



Crestwood Village Co-op Four, Inc.

15-E Moccasin Drive Whiting, NJ 08759 (732)-350-0230

Member Maintenance Responsibilities

Maintenance and Repairs related to the items listed below are the Member's Sole Responsibility – Member is responsible for maintenance of the Building Interior and all prior Additions and Alterations to Unit and Grounds by any Member. Approval must be obtained from the Board of Trustees prior to all modifications.**

- Air-Conditioning Systems - Thru-the-wall and Central*
- Appliances – all Major Appliances*
- Attic Stairs and Stair Covers*
- Attic Vent Fans*
- Awnings and Canopies*
- Bath Fixtures - Tubs, Tile and Grouting
- Blown-in attic insulation (may obstruct ventilation)*
- Bushes, Shrubs and Plantings by Member or Prior Member
- Clean up of Tree Debris
- Cabinets and Counter Tops
- Crawl Space Entrance Screens/Doors
- Doors - all Interior, Entrance, Storm & Sliding Glass Doors*
- Electrical All Interior Electrical*
- Electrical Minor and Major Repairs *may require Township Permit*
- Extermination of ants, roaches, mice, rats, squirrels, etc.
- Fire Extinguisher (Type 2A10BC)
- Flooring - Hardwood, Carpet, Vinyl and Ceramic
- Garage Doors and Electric Garage Door Openers*
- Guard Rails, Hand Rails, and Stair Railings*
- Handicap Access Ramps*
- Heating Systems*
- Hot Water Heaters and Timers*
- Lawn Decorations
- Lawn Seeding
- Lawn Sprinkler Systems*
- Mailbox Nameplates (Unit # is required, name is optional per USPS)

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Member Maintenance Responsibilities (Continued)

Negligent Damage to Unit Interior or Exterior
Ornamental Figures, Posts*, Bird Baths etc.
Painting Interior & Settlement Cracks
Patios*
Patio Roofs and Enclosures, 3 & 4 Season Rooms*
Plumbing – All Interior Plumbing
Plumbing – Minor and Major Repairs *may require Township Permit*
Satellite Dishes*
Shutters*
Siding Damage caused by Member/Bushes etc.
Skylights (solar/tubular)*
Solar Lights
Sprinkler Heads*
Stove Anti-Tip Device
Temporary Canopies* (See Rules & Regs 3.13)
Tool Bins (See Rules & Regs 3.6)
Trees Planted by any Member*
Walkways and Concrete Slabs added by any Member*
Walls & Sheetrock Repair/Replacement*
Washing Machine Hoses
Window Treatments
Windows - Replacement Windows*

*** New or Replacement may require an Application for Architectural Modification (AAM)**

****If a Member fails to maintain the Unit interior in proper repair the Co-op By-Laws authorize the Board of Trustees to serve the Member written Notice regarding needed repairs, and in the event repairs are not made within 10 days of such Notice, to enter the Unit, make repairs and assess the Member's Account for the cost of such repairs.**