

## **Oakwood Lane Condominium Heating Policy Updated May 17, 2018**

**Dirigo Management Contact Information – our manager is Paula Beyer. She can be reached by email at [PaulaB@dirigomgmt.com](mailto:PaulaB@dirigomgmt.com), or by phone at 207-871-1080.**

**Unoccupied Units: Management must be notified if a unit will be empty for 2 weeks or more from November 1 – April 30.**

To help prevent burst water pipes during the above time period, all owners must:

1. Keep heat on and maintained at a minimum of 60 Degrees.
2. Have all cabinets (with pipes running through) doors open to allow heat to enter (kitchen and bathrooms).
3. Arrange to have the unit checked at **least** weekly and during times of extended cold weather. Caretaker should look for any potential problems, such as leaks or moisture issues.
4. Check doors and windows for drafts and take appropriate measures to seal them.
5. Install a low temperature “Window Watchman” light in the unit so it is visible to passersby’s.
6. Dehumidifiers are required in all crawlspaces and are unit owner responsibility.
7. **If the unit is going to be vacant for two weeks or more during November 1 thru April 30, there are two options:**
  - a) Shut off the main water supply line to the unit and drain the pipes by running the faucets. Maintain the heat in the unit to at least 60 degrees as there may still be water in the pipes and fixtures. It is also a good idea to drain the hot water heater in the crawl space.
  - b) Fully winterize the unit (Fully shut down the heat and water from the outside). This process must be completed by a licensed plumber. Dirigo Management must be notified and supplied with a copy of the invoice from the plumber.

The Board of Directors will instruct the Property Manager to monitor and inspect all units at intervals as may be necessary to ensure compliance with this Policy, including entering units and adjusting thermostats as necessary. Fines for violations shall be imposed upon Unit Owners as follows:

First Violation	\$100
Second Violation	\$250
Third Violation	\$500
Fourth Violation	\$1000
Fifth Violation	\$5000

In addition, the Board may also fine a Unit Owner, over and above the amounts set out above, an amount equal to the costs of repairing all damages caused by any violation of this Policy or for any negligence (as determined by the Board) by a Unit Owner that causes pipes to burst or water to leak, whether that damage is caused to common areas or common elements of the condominium, or caused to other units within the condominium, including damage to personal property, fixtures, buildings or real estate. Fines will be imposed against the Unit Owner and prior violations will accrue until the unit is conveyed to a new owner for full value. The Board may use such fines to pay or reimburse for the costs of all or any such repairs, including repairs to individual units.

The Property Manager/Association shall not be under any obligation or liability to ensure the efficiency of the Low Temperature Alarms or the level of the heat in the unit, nor shall the Property Manager/Association be held liable for damage to individual units or common areas or elements, it being understood and recognized by the Unit Owners and Association that the Property Manager is acting as the agent for the Association.

**OAKWOOD LANE CONDOMINIUM ASSOCIATION**  
**SNOW PLOW/REMOVAL POLICY**  
**Updated – May 17, 2018**

The following policy was developed for all unit owners and tenants to help our contractors perform their duties. In addition, driveways and walks must be treated to lessen the possibility of injuries and insurance claims. Any time a claim is made, our insurance premiums go up, affecting all owners.

Be aware of possible storms in the forecast.

Use your garage for storage of your vehicles. Units with multiple vehicles must be aware of when the contractor is on the property and move the vehicle(s) so that the entire driveway can be plowed and treated. Parking on the lawn is not permitted.

No overnight parking on the road during storms is allowed per the town Snow Emergency Parking Bans.

Owners or tenants are responsible for moving of cars during a storm. If the contractor has to make a special return trip to plow and treat the driveway, a minimum of \$100.00 will be billed to the owner.

- A. A system of penalties has been established to address individuals who violate these rules. The board has no intent to restrict unit owners' rights to reasonable and unrestricted use of their property or privileges of ownership.
- B. Fines will be imposed for violations of the rules according to the following schedule:
  - i. 1<sup>st</sup> violation: owner will receive a friendly reminder in writing requesting compliance within 5 days. If the offense is not corrected, a fine of \$50.00 per day will be imposed until the violation is corrected.
  - ii. If the violation is repeated: a fine of \$100.00 per day will be imposed until the violation is corrected.
  - iii. The violator may request a hearing with ten (10) days after imposition of the fine. The request must be made in writing and be addressed to the Board of Directors. The violator will be afforded a reasonable opportunity to be heard and may present his/her case to the Board, and the Board will decide, based on the available information regarding the alleged violation, whether or not any fines and/or penalties should be lifted. The hearing shall be held in executive session (that is, a closed session) of the Board.
  - iv. If the violator is not a unit owner, the violation will be addressed with the unit owner. Owners are responsible for the actions of their tenants and for providing their tenants with a copy of all fines and the removal of all violations.
  - v. Unpaid fines will result in a lien against the owner's property.

**\*\* Please also see Heating Policy and Snow Parking Policy\*\***

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