

CLEARWATER HOUSING CO-OPERATIVE

Member Responsibility

- General cleaning and upkeep of unit

Kitchen

Fluorescent tubes and plastic covers

Sink (blockage and scratches, etc.) – water damage due to member neglect

Taps – If loose or leaking – advise Maintenance Committee immediately

Refrigerator (any problems due to abuse)

external surfaces

doors

shelves

drawers

Stove (any problem due to abuse)

external surfaces

burners (from misuse or intense heat from woks, etc.)

pull out drawer (misuse)

oven door (due to abuse)

oven door glass

oven – cleanliness

dials – from misuse or neglect

overhead fan and light – (fire from lack of cleaning)

Linoleum (misuse – burns, gouges) and water damage due to member neglect

Cupboards – knobs, handles, doors

Windows (breakage or mildew caused by cooking or no heat)

Countertops (cutting boards to be used)

Light plates and switches and light fixtures

Kitchen sink (from neglect or misuse)

Walls – general cleanliness and painting

Tap washers

Dishwasher – Member is responsible for complete maintenance, repair and replacement.

BATHROOMS:

Tiles – breakage and mildew (water damage due to member neglect)

Caulking

Shower head

Sink (blockage and scratches, etc.) – water damage due to member neglect

Taps on sinks and tub – if loose or leaking – advise Maintenance Committee immediately

Tub and Surround – blockage, scratches and mildew

Mirrors – scratches and breakage

Cupboards, knobs & Countertops-water damage due to member neglect, damage due to misuse

Light plates and switches

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Members Responsibilities – ctd.,

BATHROOMS: - CTD

Linoleum scratches, gouges and water damage due to member neglect
Toilets – tank breakage, cracks, toilet seats (cracks and misuse due to member neglect)
Walls – general cleanliness and painting
Wooden dowels – Towel bars due to member misuse
Fan – Keep clean and free of cobwebs, vacuum occasionally
Ceiling – mildew and dampness due to member neglect
Doors – due to damage and neglect

BEDROOMS:

Windows – breakage and mildew
Closets – doors, shelves, dowels
Carpets – general cleanliness, misuse, holes, cigarette burns – water damage due to member neglect.
Baseboard heaters – cleanliness – if removed by member then member assumes responsibility of any damage incurred because of such – and will also be responsible for cost of any repairs and replacement.
Thermostat covers
Light globes and fixtures
Doors – due to abuse and members neglect
Walls – cleanliness and painting

LIVING ROOM:

Windows – breakage and mildew – screens - rips and holes
French doors and sliding doors – breakage and mildew
Closets – doors, shelves, doweling and knobs
Carpets – general misuse, holes, cigarette burns – water damage due to member neglect
Floor heat registers

On Move out all carpeted areas are to be professionally cleaned and a copy of the receipt given to the move inspection committee.

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Members Responsibilities - ctd.,

PATIOS

Patios must be swept and kept free of moss and mildew.

HALLWAYS AND STAIRWELLS

Carpets – cleanliness, holes, cigarette burns, water damage due to neglect

On move out all carpeted areas are to be professionally cleaned and a copy of the receipt given to the move out inspection committee.

Light fixtures and globes

Doorbell cover

Door due to abuse or neglect

CARPORTS – FRONT FLOWERBEDS IN FRONT OF UNIT

General cleanliness of carport – carport light bulb should be working

Flowerbeds to be weeded when needed and maintained

IF MEMBER FAILS TO NOTIFY MAINTENANCE COMMITTEE OR BOARD IN WRITING, OF A PROBLEM WITHIN ONE WEEK OF NOTICING IT, THE MEMBER CAN BE HELD RESPONSIBLE FOR COST AND REPAIRS BECAUSE OF THEIR NEGLIGENCE TO NOTIFY ANYONE.

SHOULD A MEMBER DENY ENTRY TO A UNIT FOR ANNUAL UNIT INSPECTION – SHOULD A PROBLEM ARISE THAT COULD HAVE BEEN DETECTED ON THE INSPECTION – THEN THE MEMBER SHALL THEN ASSUME RESPONSIBILITY OF COST INCURRED TO REPAIR DAMAGE, ETC.