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**HOMEOWNER AND ASSOCIATION RESPONSIBILITIES**

1. Maintenance, repair and replacement activities (hereafter called "upkeep") within the boundaries of Units are the responsibility of individual homeowners.

2. Individual homeowners will be responsible for paying for the upkeep of the Limited Common Elements (LCEs) assigned to their Units.

These include:

- (a) unit entrance door, door frame and hardware;
- (b) unit patio doors, including screen, glass and hardware;
- (c) unit windows, screens, and window frames, including glass and hardware;
- (c) balconies and patios;
- (d) balcony and patio ironwork;
- (e) pipes that connect the building water and sewer systems to the plumbing fixtures in the Unit.

3. Exceptions to payment by Unit owners for upkeep of LCEs are possible when the damage occurred after November 21, 2002, and the direct cause is faulty original building construction as judged by Property Management with the concurrence of the Building and Grounds Committee. Committee recommendations are sent to the Board and may also include a determination of the portion of the cost to be borne by the Association. Homeowners may appeal Building and Grounds Committee recommendations to the Board before the Board makes a final decision. It should be recognized, however, that most LCEs were installed in 1986, and the problems becoming evident now are more likely to have been caused by normal wear and by lack of proper maintenance rather than by faulty construction.

4. The Board will be responsible for determining when painting is needed on
- A. the exterior of Unit entry doors and frames
  - B. the woodwork, windows and ironwork on the exterior of the building, and will arrange for the work to be done. Unit owners will be assessed for the prorated cost.\*
  - C. Property Management will make an annual inspection of these LCEs. Immediately thereafter, a report of the upkeep needed will be provided to the Building and Grounds Committee. After review, the Building and Grounds Committee will transmit its recommendations for the work to be done to the Board. Before acting, the Board will provide an opportunity for homeowners to appeal to the Board about the Building and Grounds Committee recommendations.

\*Owners will be charged for the cost of painting

- (a) the exterior of their entry door and frame,
- (b) the exterior of each window and window frame of their Unit, and the ironwork on their balconies and patios.
- (c) The Association will pay for the windows, window frames, and ironwork, which are located in common areas.

5. At any time, the Board may require homeowners to have specific maintenance; repair or replacement work done on unusually deteriorated LCEs for which homeowners are responsible. (With appeals by owners to the Board.) If several Units have similar work required, the work may be planned, arranged for, and supervised by Property Management, but paid for by the Unit owners involved.
6. To ensure consistency of appearance and the long-term quality of the entire building, Unit owners must secure approval from the Board before (a) replacing or changing the appearance of any part of their Units as viewed from the outside of the building or the hallway.
7. Making major changes inside the Unit, including those affecting LCEs or those that require cutting into the building structure, or reconfiguring rooms, Must have Building and Ground approval as well as Board approval.
8. Before any improvement work meeting the terms of paragraph 7 above can begin in a unit, the **project plans** and **verification of the contractor's liability insurance** must be approved by the **Buildings & Grounds Committee and the Board of Directors.** **Attached is a permit form for 1666 Coffman Condominium Association, Inc.**

#### **ASSOCIATION ASSISTANCE TO HOMEOWNERS**

1. Property Management will develop specifications for repairing and replacing LCEs which owners are required to follow, and will provide a list of suggested vendors that owners may elect to use for the upkeep of the LCEs for which they are responsible.
2. Association staff members wish to be as helpful as possible to homeowners within the constraints of available time and special expertise. Therefore, upon a homeowner's request, and as time becomes available from their other duties in the common areas, custodial and maintenance staff will perform simple tasks in the homeowner's Unit (15 minutes) for no fee. All requests for assistance must be made directly to the Site Manager. The kinds of tasks envisioned include changing light bulbs, lifting and carrying, putting sliding doors back on their tracks, giving advice on appliances, water leaks, hanging shelves, opening and closing windows, and checking smoke detectors.

#### **HOMEOWNER RESPONSIBILITIES FOR WORK DONE IN THEIR UNITS**

1. Homeowners are ultimately responsible for the activities of the workers they hire: monitoring their entry and exit from the building, and instructing them not to park in fire lanes nor to prop open doors. Homeowners are also responsible for damages to the common areas caused by the workers they hire.
2. No homeowner shall provide unit/building keys or garage door opener to the prospective buyer(s) nor permit work on improvements in the unit **prior to the closing date of the sale.**

# 1666 COFFMAN CONDOMINIUM

## WORK PERMIT INSTRUCTIONS

### INTENT TO REMODEL OR WORK IN RESIDENT UNITS

The following information is intended to assist you as prepare to do work on your unit. Falcon Heights city ordinances may apply to Coffman remodel and construction plans. Please consult the city web site for details. Additionally, Coffman Association Regulation 16.

**Regulation 16 Policy- Rules On Limited Common Elements      Rev. July 22, 2014**

**Homeowner And Association Responsibilities** applies and states as follows:

6. *To ensure consistency of appearance and the long-term quality of the building, Unit owners must secure approval from the Board before replacing or changing the appearance of any part of their Units as viewed from the outside of the building or the hallway.*
7. *Making major changes inside the Unit, including those affecting LCE's (limited common elements) or those that require cutting into the building structure, or reconfiguring rooms, must have Building and Grounds approval as well as Board approval.*
8. *Before any improvement work meeting the terms of paragraph 7 above can begin in a unit, the **project plans and verification of the contractor's liability insurance** must be approved by the **Buildings & Grounds Committee and the Board of Directors.**" **Attached on page 4. is a permit form for 1666 Coffman Condominium Association, Inc.***

Alteration of the main structure, patio repairs or enclosure, plumbing (new fixtures, sinks, showers, tubs), electrical work, windows or doors.

No matter how small the job the office still needs to know when any contractor is on the premises. Painting, flooring installed, appliances replaced etc.

Thank you for your cooperation.

Attached on back: Permit form for 1666 Coffman Condominium Association Inc.

# 1666 COFFMAN CONDOMINIUM WORK PERMIT

Name \_\_\_\_\_ Unit \_\_\_\_\_ Start date \_\_\_\_\_ Completion Date \_\_\_\_\_

Description of work to be done (Attach **plans/details & copy of insurance:**

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The City Falcon Heights requires permits and licensed contractors for some work.

Will any of the following be done?

1. \_\_\_\_\_ Alteration of the main structure
2. \_\_\_\_\_ Patio repairs or enclosure
3. \_\_\_\_\_ Plumbing (new fixtures, sinks, showers, tubs)
4. \_\_\_\_\_ Electrical work
5. \_\_\_\_\_ Windows or doors

Contractor Information: Name \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone \_\_\_\_\_



Review by Maintenance Technician: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Building and Grounds: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Board of Directors: \_\_\_\_\_ Date: \_\_\_\_\_