

**MAINTENANCE RESPONSIBILITIES
ASSOCIATION/UNIT OWNER**

Section 25 of the By-Laws, MAINTENANCE AND REPAIRS, deals with the maintenance responsibilities within the Association, some of which are outlined below:

The Association is not responsible for retaining keys to any of the units. Damaged mailboxes are the responsibility of the owner.

Window glass, door glass and interior doors are the responsibility of the owner. No changes can be made during repairs unless it has prior approval from the Board of Directors.

All interior appliances, hot water heating systems and boiler equipment are the responsibility of the owner to repair/replace.

Water leaks, as a result of negligence or lack of maintenance, will be repaired at the expense of the owner. The owner may also be held responsible to reimburse the Association for any insurance deductible incurred should a claim originate from their unit. If the water leaks cause damage in the adjoining unit, the owner of the unit where the leak originated may be responsible for repair to that adjoining unit.

Any improvements approved by the Board of Directors will be an owner's responsibility to maintain.

Any damage to the structure, exterior or other common elements caused by an owner's pet or children will be repaired at the expense of the owner.

It is the responsibility of each owner and resident to be familiar with the Declarations and By-Laws (collectively the "Governing Documents") of the Castle Heights Condominium Association. The Board of Directors has the authority to adopt and enforce such additional rules as it may be necessary or advisable. Owners are responsible for the actions of their guests and occupants, and all rental leases must condition tenancy upon compliance with the governing documents.