

**MAINTENANCE STANDARDS
HARBOUR WOODS ASSOCIATION
RESIDENTIAL UNITS**

- All washing machines must be equipped with steel lined hoses and changed every 5 years.
- Water heaters located within or above the living area of a unit must be replaced every 10 years.
- Water heaters at time of installation should include the pan & drain, a shut off activated by moisture.
- The heat within a unit should never be set below 55 degrees between the months of November 1st through April 1st.
- Dryer vents must be cleaned annually.
- It is the responsibility of unit owners to notify the association immediately of a leak or other condition of escaping water within a unit.
- Furnaces (gas/fuel oil) must be inspected and cleaned annually by a licensed contractor.
- Units with wood burning fireplaces must have their chimneys cleaned annually.
- Unit owners must use insured contractors for all work. Evidence of Insurance (Certificate Of Insurance) from their contractor naming the Association as an additional insured must be submitted prior to the commencement of any work.
- In the case of an emergency, unit owners must use one of the contractors recommended by the Association whose insurance certificate is on file.
- All unit owners must install a smoke alarm on every level of the unit, including all bedrooms.
- Unit owners who rent their units must require the tenants have HO-4 Homeowners Insurance and provide the board with a Certificate of Insurance or a copy of the policy at the time of loss
- Copper lines and proper valve for refrigerator icemakers.
- Unit occupant Responsibilities:
Each unit owner shall be responsible for ensuring that any tenant, guest, invitee or other occupant of the unit complies with each of the maintenance, repair and replacement standards set forth above. For the purpose of interpreting and applying these maintenance, repair and replacement standards, where the context requires, the term "Unit Owner" shall also include any tenant, guest, invitee or other occupant of the unit.

NOTE: This list of Maintenance Standards will be distributed annually and amended by your board as required.

Adopted 9/20/13

Patricia Fullin
HWA