

# Farmington Square Condominiums

## Co-Owner Maintenance Responsibility Checklist

This guide outlines all maintenance items that are the direct responsibility of each co-owner at Farmington Square. Proper upkeep is not just a matter of personal property value and it protects your neighbors, prevents costly water damage, and keeps our community running smoothly. From plumbing and HVAC to appliances and interior finishes, every item in this checklist represents a critical layer of prevention against leaks, shutoffs, and expensive repairs.

# Why Co-Owner Maintenance Matters

In a condominium community, every unit is interconnected. A slow drip beneath a sink, a clogged A/C condensate line, or a deteriorated toilet wax ring can quickly escalate from a minor inconvenience into a building-wide emergency triggering water shutoffs, damage to neighboring units, and costly remediation efforts. The responsibility for preventing these scenarios rests squarely with each your unit to identify and repair.

Farmington Square's governing documents place specific maintenance obligations on unit owners. Staying current with these responsibilities is not optional and failure to maintain co-owner items can result in cost recovery, legal enforcement, and attorney involvement as well as increased dues and assessments for all. This checklist is designed to make compliance straightforward and proactive.

## Protect Your Investment

Routine maintenance preserves unit value and prevents expensive emergency repairs.

## Protect Your Neighbors

Leaks originating in your unit can cause significant damage to units below and beside yours.

## Stay in Compliance

Meeting your obligations avoids enforcement actions, fines, and legal fees.

# Plumbing & Water Systems

## CO-OWNER RESPONSIBILITY

Plumbing is one of the most common sources of condominium water damage — and one of the most preventable. Co-owners are responsible for all plumbing components that serve only their unit, including toilets, sinks, tubs, showers, supply lines, shut-off valves, drain lines, and individual hot water heaters. Regular inspection of these components is essential to catching problems before they become emergencies. If you are interested in getting leak detection sensors at your unit these can save owners a lot of money and alert you when there is issue. Average cost for these sensors can be done for around 150.00. If you need assistance in having a quote for this, please reach out to us.

Pay special attention to toilet wax rings, which should be replaced at the first sign of leakage or any time a toilet is removed and reinstalled. Supply lines to toilets, sinks, dishwashers, and refrigerators should be visually inspected every six months for signs of wear, bulging, corrosion, or moisture at connections. Shut-off valves should be exercised periodically to ensure they remain functional in an emergency.

### Toilets

- Inspect for leaks, loose bases, or rocking
- Replace wax rings at first sign of leakage
- Check flush mechanisms and internal components

### Supply Lines & Valves

- Inspect all supply lines every 6 months
- Check washers, seals, and fittings for wear
- Test and exercise shut-off valves regularly

### Sinks, Tubs & Showers

- Address dripping faucets immediately
- Clear slow drains before they back up
- Inspect connections for looseness or deterioration

### Water Heaters

- Service or replace individual units as needed
- Inspect and test pressure relief valves annually
- Promptly repair any water damage from leaks

# HVAC & Air Conditioning Maintenance

## CO-OWNER RESPONSIBILITY

- ⚠ Many building leaks originate from clogged A/C condensate drain lines. This is one of the most preventable and most frequently overlooked maintenance items in condominium living.

Air conditioning systems produce condensation as a natural byproduct of cooling. That condensation must drain properly through the condensate line and when those lines clog with algae, debris, or sediment, water backs up and overflows, often directly into walls, ceilings, or the unit below. Co-owners are required to inspect A/C condensate drain lines at least twice per year, specifically in spring before cooling season begins and again in the fall.

Beyond the drain lines, all A/C and furnace equipment serving only your unit is your responsibility. Filters should be replaced every one to three months depending on usage and household conditions. Annual professional inspections by a licensed HVAC technician are strongly recommended and, in some cases, required under the condominium documents. Never ignore moisture, dripping, or water stains near HVAC equipment and these are early warning signs that demand immediate attention.

### Required – Twice Per Year

- Inspect A/C condensate drain lines
- Confirm lines are clear, connected, and draining freely
- Check for water pooling, rust, or corrosion around equipment

### Best Practice Recommendations

- Flush condensate lines annually
- Install a condensate safety switch if not present
- Replace filters every 1–3 months
- Schedule annual licensed HVAC professional inspection
- Never ignore moisture or water stains near HVAC equipment

# Appliances & Equipment

## CO-OWNER RESPONSIBILITY

Every appliance connected to a water supply line inside your unit is your responsibility to maintain and monitor. Dishwashers, garbage disposals, washing machines, and refrigerators with ice makers or water dispensers all present potential leak risks — particularly as their supply hoses age and degrade. A burst washing machine hose is one of the most common and most damaging sources of water loss in residential buildings.

Co-owners should inspect all appliance supply hoses at least once per year. Rubber hoses, in particular, should be replaced with braided stainless steel lines whenever possible — these are significantly more resistant to sudden failure and can prevent catastrophic flooding. Any appliance exhibiting leaks, unusual vibration, or strange noises should be addressed immediately, not deferred. The cost of proactive replacement is a fraction of the cost of water remediation for multiple units.



### Dishwashers

Inspect door gaskets and supply lines regularly. Check for pooling water beneath the unit after each cycle.



### Refrigerators

Inspect water supply lines to ice makers and dispensers annually. Check for kinks, cracks, or moisture.



### Washing Machines

Replace rubber supply hoses with braided stainless steel. Never leave running while away from home.



### Garbage Disposals

Inspect connections beneath the sink regularly. Address leaks at the flange or discharge immediately.

# Interior Unit Components

## CO-OWNER RESPONSIBILITY

Co-owners are responsible for maintaining all interior finishes and structural components that exist within the boundaries of their unit. This includes flooring of all types — carpet, hardwood, tile, and vinyl — as well as wall coverings, paint, ceiling paint, and all cabinet and countertop surfaces. While these items may seem primarily cosmetic, neglecting them can lead to conditions that accelerate moisture damage or mask underlying problems.

One of the most critical — and most frequently neglected — interior maintenance tasks is maintaining proper caulking and waterproof seals around wet areas. The caulk and grout around tubs, showers, toilets, and sinks acts as the primary barrier between water and the structural components beneath. When caulking cracks, gaps, or separates, water infiltrates behind tile, under flooring, and into subfloor assemblies, causing extensive damage that may not be visible until it has progressed significantly. All co-owners should inspect and re-caulk wet areas at least once per year.

## Interior Finishes — Your Responsibility

- Cabinets and countertops
- Flooring — carpet, hardwood, tile, vinyl
- Wall coverings and paint
- Ceiling paint and finishes
- Balconies must be maintained and can also cause leak unto lower unit. Please make sure your balcony is inspected and is structurally sound and not causing water intrusions.

## Address Promptly

- Cracks, gaps, or deterioration in any surface
- Staining or discoloration suggesting moisture
- Soft spots in flooring near wet areas

## Caulking & Waterproof Seals

Inspect and maintain all caulk and seals around:

- Tubs and shower surrounds
- Toilet bases
- Sink edges and backsplashes

Re-caulk at least annually or immediately when cracking, gaps, or separation are observed.

# Doors, Windows & Limited Common Elements

## CO-OWNER RESPONSIBILITY

Limited common elements — those areas that serve only your unit exclusively, such as your balcony, patio, and doorwalls — are your responsibility to maintain, even though they are technically common property. This distinction is a source of frequent confusion among co-owners: just because an element is outside the walls of your unit does not automatically make it association responsibility. Refer to your condominium documents and contact management with any questions about specific items.

Doorwalls (sliding glass doors) are a particularly important area of attention. Over time, the seals, tracks, and weatherstripping on doorwalls degrade, allowing moisture to penetrate into the unit — often without obvious symptoms until significant damage has accumulated. Co-owners should inspect doorwalls and windows seasonally, ensuring they close and seal completely, that no moisture or water staining is visible around frames, and that all hardware is functioning correctly. Balconies and patios should be kept clear of debris that could block drainage and cause standing water.

### Interior Doors & Hardware

Maintain all interior doors, hinges, locks, and hardware. Ensure proper operation and address any damage promptly.

### Doorwalls & Windows

Inspect seals, weatherstripping, and frames seasonally. Ensure no water intrusion or moisture penetration is occurring around any framing.

### Balconies & Patios

Keep surfaces clear of debris and standing water. Inspect surface materials, railings, and drainage annually.

# Electrical, Gas & Utilities Within the Unit

## CO-OWNER RESPONSIBILITY

All electrical fixtures, outlets, switches, and wiring that serve exclusively your unit are your responsibility to maintain and keep in safe working order. This includes lighting fixtures, ceiling fans, and any electrical components installed within the unit boundaries. If you observe flickering lights, tripped breakers that recur frequently, outlets that are warm to the touch, or any signs of electrical malfunction, contact a licensed electrician promptly — do not defer electrical issues.

Similarly, individual gas fixtures serving your unit — including gas ranges, dryers, and fireplaces — must be maintained by the co-owner. If you ever detect the odor of gas, leave the unit immediately and contact your gas utility provider from outside the building. Safety devices are a non-negotiable maintenance responsibility: smoke alarms must be tested monthly and have batteries replaced at least annually. Carbon monoxide detectors, where required by local code, must be maintained in the same manner.

### Electrical Fixtures

Maintain all lighting, outlets, switches, and wiring within unit boundaries. Address malfunctions with a licensed electrician promptly.

### Gas Fixtures

Maintain individual gas appliances and connections. Report any gas odor by evacuating immediately and calling the utility provider.

### Safety Devices

Test smoke alarms monthly.  
Replace batteries annually.  
Maintain CO detectors per local code requirements.

# Landlord & Rental Unit Requirements

## IF YOU RENT YOUR UNIT

Co-owners who lease their units to tenants carry additional responsibilities under both the condominium documents and applicable local ordinances. As an owner-landlord, you remain fully responsible for all maintenance obligations outlined in this checklist — tenancy does not transfer those obligations to your tenant. You are also responsible for ensuring your unit meets all applicable local housing codes, including maintaining a current City rental inspection certification on file with management.

Communication and documentation are essential when operating a rental unit within a condominium community. Your tenants must know how to report leaks and maintenance issues immediately — and they must have the correct contact information for both you and property management. A delayed leak report from a tenant who didn't know who to call can result in thousands of dollars in damage and legal liability. Provide your tenants with written instructions at move-in, and schedule regular preventative inspections of plumbing and HVAC systems even when no issues have been reported.

### → **Maintain City Rental Inspection Certification**

Keep certification current and ensure documentation is on file with the management office at all times.

### → **Educate Tenants on Leak Reporting**

Provide written instructions at move-in directing tenants to report leaks immediately and contact management if you are unreachable.

### → **Keep Contact Information Current**

Ensure management always has up-to-date owner and tenant contact information, including emergency numbers.

### → **Schedule Preventative Inspections**

Proactively inspect plumbing and HVAC in rental units regularly — don't rely on tenants to identify problems before they become emergencies.

# Recommended Inspection Schedule

Consistent, scheduled maintenance is the most effective way to prevent leaks, avoid costly repairs, and fulfill your obligations as a co-owner at Armington Square. Use the schedule below as your baseline maintenance calendar. Set calendar reminders, hire a licensed professional where noted, and document your inspections for your own records. In the event of a dispute over responsibility for damage, documented maintenance history is your strongest protection.

Maintenance Item	Frequency	Notes
Plumbing fixtures & supply lines	Every 6 months	Visual inspection
A/C condensate drain lines	Spring & Fall	Flush annually
HVAC professional inspection	Annually	Licensed technician
Water heater inspection	Annually	Include pressure relief valve
Caulking & waterproof seals	Annually	Re-caulk as needed
Appliance supply hoses	Annually	Replace rubber with braided steel
Smoke alarms & CO detectors	Monthly test / Annual battery	Per local code
Doorwalls & window seals	Seasonally	Check weatherstripping
Balconies & patios	Annually	Inspect drainage and surfaces

⊗ Leaks must be reported immediately, even if the source is unclear. Failure to maintain co-owner responsible items may result in cost recovery, legal enforcement, and attorney involvement. Preventative maintenance protects your unit and your neighbors.

Questions about specific maintenance responsibilities or to report a maintenance emergency, contact the Armington Square management office. We are here to help our community stay safe, well-maintained, and a great place to live.