

TO: All Colecroft Station Condominium Association Unit Owners

FROM: Diane H. Tschirhart, AMS, PCAM, Community Manager

SUBJECT: Maintaining Individual Units

DATE: July 31, 2008

This is a reminder that unit owners in a condominium association have certain maintenance responsibilities with respect to their individual units.

Each unit owner is responsible for preventive maintenance of the equipment, appliances, and appurtenances in his or her unit. It is strongly suggested that each unit owner hire a trusted mechanical or plumbing company to periodically check and service all plumbing fixtures, shut-off valves, toilet seals, toilet tank parts, washer hoses, HVAC units, etc., and any other items or equipment that may fail and cause water damage to other units or to the common elements when they deteriorate with age. These items include plumbing connections that are not immediately visible to the unit owner because they are located inside cabinets or behind appliances, toilets, bathtubs and showers.

Unit owners are also reminded that it is your responsibility to keep your patios and balconies clean and free of snow, ice, and accumulated water. Please routinely remove cobwebs and dust from walls and ceilings to keep the exteriors of our buildings looking nice.

Penthouse unit owners are reminded that HVAC systems must be left on in the winter to prevent overhead water pipes from freezing and in the summer to prevent overheating and environmental issues.

Please refer to Article 5, Section 5 of your bylaws for more information. You can access the bylaws through our website, www.colecroftstationcondos.com.

Thank you for your efforts to keep Colecroft Station a well-functioning community.