SAINT ANDREW SQUARE CONDOMINIUMS
MAINTENANCE RESPONSIBILITIES CHECKLIST

	Responsibility						Notes
	Association			Unit Owner			This document is a brief summary of the maintenance responsibilities of the Association and the individual Unit Owners. See Condominium Declarations for details.
Item	Maintain	Repair	Replace	Maintain	Repair	Replace	
Added modifications to unit				X	X	X	Requires permit from Association and City of Brookfield; Art 6 Sec 3,5
Air conditioner, interior or exterior components				X	X	X	Art 6 Sec 1(a)
Any changes to the configuration of the footprint.				X	X	X	Requires permit from City and Association
Attic Insulation	X	X	X				Art 2 Sec 1
Basement finishing				X	X	X	Requires permit from City and Association.
Basement floor (concrete)				X	X	X	Art 2 & Art 6 Sec 1(a)
Bathroom & fixtures				X	X	X	Art 2 Sec1(a)
Bathroom/Kitchen/ Vents (interior & electrical)				X	X	X	Art 2 Sec1(a)
Bathroon/kitchen Roof Vents	X	X	X				Art 2 Sec1(a)
Cabinets, all rooms				X	X	X	Art 6 Sec 1
Ceiling fans				X	X	X	Art 6 Sec 1
Changes, Exterior							Prohibited except by permit from City & Association;Art 6 Sec 3 & Art 1 Sec 2
Changes, Interior							Prohibited except by permit from City; Art 6 Sec 1 & Art 2 Sec 1
Changes, Structural							Prohibited except by permit from City & Association;Art 6 Sec 3 & Art 1 Sec 2
Chimneys (exterior)	X	X	X				Art 6 Sec 2
Chimneys (interior)				X	X	X	Art 6 Sec 1
Concrete Stoop/Porch	X	X	X				Art 6 Sec 2
Critter (Wild Animal) Control	X	X	X				Art 6 Sec 2
Deck				X	X	X	Declarations require Unit Owner to keep deck free of snow.
Deck door frame				X	X	X	Art 6 Sec 1
Deck door hardware				X	X	X	Art 6 Sec 1
Deck door jamb				X	X	X	Art 6 Sec 1
Dishwasher				X	X	X	Art 6 Sec 1
Driveway	X	X	X				Art 6 Sec 2
Dryer vent / vent cleaning				X	X	X	Art 6 Sec 1
Drywall				X	X	X	Art 6 Sec 1
Drywall damaged by outside water source (rain/ice dam)	X	X	X				Unless damage is caused by Unit Owner's unauthorized changes or actions.

SAINT ANDREW SQUARE CONDOMINIUMS
MAINTENANCE RESPONSIBILITIES CHECKLIST

	Responsibility						Notes
	Association			Unit Owner			This document is a brief summary of the maintenance responsibilities of the Association and the individual Unit Owners. See Condominium Declarations for details.
Item	Maintain	Repair	Replace	Maintain	Repair	Replace	
Egress window or door				X	X	X	Unless otherwise provided by recorded agreement between Association and Unit Owner.
Egress window well				X	X	X	Unless otherwise provided by recorded agreement between Association and Unit Owner. Art 6 Sec 1
Egress window well cover				X	X	X	Unless otherwise provided by recorded agreement between Association and Unit Owner. Art 6 Sec 1
Electrical wiring in walls, floors, ceilings				X	X	X	Unless caused by animal intrusion from exterior. Art 6 Sec 1
Exterminating - inside of unit				X	X	X	Unless caused by intrusion from exterior. Art 6 Sec 1
Exterminating - outside of unit	X	X	X				Art 6 Sec 2
Fireplace				X	X	X	Art 6 Sec 1
Fireplace vent system (gas or natural)				X	X	X	Art 6 Sec 1
Floor and coverings				X	X	X	Unless caused by leaks from exterior; Art 6 Sec 1
Front door				X	X	X	Art 6 Sec 1
Front door hardware				X	X	X	Art 6 Sec 1
Front door interior staining / painting				X	X	X	Art 6 Sec 1
Furnace/heat exchanger/humidifier/ air intake/exhaust				X	X	X	Art 6 Sec 1
Garage Cabinets				X	X	X	Art 6 Sec 1
Garage door				X	X	X	Includes painting replacement doors to match siding color. Art 6 Sec 1
Garage door opener / remote				X	X	X	Art 6 Sec 1
Garage floor (concrete)				X	X	X	Art 6 Sec 1
Garbage disposal				X	X	X	Art 6 Sec 1
Gutter & downspout cleaning	X	X	X				Art 6 Sec 2
Gutter & downspouts	X	X	X				Art 6 Sec 2
Lawn & shrubs	X	X	X				Unless Unit Owner has made unauthorized changes. Authorized changes per agreement.
Light bulb, front door				X	X	X	Art 6 Sec 1
Light bulb, o/s garage				X	X	X	Art 6 Sec 1
Light bulb, patio/deck				X	X	X	Art 6 Sec 1
Light fixture, post	X	X				X	Courtesy service by association; Art 6 Sec 1
Light fixture, post, photocell	X	X	X				Courtesy service by association
Light fixture, post, bulb	X	X	X				Courtesy service by association
Light fixture, front door				X	X	X	May not be replaced except with permission of Association
Light fixture, garage				X	X	X	May not be replaced except with permission of Association

SAINT ANDREW SQUARE CONDOMINIUMS
MAINTENANCE RESPONSIBILITIES CHECKLIST

	Responsibility						Notes
	Association			Unit Owner			This document is a brief summary of the maintenance responsibilities of the Association and the individual Unit Owners. See Condominium Declarations for details.
Item	Maintain	Repair	Replace	Maintain	Repair	Replace	
Light fixture, patio/deck				X	X	X	May not be replaced except with permission of Association
Mailbox	X	X	X				With U.S. Postal Service
Mailbox keys				X	X	X	With U.S. Postal Service
Mailbox post	X	X	X				With U.S. Postal Service
Microwave				X	X	X	
Painting, exterior	X	X	X				Unit Owners prohibited from changing paint colors.
Painting, interior				X	X	X	Art 6 Sec 1
Patio/deck doors				X	X	X	Art 6 Sec 1
Plugged drains (exterior)	X	X	X				Art 6 Sec 2
Plugged drains (interior)				X	X	X	Includes entire connection to City sewer; Art 6 Sec 2
Plumbing inside bldg.				X	X	X	Includes sillcocks and winterization; Art 6 Sec 2
Plumbing main valve (exterior)				X	X	X	With City Water Utility; Art 6 Sec 2
Plumbing meter				X	X	X	With City Water Utility; Art 6 Sec 2
Refrigerator				X	X	X	Art 6 Sec 1
Roof	X	X	X				Art 6 Sec 2
Satellite dish							PROHIBITED by Declarations
Screens for window				X	X	X	Art 6 Sec 1
Shower				X	X	X	Art 6 Sec 1
Shrubs and trees	X	X	X				May not be altered, added, or removed except by agreement
Sidewalks	X	X	X				Art 6 Sec 2
Sidewalk-Walkway to front door	X	X	X				Art 6 Sec 2
Siding	X	X	X				Art 6 Sec 2
Sinks				X	X	X	Art 6 Sec 1
Skylights				X	X	X	Additional skylights or changes to skylights require approval of Association
Smoke detectors				X	X	X	Recommend replace batteries annually; Art 6 Sec 1
Snow removal - Driveway	X						Art 6 Sec 2
Snow removal - Driveway (under 2")				X			Rules
Snow removal - Walks	X						Art 6 Sec 2
Snow removal - Walks (less than 2")				X			Rules
Sprinkler system	X	X	X				Unit Owners may not tamper with sprinklers. Consult Condo Manager if they need service.
Storm door front entrance				X	X	X	Art 6 Sec 1
Street maintenance	X	X	X				Art 6 Sec 2
Sump pump				X	X	X	Art 6 Sec 1
Thermostats				X	X	X	Art 6 Sec 1
Toilets				X	X	X	Art 6 Sec 1
Washer & dryer				X	X	X	Art 6 Sec 1
Washer hoses				X	X	X	Art 6 Sec 1

SAINT ANDREW SQUARE CONDOMINIUMS
MAINTENANCE RESPONSIBILITIES CHECKLIST

	Responsibility						Notes
	Association				Unit Owner		
Item	Maintain	Repair	Replace		Maintain	Repair	Replace	This document is a brief summary of the maintenance responsibilities of the Association and the individual Unit Owners. See Condominium Declarations for details.
Water heater					X	X	X	Art 6 Sec 1
Water spigot - ext. hose (sillcocks)					X	X	X	Art 6 Sec 1
Watering, lawn, shrubs, trees	X	X	X					Unit Owner must care for window boxes and potted plants; Art 6 Sec 1,2
Window glass					X	X	X	Art 6 Sec 1
Window hardware					X	X	X	Art 6 Sec 1
Window muntins					X	X	X	Art 6 Sec 1
Window replacement					X	X	X	Must be approved by Association. May be ordered by Association. Art 6 Sec 1
Window sills	X	X	X		X	X	X	Association: exterior; Unit Owner: interior to exterior face of sash Art 6 Sec 1,2
Windows, interior staining/painting					X	X	X	Art 6 Sec 1