

## **Best Practices: Common Areas, Buildings, and Grounds Maintenance**

“The Co-op shall keep in good repair the foundations, walls, supports, roof, gutter, beams, electrical conduits, and other equipment or machinery required for the proper operation of the Development and the Co-op may, upon notice as here-in required, enter into and upon any Unit for any of the purposes afore mentioned.”

### **Reference: Occupancy Agreement: Section 22.03 Co-op to Repair**

1. The Co-op is responsible for maintenance, repair and periodic re-decorating of all interior common areas including office, laundry room, electrical/telephone rooms, common room, and underground parking area.
2. The Co-op is responsible for the routine maintenance, repair and improvement of the exterior buildings (e.g. roofing, gutters, masonry, foundations, walls, windows etc.)
3. The Co-op is responsible for all exterior painting.
4. The Co-op will carry out annual maintenance inspections of the exterior of buildings.
5. The Co-op is responsible for regular testing of all common safety systems and the sprinkler systems.
6. The Co-op is responsible for maintaining the underground parking in a safe and secure manner.
7. Members must not permit anything to block fire exits or public through fares.
8. Members are responsible for reporting any mechanical, electrical, plumbing, structural, problems etc. to the Co-op as soon as possible.
9. Garbage:
  - The Co-op is responsible for maintaining garbage bins in a sanitary condition and for arranging regular pick-ups.
  - Members must only place garbage in the bins provided, never leave garbage outside their units. All garbage must be contained in properly secured plastic bags.
  - Members are responsible for disposing of large item (e.g. unwanted furniture). Such items are not to be place in Co-op garbage bin.
  - Members are encouraged to use recycling bins and yard trimming and kitchen waste carts.
10. Grounds Maintenance: The Co-op is responsible for the following common area grounds:
  - Maintenance of common ground, lawn and trees
  - Maintenance and improvements of driveways and stairs
  - Maintenance, repair and replacement of exterior common area lighting.
  - Regular removal of snow, ice and sanding of common walkways and stairs as well as city sidewalks on the perimeter of the co-op.

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- Maintenance, including painting, of all fences and gates.
11. Members are responsible for the reasonable maintenance and orderly appearance of their private yards and balconies and walkways leading to their units.
  12. Members are responsible for mowing the lawn of their unit.
  13. Members are responsible for clearing snow from their unit's walkways.
  14. Members must receive prior, written approval of the Board to erect any structure (e.g, storage shed, dog house, play house etc.) on the grounds of their unit.