

**THE ROTONDA CONDOMINIUM
UNIT OWNERS ASSOCIATION, INC.**

Administrative Resolution #283

Dated: February 20, 2001

TITLE: IN-UNIT MAINTENANCE PROGRAM; SERVICES AND FEE SCHEDULE

WHEREAS, Article III, Section 2 of the Bylaws states that “The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act, the Declaration or these Bylaws required to be exercised and done only by the Unit Owners Association;” and

WHEREAS, Article II of the Declaration defines the condominium unit boundaries and maintenance responsibilities; and

WHEREAS, The Board of Directors deem it in the best interest of the Association and of the individual unit owners to offer a program whereby a unit owner may make use of the Association staff and materials to facilitate prompt repairs within a unit thereby helping to reduce overall operating costs and reduce utility consumption of the Association as a whole; and

NOW, THEREFORE, BE IT RESOLVED THAT the following services and fee schedule be adopted:

I. Services Offered

Services offered as part of the In-Unit Services Program are to include the following:

1. Minor maintenance of Unit HVAC system which includes
 - a. replacement of filter
 - b. lubricating movable parts
 - c. testing system to see if it operates
2. Minor repairs to sink traps, faucets, and local drains.
3. Remove and install replacement faucets, showerheads, and toilet seats. Replacement items to be provided by the owner.
4. Replace toilet wax rings.
5. Replace electrical faceplates, switches, and sockets. Specialty items such as dimmer switches are to be supplied by the owner.
6. Replacement of kitchen fluorescent tubes.
7. Tighten loose doorknobs, faceplates, striker plates and replace doorbells – no repairs.
8. Remove and install window and patio door screens – no repairs.
9. Replacement fluidmasters, ball cocks, or flappers in toilet tanks.
10. Caulking of tubs and other fixtures.
11. Miscellaneous items such as – hanging pictures, installing drapery rods, towel racks, plant hangers/brackets, kitchen drawer adjustment. All items are to be provided by the owner.
12. Install pre-fabricated items such as shelves.
13. Installation of new washers/dryers – not repairs.
14. Replacement of smoke detectors. Replacement items to be supplied by owner.
15. Carpet drying/wet vacuum or cleaning from water overflows.
16. Replace washer hoses and dryer vent hoses.

If it is not clear whether a particular service is to be provided by the In-Unit Service Program, the General Manager is authorized to make such a determination in consultation with the managing agent. The Association will not perform any services for which a license or permit is required.

II. Fee Schedule

Minimum Charge (up to first fifteen minutes)	\$20.00
Each additional ¼ hour	\$10.00
After hours rate per hour (minimum charge one hour) (after hours defined as 3:30 PM – 6:00 AM)	\$55.00

All parts and material costs will be billed 15% over the actual cost paid for by the Association to cover administrative and delivery costs.

MOTION BY: CARMICHAEL
MOTION ADOPTED: X

SECONDED BY: CARUSO
MOTION FAILED: _____

MEMBERS	AYE	NAY	ABSTAIN	ABSENT
BATMAN		X		
BELL			X	
CARMICHAEL	X			
CARUSO	X			
DUNLOP	X			
GORDON	X			
MILLER	X			
SAADAT				X
SIEGEL		X		

ATTEST: _____

DATE: _____