

## QUADNA MOUNTAIN TOWNHOUSE ASSOCIATION

c/o Omega Management, Inc.  
 15350 25th Avenue North #108  
 Plymouth, MN 55447

### MAINTENANCE SERVICE POLICY

In general, the common facilities which are available for use by all of the owners and residents are maintained by the Association at common expense. The individual owner is responsible for maintaining the property within the exterior walls of their townhome. However, some maintenance needs are not clearly defined or are left to the discretion of the Board. In the interest of clarity and fairness, the following maintenance/cost allocation guidelines have been adopted by your Board of Directors.

ITEM:	ASSOCIATION RESPONSIBILITY AS A COMMON EXPENSE:	ASSOCIATION RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
<b>Grounds:</b>			
1.	Landscape features, Lawn, Trees, and Shrubs	Repair and replace. Plant, maintain annual gardens.	Install additional landscaping plants and features only after obtaining written approval from the Association.
2.	Retaining Walls	Repair and replace.	
3.	Driveways, Parking Areas and Private Roads	Repair, resurface and replace. Plow after snowfalls of 2 inches within 24 hour window unless informed of scheduled occupancy. Sand after freezing rains. Repair/replace culverts. Coordinate occasional dust control.	Snow removal underneath and around parked vehicles, and if snowfall less than 1.5 inches.
4.	Sidewalks and Entry Stoops - Concrete and Wood	Repair and replace. Shovel after snowfalls 1.5 inches or more. Sand after freezing rains.	Remove snow from sidewalks and stoops for snowfalls less than 1.5 inches.
5.	Trail	Repair, resurface and replace. Trail is not plowed open.	
6.	Dumpster Enclosures	Repair and replace.	Upon request, make special arrangements for large or unusual quantities of items such as carpet, appliances and furniture.
7.	Maintenance Garage, Shop, Linen Building	Repair and replace.	Help keep clean in a sanitary condition.

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8.	Lampposts	Repair and replace globes, bulbs, photo-electric eye, posts, and underground wiring.		
9.	Landscape Lights	None.		Install only after obtaining written approval from the Association. Repair and replace.

**Amenities:**

1.	Trail	Repair, resurface and replace. Trail is not plowed open.		
2.	Dock	Install in Spring and remove in Fall. Repair and replace.		Follow published and posted rules governing use.
3.	Lakeshore	Clean beach and fish cleaning area as needed.		
4.	Activities Building and Furnishings	Repair and replace.		Leave in clean condition after using.
5.	Cooking Grills, Picnic Tables, lawn benches associated with Activity Building and Lake trail	Repair and replace, store for Winter.		Provide own charcoal and lighter fluid, clean grills after each use. Place grills and picnic tables back in original location if moved.
6.	Swimming Pools	Maintain, repair and replace. Maintain safety and chemical standards per county, state and federal guidelines.		Follow published and posted rules governing use.
7.	Tennis and Basketball Courts, Horseshoe Pits	Maintain, repair and replace.		Follow published and posted rules governing their use.
8.	Firewood Storage	Maintain, keep filled with firewood.		
9.	Seasonal Boat and Trailer Storage Area	Repair and resurface, plow snow.	Seasonal regulations apply.	Use at own risk as Association is not responsible for vandalism or theft.

ITEM:	ASSOCIATION RESPONSIBILITY AS A COMMON EXPENSE:	ASSOCIATION RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
<b>Utilities:</b>			
1.	Private Wells	Repair and replace.	Report problems to Association. Maintain plumbing fixtures so as to avoid waste of water.
2.	Underground Water Lines	Repair and replace from private well to dwelling foundation.	Repair and replace from the foundation in.
3.	Underground Sewer Lines	Repair and replace main sewer line under each building and the line to the City line.	Clear obstructions caused by improper use by the resident. Repair and replace all sewer lines from the plumbing fixtures to the mainline under the building.
4.	Sewage Lift Stations	City is responsible for maintenance.	Call the posted phone number if trouble alarm is activated.
5.	Electrical Transformers	None - maintained by Lake Country Power.	
6.	Underground Electrical Lines	Repair and replace.	Repair and replace from connection at electric meter and into the Unit.
7.	Parking Area Electrical Outlet	Repair and replace.	Electrical cost is billed thru Unit meter.
8.	Propane Tanks	Keep filled, repair and replace. Pay usage for pools and maintenance garage.	Pay charge for gas used when appears on monthly statement. Pre-pay for expected usage in Fall. If notified that pre-paid amount is low, promptly replenish funds.
9.	Underground propane lines, meters	Repair and replace from propane tank and up to and including the meter.	Repair and replace piping valves, disconnects and related devices after the meter and into the Unit.
10.	Cable TV	Provide enhanced basic service through a bulk billing agreement.	Report service problems to SCI Broadband.
11.	Telephone	None.	Report service problems to Centurytel.

ITEM:	ASSOCIATION RESPONSIBILITY AS A COMMON EXPENSE:	ASSOCIATION RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
<b>Townhouse Building Exteriors:</b>			
1.	Foundation Footings, Concrete Block, Wall Framing, Sheathing, and Insulation	None, except for exterior painting.	Repair and replace.
2. *	Unit Entry, Deck and Patio Light Fixtures, Photocells	Repair and replace fixtures installed by developer or Association.	Clean fixtures, change bulbs, maintain wiring and switches.
3.	Patios - Concrete or Wood (also referred to as 'front decks')	None.	Repair and replace. Shovel snow and clean as desired.
4.	Privacy Fences	None.	Repair and replace.
5. *	Roofs, Roof Decking, Gutters and Downspouts	Repair and replace. Clean gutters as needed. Paint as needed. Remove ice dams and snow only if causing leaks into building.	Install gutters and downspouts only after obtaining written approval from the Association.
6.	Roof Trusses, Attic Insulation and Ventilation	Maintain and replace roof vents only to allow for adequate air flow through attic.	Maintain roof trusses and ensure ventilation chutes are open and functional.
7.	Skylights, Tubular Skylights	None.	Repair and replace roof skylight flashings. Install only after obtaining written approval from the Association. Repair and replace.
8. *	Siding, Soffits, Fascia, Shutters and Trim	Paint and caulk, repair and replace.	
9.	Entry Doors, Sidelights	None.	Repair and replace door, frames and glass. Maintain door handles, locks and other hardware in accordance with approved standards. Paint, stain and varnish interior surfaces and related trim.
10.	Storm Doors	None.	Repair and replace doors, except hardware. Repair and replace door hardware in accordance with approved standards.
11.	Windows, Sliding Doors	None.	Replace windows, doors and trim, such as brickmold and kick boards. Repair and replace glass, screens. Paint or stain and varnish interior surfaces and related trim. Maintain locks, rollers and weatherstripping.

ITEM:		ASSOCIATION RESPONSIBILITY AS A COMMON EXPENSE:	ASSOCIATION RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
12.	Rear Decks	None.	Stain/paint deck, repair and replace entire deck and deck assembly, including footings, posts, support beams, joists, floorboards, railings, stairs, spindles, etc.	Clear snow and clean as desired.
13.	Deck Awnings	None.		Install only after obtaining written approval from the Association. Repair, maintain, and replace.
14.	Patio and Deck Screening	Paint exterior wood trim.		Install only after obtaining written approval from the Association. Maintain, repair and replace all interior surfaces as well as window and screens.
15.	PTAC Units	Annual cleaning including sleeve and exterior grill.	Repair and replace.	Maintain all wiring, piping, disconnects and related equipment.
16.	Roof and Wall Vents (bath, dryer, stove, fireplace, combustion air)	Paint, repair and replace external vent housings.		Clean, repair and replace piping from fixture to external vent. Keep dryer lint screen in place to minimize buildup.
17.	Fireplace Flues, Chimneys	Repair and replace exterior of chimney chase, flue caps, screening.		Clean as needed to maintain in safe condition. Repair and replace flue pipe, dampers and other internal components.
18.	Satellite Dishes, Antennas, and related wiring. See Cable TV in Utilities section.	None.	If siding, roof, etc., is damaged due to a satellite dish or antenna blowing off in a storm.	Install in accordance with the Association's published standards. Repair and replace. Remove and reinstall to allow maintenance work by Association.
19.	Faucets	Repair and replace exterior faucets and related piping and valves.		Winterize as needed to avoid freeze up.
20.	Signs, Address Numerals	Repair and replace.		No signs or numerals are allowed other than those installed by the developer or Association.
21.	Party Walls	None.		Maintain, repair and replace. The Unit owners who share the wall will share the expense equally.
22.	Doorbells	None.		Repair and replace per Association standards.

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<b>Townhouse Building Interiors:</b>			
1.	Foundation Footings, Concrete Block, Wall Framing, Sheathing, and Insulation	None.	This is a part of the Unit which is maintained by the individual owner.
2.	Drain Tile	Repair and replace if serves more than one Unit.	Repair and replace drain tile, sump pump and related discharge system, if serves only their unit.
3.	Concrete or Wood Sub-Flooring, Finished Flooring	None.	This is a part of the Unit interior which is maintained by the individual owner.
4.	Wallboard, Paint, Ceiling Texture, Wallcovering, Other Decorating Finishes	None.	All wallboard and decorating is part of the Unit interior and are the owner's responsibility.
5.	Roof Trusses, Decking, Attic Insulation	None.	This is a part of the Unit maintained by the owner.
6.	Utilities (sewer and water, gas, electric, telephone, cable TV)	None.	All pipes and wiring inside the Unit are maintained by the owner.
7.	Fireplace Flues, Chimneys	Inspect and clean all wood burning chimneys and vacuum the interior of the fireplace (spring maintenance).	Repair and replace fireplace/stove and flue. Install only after obtaining written approval from the Association.
8.	Propane Fireplace, Furnace, Heating Ducts, Hot Water Heater, Appliances	None.	These are a part of the Unit interior and are the owner's responsibility.
9.	PTAC Units	Annual cleaning including sleeve and exterior grill.	Repair and replace. Maintain all wiring, piping, disconnects and related equipment.
10.	Plumbing and Electrical Fixtures, Switches, Outlets, etc.	None.	As a part of the Unit interior, these are to be maintained by the owner.
11.	Smoke, Carbon Monoxide Detectors	None.	Maintain and test regularly, change batteries.
12.	Energy Management Program (November - April)	Turn heat on in Units, and buildings 9, 10, 11 basements on November 1. Check heat/water in each Unit weekly, more often in extreme cold. Maintain low temperature warning lights in basements.	Maintain required heat settings, thermostats in winter.

ITEM:		ASSOCIATION RESPONSIBILITY AS A COMMON EXPENSE:	ASSOCIATION RESPONSIBILITY BUT AT OWNER EXPENSE:	HOMEOWNER RESPONSIBILITY:
13.	Fire Extinguishers	Inspect and charge, provided that access is provided on the scheduled service day.		Arrange for necessary servicing if access not provided to Association's contractor.
<b>Miscellaneous:</b>				
1.	Refuse Collection	Contract for once-a-week pickup of household trash and recyclables.	Upon request, make special arrangements for large or unusual quantities of items such as carpet, appliances and furniture.	Place trash and recyclables inside proper containers.
2.	Pest Control	Perform exterior pest eradication when deemed necessary.		Interior eradication.
3.	Pets	None.	Repair of pet damage to lawns and shrubs if owner fails to do so.	Immediate cleanup of feces from grounds.
4.	Insurance	Insure the full replacement cost value of the original real property. Investigate and settle insurance claims.	Repairs to Units - pay deductible amount under Master policy as assigned by the Association.	Carry homeowners insurance (Form HO-6) to cover personal property, improvements and betterments, liability and potential \$10,000 Master Policy deductible. Contact management company to report a loss if believed to exceed Master Policy deductible. (Note: Deductible amount is subject to change.)

The cost of the initial replacement of these items (Townhouse Building Exteriors #2, 5, and 8) will be assessed to the benefitted owner. As of 09/15/12, this applies to only the following units: 315, 316, 351, and 393-410 inclusive.

Any exterior or structural modification made without prior written approval of the Board of Directors will be subject to removal and/or the assessment of fines by the Association.

Damage to the Common Elements or any Unit as a result of the acts or omissions of a Unit Owner or the Association is the responsibility of the person causing the damage, or whose agents or invitees caused the damage.

In special circumstances, the Board of Directors reserves the right to assess solely to the benefitted Unit Owner(s) the cost of maintaining the Common Elements or the Units, as provided in the Declaration.

This Maintenance Service Policy is provided as a convenient, simplified means of communicating some important information to you. It neither affirmatively nor negatively amends or alters the provisions of the Association's Declaration or Bylaws or applicable Minnesota Statutes. In the event of any conflict among the provisions of this Policy and those documents mentioned, the documents shall control.

Effective September 15,