning motors can seize up and cause a fire, igniting collected dust and dirt surrounding the unit. Heating and cooling operations would also be affected, causing the unit to cease operating.
- BATHROOM:** All pipes must be checked for leakage, including pipes behind the walls. If an access panel does not exist, one should be created, allowing for inspections and possible repairs. Check for "greenies"!
- Inspect tub and wallboards for proper grouting and caulking sealant. Routinely check all faucets for leaks.

Change the tub drain gasket and overflow outlet gasket every few years to Prevent unseen leaks that could travel to units below. This maintenance is Critical and must no be overlooked.

KITCHEN: Check dishwasher gaskets and door liners for leaks, cracks and wear. Inspect all faucets and pipes under sinks for leaks. Check for "greenies"!

WINDOWS: Replace damaged or missing screens and windows.

In general, the Owner should maintain and keep in a neat and clean condition the windows and doors of your Unit as well as the balcony and/or patio area adjoining and/or leading to your Unit. All fixtures, appliances and equipment installed within a Unit commencing at a point where the utilities enter the unit should be maintained and kept in repair by the Owner. Failing to carry out or neglecting the responsibilities set forth in this paragraph entitles the Board to fulfill the same and charge such Owner. Therefore, any expense incurred by an Owner under this paragraph shall be the sole expense of said Owner.

In addition, to protect your property, we recommend that you install smoke alarms and fire extinguishers as well as carbon monoxide detectors. Please refer to the insurance guidelines attached for information on what your policy should cover. If you need help in locating someone to do the preventative maintenance, contact the Resident Manager at the on-site management office (Q-215), 303-449-5811, between the hours of 1:00-5:00pm. They will be able to provide information on vendors who are familiar with the property and are cost effective.

Your cooperation in this matter will be most appreciated, and will cause a great reduction in potential problems and costs.

The foregoing is not intended to be conclusive nor does the Association take any responsibility for vendors recommended by the Manager.