(This supersedes, updates and revises any previous related policies as adopted by the Board 01/13/18)

**Common elements damage**

The Board through the Business Coordinator will bill the individual owners for repair of damage to any and all common elements of The Oaks Complex. The common elements include items such as carports, rock walls, stairs, exterior walls, balconies, etc.

**Inspection**

 When a unit is vacated by owner or tenant an inspection will occur. The age of the water heater will be inspected for compliance of the 6 year replacement policy as well as the condition of common elements. You must allow access for these inspections, or owner must be present at time of inspection.

**Plumbing**

Water heaters are required to be changed every six years with a six year minimum warranty unit. When installing a new unit, it must be installed as close to the plumbing code as possible, which requires the pop off valve be properly routed to a drain as well as a drip pan being installed and routed to a drain.

 Due to the aging nature of the plumbing in The Oaks, it is critical that when you leave for an extended period of time you must turn off water to all water usage devices. This will help prevent extensive water damage to not only your unit but your neighbor’s unit as well.

 It is the basic responsibility of each owner to maintain sufficient heat in their unit to keep the plumbing pipes from freezing. This is especially critical for the end units as they experience more exposure to cold weather.

 In recent years a rider has become available for your individual condo owner’s insurance specifically for water damage. You may wish to consider this.

**Smoke alarm and fire extinguisher**

Each unit must have at least one smoke detector and one fire extinguisher in working order. It is the responsibility of each owner to provide these.

 An annual inspection will check these units. You will be responsible for the replacement or re-charging of the fire extinguisher and replacing defective smoke detector or batteries if necessary.

 The policy is for your safety and the safety of your neighbor as well. Your compliance is

critical.

**Parking**

 One covered parking space. One additional uncovered space may be available on a first come first serve basis. Larger vehicles are discouraged due to limited space and all vehicles must be parked in designated/marked spaces. Uncovered spaces are limited which may require parking off site at times. The Oaks issues parking permits for authorized vehicles.

**Leasing of Units**

 Per section IX of the Enabling Declarations, leasing your unit requires board approval. However the Board does not seek to approve your tenant, but we do ask for some information before a tenant is to move in, the following documents must be executed and delivered to the coordination manager:

* Executed lease contract
* Confirmation Background screening has been performed. (this service is available through the Business Coordinator for fee of $75)
* The Oaks Condominium Policies - initialed
* The Oaks Rules of Conduct - initialed

**Quiet time:**

* Time between 9:00 pm and 8:00 am is set aside as “Quiet Time”.
* Remodeling or home improvement projects are not permitted during these times.
* Moving in or out of condos is not permitted during these times.

**Failure to comply**

 Failure to comply with The Oaks Condominiums Policies and loss occurs for non compliance, the owner will be responsible for any cost of damage up to and including the $10,000 insurance deductible. The unit owner may be held responsible for damage to neighboring units by both the owner and the owner’s insurance company.

Unit #\_\_\_\_\_\_\_\_\_

Owners Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_