

Clairmont Court Owners Association March 26, 2019 Owner/CCOA Building Responsibilities

All construction on unit exterior doors, windows, common and limited common elements must be board approved before work begins. This includes any work that may affect the exterior of a building and any support walls in the interior of a unit, and/or involves electrical, plumbing, or life safety issues.

Owners are responsible for:

- 1) Interior plumbing service in their individual units
- 2) Each Unit must have a code compliant photoelectric smoke and carbon monoxide alarms, one per floor, and one photoelectric smoke alarm within each bedroom. The second floor alarm needs to be a hard-wired smoke and carbon monoxide alarm. Hard wired alarms are preferred, but ten year, non-removable lithium battery types are allowed in the bedrooms and basement and first levels. (Hard wiring exists on the ceiling above the landing on the second floor.)
- 3) Repair and replacement of all screens & windows*
- 4) **Window replacements***. A written proposal and plan to replace windows must be submitted to the board for approval before any construction begins. Andersen made window replacements are the only approved manufacturer in order to maintain a uniform and consistent exterior appearance. All windows must meet city code and egress requirements. Full size screens and grilles are required. Double hung windows, with built in grille, 6 over 6 are required for the living room, kitchen and bathroom. The bedroom windows must fit the exterior opening (most likely they will have to be casement windows) with a custom mimic checkrail with grill, 6 over 6 to match the appearance of a double hung window. Both upper front bedroom windows must be of the same make and style. (If casement style is needed for egress then both windows must be casement.) The written plan/proposal must include the following:
 - a) A specification sheet outlining the work, materials and products to be used, including Andersen window product numbers..
 - b) A city approved and signed building permit for the work proposed.
 - c) An insurance certificate from the contractor who will install the windows.

Please contact the Building & Maintenance Chair before placing your order or accepting a contract.

- 5) Interior sheetrock & plaster.
- 6) Interior leaks & damage (unless the plumbing serves more than one unit.)
- 7) Washing machine hoses must be iron, armored or corded.
- 8) Faulty floors, carpets or linoleum
- 9) Unit sump pump
- 10) Water heaters
- 11) On demand water heating systems*,**
- 12) All appliances including fans and air conditioners (Fans or air filtration systems that exhaust to the exterior must be pre-approved.)

*CCOA Board approval required before work begins. Contact Building and Maintenance Chair.

- 13) Interior painting
- 14) Painting or power washing of unit deck other than the scheduled time* (the unit owner must pay for this work, including cost of paint)
- 15) Owner condo insurance (required, with HO-6 recommended)
- 16) Fix door bells with approved model: Utilitech Nickel doorbell #568964 model #ut-256-02 (Lowe's)
- 17) Replace sliding door and storm door.*
Contact the Buildings & Maintenance Chair for pre-approved sliding patio door information. (White exterior only; no grilles for any future replacement sliding door, Paradigm Slider). An insurance certificate from the installer and a building permit may be required.
- 18) Trash removal around the outside of their unit.
- 19) **Access to individual units is required**, per the bylaws for periodic maintenance/construction/common utilities or elements replacement of common owner elements/utilities issues. This right of access is not conditional on the owner being present. A set of keys for all exterior door locks, **is requested (but not required)** by the CCOA Board as access is needed for construction/repair/replacement of common owner elements/utilities)
- 20) Owners with Tenants **must provide** a copy of the bylaws to their tenants as part of the lease agreement. Lease agreements must be submitted to the board as they are issued to tenants. All tenants must comply with the rules, regulations and bylaws/declaration of CCOA.
- 21) Trash Removal occurs on Monday. Please place your trash and recycles curbside late Sunday afternoon or early evening. All recycles must be contained within the wheeled bins provided. Residents volunteer to move the empty recycle bins to and from the curb.
- 22) **Charcoal/gas grill policy. Effective 1/1/18.**
No gas, charcoal or smoker grills are allowed on decks or on the property to prevent unnecessary increases in insurance fees/rates. Electric grills are allowed.
- 23) **CCOA Winter Deck Policy**
Decks must be shoveled/cleared of snow within 48 hours of each snow storm. It is the owner's responsibility to make sure their decks are cleared of snow. Failure to do so, will result in a \$25 dollar fine per storm. If a deck collapses do to the weight of the snow, it will be replaced at the owner's expense.
- 24) Condo fees are due on the 1st day of each month. Please make checks payable to CCOA, PO Box 762, Portland, ME 04104. You also can arrange with your bank to have payments made directly to CCOA at the above address.
- 25) **Effective March 30, 2020** all vent piping from the dryer must be solid, rigid metal to reduce the build up of lint, which is a potential fire hazard.

CCOA (the association) is responsible for:

1. Reseal, repair and stripe parking lots
2. Exterior plumbing and plumbing serving more than one unit
3. Roof leak repair/shingle replacement
4. Building siding/exterior repair. If negligence involved, owner pays repairs.
5. Exterior painting of buildings/decks per schedule
6. Replacement of wooden decks as per schedule.

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7. Maintain unit numbers and CCOA signs.
8. Upkeep of grounds, bushes, trees and grass.
9. Removal of snow from parking lots and walks (when snowfall >3")
10. Normal repair/maintenance of steps and railings.
11. Maintain front walks.
12. Repair foundation cracks only if a "structural" concern. Minor leaks or basement water from the foundation are the owner's responsibility.
13. Maintenance exterior spot lights (except individual front and rear bulbs.)

This list is intended to be a guideline for frequently asked questions. For further information please review the condominium bylaws and declaration.

Board Members 2019

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