

Mandatory Maintenance Check List Policy

Windward Point Condominiums

Damage to the inside or outside of the unit caused by the action or inaction of tenant or owner is the responsibility of the owner.

- a. Unoccupied Units – When you leave your unit vacant for more than **72 hours**:
 - a. Turn off water to your unit using the valve outside your unit. Note: After turning the water cut off valve off, make sure you verify the water is off by checking the kitchen sink. It is the owner's responsibility to notify the Management Company in writing if their water cut off valve is not working.
 - b. Turn off your icemaker
 - c. Turn off your water heater at the electric panel
 - d. Unplug heated electrical appliances
 - e. If a Unit is vacant or for a week or more, someone should inspect the unit every 7 days.
- b. Plumbing/Water/Electrical
 - a. Only toilet paper may be flushed down toilets. All other items (tampons, dental floss, paper towels, cotton swabs, baby wipes, wet wipes, etc.) may not be flushed.
 - b. Do not pour grease (or any other material, which can solidify) down the kitchen sink.
 - c. Do not leave washing machine, dishwasher or dryer running when the unit is not occupied.
- c. Inspections/Maintenance
 - a. A/C – Twice a year (Spring end of Summer recommended) have a professional A/C company clean out A/C condensation drain line to avoid backup into your unit or your neighbor's unit.
 - b. Dryers – Your dryer vent should be cleaned out annually.
 - c. Water heaters – should be replaced every 10 years.
 - d. Ice maker connections should not be made with clear plastic tubing.
 - e. Smoke alarms – change the batteries at least twice a year, (when time changes).
 - f. Have a fire extinguisher in the kitchen, make sure it is not expired.
 - g. Screens – owner responsible for replacement and repair.
 - h. Replacement of windows and doors is the responsibility of the owner, they must be consistent the with original at Windward Point. Written approval from the Board of Directors is required for any replacement.
 - i. **Any kind of external change must be approved by the Board, in writing.**

NOTE: The owner is responsible for repair of pipes supplying water to their individual unit, including damage caused to their unit or adjacent units. Under Georgia Law, it is clear that repairs to the various elements of the limited common elements (other than structural) are the responsibility of the unit owner. This would include water pipes, which supply water exclusively for the unit in question whether the pipes are physically located inside or outside the unit. See O.C.G.A Sections 44-3-75(a)(3) and 44-3-80(a).

Failure to post these rules and failure to abide by these procedures will constitute negligence in the event of a plumbing disaster. The owner of the unit where the water or cause of blockage originated will be responsible for damages resulting from any of the above. Water damage is the responsibility of the owner and should be covered under the owners' H06 insurance. If there happens to be an insurance claim under the associations' insurance policy the owner is responsible for paying the \$10,000 deductible.