

Wendover Dunes HPR Architectural Request Application

Unit # _____

Owner Name: _____

Unit Modification Details (please be specific): _____

Anticipated Start Date: _____

Anticipated Finish Date: _____

Town Permit Required? Yes _____ No _____

If yes, please provide a copy as supplemental information to this application

If utilizing a contractor, please supply their contact information below:

Company Name: _____

Contact Person Name: _____

Cell Phone: _____ Email: _____

Please provide copies of any contracts and photos of products/colors/samples affiliated with this modification request as a supplement to this application.

**WENDOVER DUNES CONDOMINIUM ASSOCIATION
MAINTENANCE MATRIX**

I understand submission of this application is not an approval from the Wendover Dunes Horizontal Property Regime Board of Directors. Any changes to an approved modification request must be applied for and are subject to the approval process. An application is not approved unless signed by both parties.

If approved, please keep this signed document in your permanent records.

Owner Signature: _____ Date: _____

Wendover Dunes BOD President and/or Management Representative.

Approval Signature: _____ Date: _____

WENDOVER DUNES CONDOMINIUM ASSOCIATION MAINTENANCE MATRIX

The maintenance, repair, and replacement policies at Wendover Dunes HPR Condominium Association can be confusing. The responsibilities belong to either the Association or the Owner. To assist in the determination of responsibility for various maintenance items, a matrix has been prepared. Some general statements about policies are as follows:

1. Responsibilities for maintenance, repair, and replacement are defined by the recorded Master Deed and By-laws for the condominium association with subsequent interpretation and policy established by the Board of Directors as appropriate.
2. Performance of the maintenance, repair and replacement of the Association is the responsibility of the Board of Directors and may be delegated to the Association's Management Agent.
3. In general, the condominium association is responsible for maintenance, repair, and replacement of the General Common Elements including land, roads, sidewalks, utility networks (electrical, plumbing) up to the point of unit connection, foundations, outside perimeter walls, and roofs.
4. In general, the Co-owners are responsible for maintenance, repair, and replacement of items within the inside of the perimeter walls and beyond interior utility network connection points including many of the Limited Common Elements or those items reserved only for each individual unit owners' use such as fixtures.
5. In general, the Co-owners are responsible for maintenance, repair, and replacement of all items that are damaged by themselves, guests, and or invitees regardless of normal maintenance responsibility.
6. The priority, timing, method, financing, degree, and type of maintenance, repair, and replacement for the association is up to the reasonable discretion of the Board of Directors. The costs are ultimately assessed to all Co-owners through the association fees.
7. Modification or alteration requires approval of the Board of Directors. Please submit all modification requests to the Board before commencing work.
8. These statements and the attached matrix serve only as guidelines, and if any items are in conflict with the recorded Master Deed and By-laws, then the recorded documents will prevail.

**WENDOVER DUNES CONDOMINIUM ASSOCIATION
MAINTENANCE MATRIX**

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Air Conditioner		X	Includes shared storage unit A/C systems
Compressor		X	
Fan		X	
Animal Removal from Unit	X		
Appliances			
Dishwasher		X	
Stove		X	
Refrigerator		X	
Washer/Dryer		X	
Doors, Exterior			
Knobs/Lock Mechanism		X	
Frame		X	
Inside Surface		X	
Lockouts		X	
Threshold		X	
Outside Surface		X	EXCEPT ON PROJECT WIDE PAINTING REQUIRES ARB APPROVAL
Storm Doors			
Shed Doors		X	
Doors, Interior		X	
Electrical		X	
Bulbs		X	
Circuit Breakers/Box		X	
Doorbells		X	
Fixtures-Interior		X	
Porch Lights		X	
Outlets & Switches, Interior		X	
Outlets, Exterior		X	
Security Lights	X		
Floors			
Coverings		X	
Subfloor		X	
Garages			
Floors	X		
Main Drains	X		
Paint	X		
Walls	X		
Insect Infestation	X		
Lawn & Grounds	X		
Common Areas	X		
Tree, Shrub Trimming	X		
Dumpster Enclosure	X		
Plumbing			
Disposal		X	
Drain Clogging		X	
Leaks-Faucet, Fixture		X	
Leaks-Inside Walls	X		
Malfunction-Fixture		X	
Malfunction-Pipe	X		
Outside Faucet	X		
Sewer Backup	X		Main only
Sewer Backup Damage	X		
Sump Pump			N/A
Toilet		X	
Underground Pipes	X		

**WENDOVER DUNES CONDOMINIUM ASSOCIATION
MAINTENANCE MATRIX**

Water Meter/Bills	X		
ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Porch			
Light Fixture		X	
Painting		X	Ceiling and flooring
Railing	X		
Repairs	X		
Screens		X	Must be kept in good condition
Roof & Downspouts	X		
Sidewalks	X		
Smoke Detectors		X	Batteries must be in working condition
Sprinkler System	X		Annually inspected
Storage Unit		X	Deeded with unit
Television Cable		X	
Walls			
Exterior	X		
Interior		X	
Drywall Cracks		X	
Nail pops		X	
Paint/ Wallpaper		X	
Structural Failure	X		
Surfaces		X	
Windows and Doorwalls			
Broken Glass		X	
Caulking-exterior		X	
Handles & Locks		X	
Frame		X	
Painting		X	Must be same color as existing
Screens		X	
Seals Defective-Fog		X	
Sills		X	
Weather Stripping		X	
Water Heaters		X	Must replace every 10 years