

EMERALD LAKE CONDOMINIUM ASSOCIATION  
 MAINTENANCE RESPONSIBILITIES

MARCH UPDATED 2018  
**Changes are in BOLD**

MAINTENANCE ITEM	ASSOCIATION RESPONSIBILITY	CO-OWNER RESPONSIBILITY
Air conditioners	Pad and restoration of soil under A/C units to positive grade away from building wall.	Repairs and replacement of A/C unit.
Interior and Exterior Lighting <i>(Street Lights on E. Hidden Lake and Sapphire Lane are the City of East Lansing)</i>	Street lamps, fixtures and bulbs. Garage and front porch fixtures.	All exterior fixtures except garage and front porch. All exterior bulbs.
Garage Doors	Repair and replacement of door and panels, including springs, cables, rollers and tracks.	Repair and replacement of electric opener and hardware and <b>for optional door sound-proofing/insulation</b>
Doorbells	Wiring and transformers	Fixtures, buttons and button lights.
4-foot limited common areas adjacent to units, including shrubs	Weeding, edging, pruning and shrub replacement of areas not altered by co-owner.	Additional plantings by co-owner.
Door and Locks	All exterior doors and hardware except entry passage locks and deadbolts. Includes weather stripping and threshold. Limited to original equipment.	
Electric circuits and fixtures, including furnace, ac unit, stove, refrigerator and water heater.	All Association and unit wiring, panels and breakers up to the point of connection with unit fixtures.	All unit fixtures and switches
Floor Coverings		Unit floor coverings.

Plumbing	Plumbing pipe network to shut-off valve and compression fitting <b>and exterior faucets</b>	All fixtures, including garbage disposal, sinks, shower stalls, tubs, faucets from valve or compression fitting, <b>garage faucets</b> , Caulking of tub, shower and sink fixtures.
MAINTENANCE ITEM	ASSOCIATION RESPONSIBILITY	CO-OWNER RESPONSIBILITY
Porch, Patio and Decks	Repair of front porch <b>including front steps.</b>	All maintenance, repair and replacement (rear patio and decks including steps)
Windows, including skylights	All frames, sashes, jambs and hardware <b>will be replaced with vinyl windows once at association expense.</b>	<b>After one time replacement new windows will be at co owner expense.</b> Maintenance or replacement of co-owner installed windows.
Storm windows		Repair and replacement at co-owners expense.
Glass	<b>One time</b> replacement if due to accidental breakage or fogged glass caused by a broken seal.	Careless or accidental breakage by unit occupants.
Screen Replacement		At co-owner expense.
Interior Painting Including Walls and Trim		Co-owner expense.
Exterior staining, painting and caulking	All painted exterior surfaces excluding decks and porches.	Rear decks, porches and co-owner modification of common elements.
Furnaces and Thermostats		Co- owner expense.
Water Heaters		Co-owner expense.
Concrete and Asphalt	By budgeted priority basis.	
Mailboxes and Address Numbers	Mailboxes, posts and numbers as installed by the developer.	Modifications by co-owner at co-owner expense. (No stone or masonry modifications permitted)

MAINTENANCE ITEM	ASSOCIATION RESPONSIBILITY	CO-OWNER RESPONSIBILITY
Sump Pumps	Sumps and drain tile system; maintenance of tiles, sump repair and replacement.	<b>Co-owners must allow access for review and repair of sump pumps upon request.</b>
Plumbing Drains	All slow and backed-up drains involving more than one unit.	Slow and backed up drains involving one unit.
Sprinklers	All sprinkler controls, piping, heads and adjustment for lawn area.	Co-owner requests to adjust sprinkler system to cover non-lawn areas.
Roofing	Roofing repairs and replacement.	Repairs caused by co-owner modifications.
Brick, siding and trim	All exterior brick, siding and trim.	
Walls and <b>ceilings</b>		<b>Co-owner is responsible for all maintenance of drywall.</b> Paint, wallpaper or other wall covering.
Fireplace	Periodic notification to co-owners about cleaning.	Firebox and controls. Cleaning recommended bi-annually.
<b>Rain Gutters and down spouts</b>	<b>Periodic cleaning of rain gutters and down spouts</b>	