

CHERRY RIDGE CONDOMINIUM ASSOCIATION, INC.
POLICY RESOLUTION NO. _____
PERTAINING TO MAINTENANCE AND REPAIR RESPONSIBILITIES

THIS RESOLUTION (the "Resolution") is made on this 31ST day of August 2017, by Cherry Ridge Condominium Association, Inc. (the "Association"), by and through its Board of Trustees (the "Board"), having an address in the care of Cambridge Property Management Services, 2584 Highway 9, Howell, New Jersey 07731 (hereinafter referred to as the "Association"); and

WHEREAS, the Association was created by, among other documents, the Master Deed (the "Master Deed") with attached Bylaws (the "Bylaws"), as may be amended from time to time, recorded in the Office of the Morris County Clerk on **March 23, 2005, in Deed Book 6293, Page 95, et seq.**; and

WHEREAS, the Association's Bylaws, Article VI, Section 6.01, provides that "[t]he affairs of the Condominium Association shall be managed by the Board of Trustees..."; and

WHEREAS, Master Deed, Article II, Section 2.04 provides a description of the individual Units; and

WHEREAS, Master Deed, Article II, Section 2.05 provides a description of the Common Elements; and

WHEREAS, Master Deed, Article II, Section 2.06 provides a description of the Limited Common Elements; and

WHEREAS, Master Deed, Section 15 outlines the maintenance, repair and replacement responsibilities for unit owners and the Association; and

WHEREAS, the Board has determined that it is in the best interest of the Association to provide a Responsibility Chart, outlining more specifically the items for which the Association and/or the Unit Owner is responsible to repair, replace and maintain be adopted and enforced;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Responsibility Chart attached hereto as Exhibit A is hereby adopted.
2. The Responsibility Chart is not exhaustive. In the event that a specific item and/or situation is not

fully covered by the Responsibility Chart, the Board shall determine responsibility.

3. Notwithstanding any provision herein, the Association may exercise any and all rights and remedies available to it at law, in equity and/or pursuant to its Master Deed and Bylaws.
4. Should any provision herein be determined to be invalid, the remaining provisions herein shall remain in full force and effect.
5. Any provision contained within any previously adopted resolution of the Association, which conflicts with any provisions set forth herein, shall be deemed void and the provision contained herein shall govern.

EXHIBIT A: RESPONSIBILITY CHART

| <i>ITEM</i> | <i>RESPONSIBILITY</i> | | <i>REFERENCE</i> |
|---------------------------------|-----------------------|-------------------|--|
| | <i>ASSOCIATION</i> | <i>UNIT OWNER</i> | |
| CHIMNEY | | | |
| Ash Box | | X | Master Deed, Article II, Section 2.04 |
| Chimney Cap | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Chimney Cleaning | | X | Master Deed, Article II, Section 2.04 |
| Chimney Flue | | X | Master Deed, Article II, Section 2.04 |
| Chimney Cricket | X | | Master Deed, Article II, Section 2.05; |
| Chimney Chase | X | | Master Deed, Article XII, Section 12.06(C) |
| CONCRETE | | | |
| Common Sidewalk / Walkway | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Common Curbing | X | | |
| Entrance Walk Handrails | X | | Master Deed, Article II, Section 2.06 – to the extent that there is direct access to a Unit; Master Deed, Article XII, Section 12.06(C) |
| Entrance Landing / Steps | X | | |
| Entrance Walk | X | | |
| Stairs | X | | |
| | | | |
| PATIOS | | | |
| Concrete Patio | X | | Master Deed, Article II, Section 2.06; |
| Patio Steps | X | | Master Deed, Article V, Section 5.06(G); Master Deed, Article XII, Section 12.06(C) |
| DECK | | | |
| Steps | X | | Master Deed, Article II, Section 2.06; Master Deed, Article V, Section 5.06(G); Master Deed, Article XII, Section 12.06(C) |
| Stairs | X | | |
| Wood Deck | X | | |
| Wood Deck Handrails | X | | |
| Wood Deck Staining | X | | |
| Wood Deck Replacement | X | | |
| Support Columns | X | | |
| Deck / Patio Modifications | | X | |
| DOORS | | | |
| Doorbell | | X | Master Deed, Article II, Section 2.04 |
| Doors (front, rear, side, etc.) | | X | |
| Door Kick Plate | | X | |
| Door Hardware | | X | |
| Door Threshold / Jamb | | X | |
| Door Trim | | X | |
| Door Painting | | X | |
| Door Replacement | | X | |
| Garage Door | | X | |

| ITEM | RESPONSIBILITY | | REFERENCE |
|-----------------------------------|----------------|------------|--|
| | ASSOCIATION | UNIT OWNER | |
| Garage Door Painting | | X | Master Deed, Article II, Section 2.04 |
| Garage Door Hardware / Opener | | X | |
| Garage Door Weather Stripping | | X | |
| Garage Door Replacement | | X | |
| Screen Door | | X | |
| Sliding Glass Door | | X | |
| Sliding Glass Door Hardware | | X | |
| Sliding Glass Door Glass | | X | |
| Sliding Glass Door Sill | | X | |
| DRIVEWAY | | | |
| Driveway | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Apron | X | | |
| DUMPSTERS | | | |
| Enclosures | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Concrete Pads | X | | |
| ELECTRICAL | | | |
| Meter Panel | | X | Master Deed, Article II, Section 2.04 |
| Circuit Box | | X | |
| Circuit Breakers | | X | |
| Exterior Switches | | X | |
| Exterior Outlets | | X | |
| Exterior Building Light Fixtures | | X | |
| Street Lights | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| EXTERMINATING | | | |
| Building / Unit Interior | | X | Master Deed, Article II, Section 2.04 |
| Building / Unit Exterior | X | | Master Deed, Article II, Section 2.05; |
| Common Ground | X | | Master Deed, Article XII, Section 12.06(C) |
| GUTTERS | | | |
| Downspouts | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Leaders | X | | |
| Splash Blocks | X | | |
| HEATING / AIR CONDITIONING | | | |
| Furnace | | X | Master Deed, Article II, Section 2.04 |
| Heat Pump / Boiler | | X | |
| Duct Work | | X | |
| Furnace Vent | | X | |

| ITEM | RESPONSIBILITY | | REFERENCE |
|--|----------------|------------|--|
| | ASSOCIATION | UNIT OWNER | |
| Thermostat | | X | Master Deed, Article II, Section 2.04 |
| Condensing Unit | | X | |
| Compressor | | X | |
| IRRIGATION / LANDSCAPING | | | |
| Sprinkler Heads | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Grass Mowing | X | | |
| Weeding – Common Areas Only | X | | |
| Pruning Trees / Shrubs – Common Areas Only | X | | |
| Fertilization – Common Areas Only | X | | |
| Insect Control – Common Areas Only | X | | |
| Mulching – Common Areas Only | X | | |
| Edging | X | | |
| PLUMBING | | | |
| Water Service To Unit | | X | Master Deed, Article II, Section 2.04 |
| Water Service From Unit To Main | | X | |
| Hot Water Heater | | X | |
| Faucets | | X | |
| Fixtures | | X | |
| Dishwasher | | X | |
| Washing Machine | | X | |
| Water Hookups | | X | |
| Sink | | X | |
| Shower | | X | |
| Bathtub | | X | |
| Toilet | | X | |
| Hose Bib | | X | |
| Sewer Main | X | | Master Deed, Article II, Section 2.05 |
| Sewer Interior | | X | Master Deed, Article II, Section 2.04 |
| Plumbing Existing for Common Use | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| ROADWAYS / PARKING LOTS | | | |
| Parking | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Asphalt Repair | X | | |
| Line or Number Striping | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Seal Coating | X | | |
| Resurfacing | X | | |

| <i>ITEM</i> | <i>RESPONSIBILITY</i> | | <i>REFERENCE</i> |
|-----------------------------|-----------------------|-------------------|--|
| | <i>ASSOCIATION</i> | <i>UNIT OWNER</i> | |
| Curbing | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Street Signs | X | | |
| ROOFS | | | |
| Chimney Exterior | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Flashing | X | | |
| Other Vent (i.e. Dryer) | | X | Master Deed, Article II, Section 2.04 |
| Plumbing Vent | | X | |
| Ridge Vent | | X | |
| Shingles | X | | Master Deed, Article II, Section 2.05 |
| SIDING | | | |
| Siding | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| SNOW REMOVAL | | | |
| Front Porches / Stoops | X | | Master Deed, Article XII, Section 12.06(A) |
| Entrance Walks | X | | |
| Common Sidewalks | X | | |
| Parking Lots | X | | |
| Roadways | X | | |
| TRASH REMOVAL | | | |
| Curbside | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Dumpsters | X | | |
| Enclosure Fence Maintenance | X | | |
| TRIM / SHUTTERS | | | |
| Rake Line | X | | Master Deed, Article II, Section 2.05; Master Deed, Article XII, Section 12.06(C) |
| Gable Line | X | | |
| Building Corning | X | | |
| Fascia | X | | |
| Aluminum Wrap | X | | |
| WINDOWS | | | |
| Screens | | X | Master Deed, Article II, Section 2.04 |
| Storms | | X | |
| Sash | | X | |
| Glass Panes | | X | |
| Weather Stripping | | X | |
| Caulking | | X | |
| Clips | | X | |
| Thermal Glass | | X | |
| Locks | | X | |
| Replacement | | X | |
| Trim | | X | |

| <i>ITEM</i> | <i>RESPONSIBILITY</i> | | <i>REFERENCE</i> |
|----------------------|-----------------------|-------------------|---------------------------------------|
| | <i>ASSOCIATION</i> | <i>UNIT OWNER</i> | |
| Seal | | X | Master Deed, Article II, Section 2.04 |
| Frame | | X | |
| MISCELLANEOUS | | | |
| Smoke Detectors | | X | Master Deed, Article II, Section 2.04 |
| Humidifiers | | X | |


CHERRY RIDGE CONDOMINIUM ASSOCIATION, INC.

Resolution Type: Policy No.

Regarding: Responsibility Chart

Duly adopted at a meeting of the Board of Trustees of Cherry Ridge Condominium Association, Inc. held this 31ST day of August, 2017.

| <u>Officer</u> | <u>Vote:</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> | <u>ABSENT</u> |
|--|--------------|------------|-----------|----------------|---------------|
| <u>Rosemarie Sullivan</u> ^{President} , Trustee | | ✓ | — | — | — |
| <u>Paul Gelfond</u> ^{vice President} , Trustee | | ✓ | — | — | — |
| <u>Diane L. Maron</u> , Trustee | | ✓ | — | — | — |
| <u>Karen Christmas</u> , Trustee | | ✓ | — | — | — |
| _____, Trustee | | — | — | — | — |

Attest:

 _____, Secretary

9/21/17

 Date

File:

Book of Minutes -
 Book of Resolutions:

| | <u>Book No.</u> | <u>Page No.</u> |
|----------------|-----------------|-----------------|
| Policy | _____ | _____ |
| Administrative | _____ | _____ |
| Special | _____ | _____ |
| General | _____ | _____ |

Resolution Effective: IMMEDIATELY

NOW THEREFORE, Karenne Sullivan, the President of Cherry Ridge Condominium Association, Inc., based on the authority granted by the Association's By-laws, Master Deed, and the Board of Trustees vote reflected above, hereby submits this resolution for recordation in the Morris County Clerk's Office.

CHERRY RIDGE CONDOMINIUM
ASSOCIATION, INC.
[Signature], President

CORPORATE ACKNOWLEDGMENT

STATE OF NEW JERSEY)
) SS.
COUNTY OF MORRIS)

On the 31st day of August, 2017, Karenne Sullivan, personally appeared before me and this person acknowledged under oath, to my satisfaction, that:

- (a) this person signed and delivered the foregoing document as the President of Cherry Ridge Condominium Association, Inc., (the "Association") and
- (b) this document was signed and delivered by the Association as its voluntary act and deed by virtue of authority from its Board of Trustees.

Signed and sworn to before me on
Aug - 31st, 2017.

[Signature]
Patrise Karen Danzi
Notary Public of New Jersey
Commission Expires Dec., 4, 2019
NOTARY PUBLIC OF
NEW JERSEY

**RECORD AND RETURN TO:
MCGOVERN LEGAL SERVICES, LLC
P.O. BOX 1111
NEW BRUNSWICK, NJ 08903-1111**