

WOODLAKE ASSOCIATION, INC.
P.O. BOX 32673
OKLAHOMA CITY, OK 73123

MAINTENANCE/REPAIR RESPONSIBILITIES

OVERVIEW

3/7/2015

BACKGROUND:

Responsibility for maintenance and repair is based on property ownership. In order to determine property ownership, we must refer to our Association's governing documents. In the DECLARATION OF COVENANTS AND RESTRICTIONS, ARTICLE I contains a DEFINITIONS Section which addresses this issue.

Property belongs to either the individual unit owner OR to all the unit owners in common. The "Unit" defines the individual unit owner's property and "Common Elements" defines the common property. Woodlake Association manages the common property.

The DEFINITIONS Section does not specifically address all of the numerous possible property items. In those cases where it does not, it can be helpful to ask the question: Is the property item used exclusively by one unit owner OR is it "normally in common use"?

ARTICLE V, SECTION 4. MAINTENANCE AND REPAIR BY OWNERS. also addresses this issue. It is important to note paragraphs (b) and (d) of this Section, in that **a unit owner can be held responsible for expenses incurred for damages to common elements** when the damage occurs as a result of their action or negligence. In addition, the repair list of property items in paragraph (c) of this Section is not all-inclusive.

SUMMARY:

Individual unit owners must bear the cost of maintenance/repairs to their individual units. Please reference Pages 3 and 4 of this document for a listing of unit items which may need maintenance/repair. The unit owner must arrange and pay for this type maintenance/repair work.

SUMMARY Continued

Unit owners must share the cost of maintenance/repairs to common elements. Unit owners fund these repairs through payment of their monthly dues assessment and any special assessments. Please reference Page 5 of this document for a listing of common elements which may need maintenance/repair. Woodlake Association will contract and pay for this type maintenance/repair work.

SOURCES:

**DECLARATION OF COVENANTS AND RESTRICTIONS OF BLOCK "E"
WOODLAKE ADDITION:**

ARTICLE I. DEFINITIONS. SECTION 1. (c) "Unit"; and (i) "Common Elements", "Common Areas", and "Common Space"; and

ARTICLE V. SECTION 4. MAINTENANCE AND REPAIR BY OWNERS., in part:

(b) Every owner must promptly perform all repair and maintenance work on his own unit, which if omitted, would affect the building in its entirety or in part, belonging to other owners.

(c) All repairs of internal installations within the unit such as water, gas, electricity, sewage, telephone, fixtures and appliances, and all windows and door breakage, all decorations, painting or papering of interior walls, shall be at the unit owner's expense.

(d) All owners shall reimburse the Association for any expenditure incurred in repairing or replacing any common element or facility damaged through the fault of such owner.

**Oklahoma Community Association Handbook by Matthew L. Winton, 2006, page 22:
"Damage and Repair to Units and Common Areas."**

Pages 3 and 4 represent each Unit Owner's Maintenance/Repair responsibilities. Of course, each Unit Owner is also responsible for their own personal property (e.g. household belongings, patio furniture, portable buildings, vehicles).
Page 5 represents Woodlake Association's (i.e. Common Elements) Maintenance/Repair responsibilities.

UNIT OWNER'S BUILDING PROPERTY LIST

(Inside Unit; Original Plan Below PLUS Any Additions, Alterations, Improvements & Betterments)

DESCRIPTION OF ITEMS	
1	Doors front; patio (sliding glass with metal frames); all interior doors
2	Windows excludes coverings such as blinds, curtains, drapes. Not in original plan.
3	Floor coverings wall-to-wall carpet; tile
4	Walls Sheetrock plus coverings: paint (texture included); wallpaper; tile; wood paneling
5	Ceilings Sheetrock plus coverings: paint (popcorn texture included)
6	Partitions interior walls; closets
7	Fireplace includes metal chimney
8	Cabinets
9	Countertops includes backsplash (Formica; cultured marble)
10	Vanities
11	Sinks
12	Tub & Showers
13	Toilets baseboards; doors; windows; fireplace
14	Wood trim
15	Light fixtures faucets; shower heads; connections; pipes
16	Plumbing fixtures wall switches & outlets; circuit breaker panel; connections; wiring
17	Electrical fixtures wall jacks; connections; wiring
18	Telephone fixtures thermostat; supply & return registers; air handler; furnace;
19	Heating & Air Conditioning evaporator coil
20	Hot water heater
21	Garbage disposer
22	Miscellaneous smoke detector; doorbell chime; towel bars; toilet paper holders; soap dishes; shower curtain rod; clothes rods; shelving; combination heat/exhaust units in bathrooms

Pages 3 and 4 represent each Unit Owner's Maintenance/Repair responsibilities. Of course, each Unit Owner is also responsible for their own personal property (e.g. household belongings, patio furniture, portable buildings, vehicles).
Page 5 represents Woodlake Association's (i.e. Common Elements) Maintenance/Repair responsibilities.

UNIT OWNER'S OTHER BUILDING PROPERTY LIST

(Outside Unit; Original Plan PLUS Any Additions, Alterations, Improvements & Betterments)

INSIDE THE PERIMETER WALLS

- 1 Plumbing connections, pipes
- 2 Electrical connections, wiring
- 3 Telephone connections, wiring
- 4 AC or Heat Pump line sets
- 5 Insulation

IN THE ATTIC SPACE

- 1 Ductwork (for Heating and Air Conditioning)
- 2 AC or Heat Pump line sets
- 3 Insulation

OUTSIDE THE BUILDING

- 1 Carport
- 2 AC or Heat Pump unit
- 3 Utility closet doors (wood - hollow core)
- 4 Light fixtures
- 5 Doorbell
- 6 Faucets
- 7 Gutters & Downspouts
- 8 Skylights
- 9 The Lot (i.e. Your Land) - includes drainage & termite control
- 10 Paved surfaces within your Lot boundary (e.g. carport slab, front walkway, front porch, back patio)
- 11 Underground facilities within your Lot boundary (e.g. pipes, conduit, cable) - excludes any utility mains & any Association water hydrant or sprinkler system supply pipes
- 12 Sprinkler systems (if any) within your Lot boundary

Pages 3 and 4 represent each Unit Owner's Maintenance/Repair responsibilities. Of course, each Unit Owner is also responsible for their own personal property (e.g. household belongings, patio furniture, portable buildings, vehicles).
Page 5 represents Woodlake Association's (i.e. Common Elements) Maintenance/Repair responsibilities.

ASSOCIATION'S (i.e. Common Elements) PROPERTY LIST

- 1 Roofs
- 2 Turbine & soffit vents
- 3 Wood framing, siding, soffits, fascia, posts & trim
- 4 Brick (veneer) walls; brick supports & decorations
- 5 Chimney surrounds - wood with metal cap
- 6 House numbers; Mailbox stands & boxes
- 7 Fences & Gates
- 8 Storage building
- 9 Water hydrants (marked with orange or blue tops)
- 10 Fire suppression system in Building No. 9
- 11 Common areas (e.g. greenbelts)
- 12 Streets
- 13 Sidewalks
- 14 Foundations
- 15 Building slabs
- 16 Sprinkler systems (common areas & perimeter only)