

# Building and Exterior Maintenance

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## **Purpose of the policy**

To identify the responsibilities of members and the co-op in keeping building exteriors and property in good repair and marketable.

To prolong the life of co-op buildings and property through routine and preventative maintenance.

## **Member responsibilities**

1. Members must immediately report any building or property damage or needed repairs that may pose a health, safety or financial risk to the co-op.
2. Members are responsible for routine exterior maintenance of their unit including: cleaning window wells, sweeping sidewalks, keeping building foundations free of plant growth, snow removal and the clearing of debris.
3. Patios, balconies, decks, entranceways, garage and parking areas must be kept clean and tidy.
4. Permanent changes to unit exteriors such as signs, fixtures, painting or fixed structures, cement or asphalt may not be made without advance written permission from the board. The use of nails, screws, etc. on exterior walls and roofs is not allowed.
5. Garbage and recycling must be stored and disposed of in designated areas.
6. Members must obey municipal regulations regarding emergency access; fire codes; the storage, use and disposal of hazardous materials; etc.
7. Members are responsible for their individual courtyards.



## Co-op Responsibilities

8. The co-op will keep buildings and property in a sufficient state of upkeep and repair to make sure that there is:
  - No health or safety risk to people or undue financial risk to the co-op.
  - A reasonable life expectancy for buildings and co-op property.
  - An enhanced and continued marketability of the co-op.
9. Co-op tools and equipment will be kept in working order and useable condition.
10. The co-op will clean, paint, maintain, repair or replace co-op property and building exterior items according to the co-op maintenance and replacement reserve plan schedules or to ensure the health, safety and marketability of the co-op.
11. The co-op will establish and follow a regular schedule of inspection and preventative maintenance routines for major building components, machinery and fire protection equipment.
12. The co-op will conduct co-op property and building exterior inspections at least every three years, to identify and schedule necessary maintenance.
13. The co-op will use licensed professional trades people for necessary plumbing, electrical and other work as required by building codes.
14. The co-op will use professional trades people for gutter cleaning, parking area repair, resealing, line painting, power washing, painting and staining or fence repair as specified in maintenance warranties.

Approved 20 September, 2007

