

Brookstone Maintenance Matrix

ITEM	ASSOCIATION	UNIT OWNER	COMMENTS
Insects			
Damage From Infestation		X	
Control		X	
Lawn and Grounds	X		
Plumbing			
Gas Lines		X	
Drains		X	
Faucets and Fixtures		X	
Outside Hose bib		X	
Pipe Leaks		X	
Pipe Freeze Up		X	
Sewer Lines and Back Ups		X	
Shut Off Valves		X	
Vents - Bath and Dryer		X	
Water Heater		X	
Water Line to Meter		X	
Water Lines		X	
Porch - Front			
Bulbs		X	
Concrete	X		
Snow Removal	X		
Column	X		
Porch - Rear			
Electric Fixture- Fans and Bulbs		X	
Concrete	X		
Snow Removal		X	
Fence and Gate	X		
Roof, Gutters, Soffit, Friezes	X		
Sidewalks	X		
Shelving/Mirrors		X	
Cable Television		X	
Walls - Exterior Perimeter	X		
Walls - Interior Perimeter		X	
Drywall Cracks		X	
Nail Pops		X	
Paint/Wallpaper		X	
Structural Failure		X	
Surfaces		X	
Trim		X	
Walls - Interior Non-Perimeter		X	
Finished Walls		X	Owner opens and closes for leaks
Windows			
Broken Glass		X	
Caulking	X		
Frame	X		
Latches/Hinges	X		
Screens		X	
Seals Defective - Fog		X	
Surfaces		X	
Weather Stripping		X	
Water Heater		X	

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ITEM	ASSOCIATION	UNIT OWNER	COMMENTS
Appliances		X	
Cabinets and Tops		X	
Ceilings			
Drywall Cracks		X	
Nail Pops		X	
Paint/Wallpaper		X	
Structural Failure	X		
Surfaces		X	
Trim		X	
Doors - Exterior			
Broken Glass		X	
Caulking	X		
Lock Mechanism		X	Including Lock Outs
Frame	X		
Garage Passenger		X	
Surface Outside	X		Painting, Cleaning by Owner
Weather Stripping		X	
Surface Inside		X	
Doors - Interior		X	
Electrical			
Bulbs - Inside		X	
Exterior Garage Bulbs	X		
Porch and Patio Bulbs		X	
Circuit Breakers and Panel		X	
Doorbell		X	
Fixtures: Interior - Exterior		X	
Outlets and Switches		X	
Wiring		X	
Service Line		X	
Smoke Detectors		X	
Floors			
Coverings		X	
Concrete	X		
Garage			
Automatic Opener		X	
Overhead Door	X		Except Owner or Visitor Damage
Floor Surface		X	Cosmetic Cracks
Structure	X		
Lights - Interior		X	
Locks, Keys, Transmitters		X	
Track and Rollers		X	
HVAC			
Furnace		X	
Air Conditioner Unit and Pad		X	
A/C Line sets		X	
Condensation Line		X	
Ducts and Registers		X	
Thermostat and Wiring		X	
Disconnects		X	
Fuses		X	

Rules and Regulations of Brookstone Condominiums Amendment Article

(J) Snow Removal

(1) The Condominium's Co-owners Council snow removal policy from this winter season 2013 to 2014 on will require the council to obtain snow removal when there is 3 or more inches of snow, or ice and snow mixture. Snow and ice removal of 3 inches or greater will consist of the homeowners driveways and sidewalks only. Public sidewalks and city street will not be cleared by the association. Snow and ice removal will be taken from the association fees. If snow or snow and ice mixture is less than 3 inches each homeowner will have to do their own removal of snow or mixture of snow and ice or obtain someone to do so if they deem it necessary.

(K) Brookside Condominium Club House use by homeowners

(1) As previously directed by letter and by our semi-annual (January 2014 Meeting) between the Condominium Council and homeowners, it has been agreed that maximum party size at any one time will not exceed 36 people. The condominium clubhouse needs to be signed out on the calendar in the kitchen area by documenting the hours required for one's party on the calendar of specific month and day. To avoid any legal problems alcohol is not allowed in the clubhouse. This will keep the Brookstone Condominium Council of Co-Owners Inc. from being liable for any accident litigation. Basic condominium supplies will be available in the kitchen or by asking a council member for the supplies one needs. The condominium clubhouse needs to be completely cleaned before the departure of ones gathering. This includes: cleaning of kitchen and party room, removal of garbage, floors of the bathroom, kitchen and party room; all must be thoroughly cleaned. Failure to do so will result in homeowner paying for cleaning cost of the condominium clubhouse.