

ELLINGTON CONDOMINIUM ASSOCIATION

Maintenance Fee Policy

1. Maintenance repairs may be performed in a unit for a charge during normal business hours and based upon availability of the Maintenance Superintendent.
2. Maintenance requests must be made through the Property Manager and only by the unit owners. Requests from those who rent their units will not be accepted.
3. A release form to have maintenance work performed in a unit must be on file in the Management office prior to any work commencing.
4. The charge for maintenance labor will be \$25 per half-hour of work performed with a half-hour minimum. In addition to the labor charge, any parts or supplies used will be billed at the Associations' cost¹.
5. An invoice will be generated once the work is completed and will be posted to the unit owner's account. All payments must be in the form of a check made out to the Ellington Condominium Association and must be paid within 30 days of receipt of invoice.
6. Acceptable repairs include: minor electric (check circuit breakers, move outlets, trouble-shoot electrical problems), minor plumbing (sluggish drains, dripping faucets, toilet flushing problems, painting (touch up only), or trouble shooting appliance problems.

¹ Subject to Change