

January 18, 2012

**MYRTLE TRACE CONDOMINIUM ASSOCIATION  
213 Southampton Drive  
Venice, FL 34293**

**-POLICY-**

**UNIT MAINTENANCE RESPONSIBILITY FOR WINDOWS,  
SCREENS AND GLASS**

This Policy defines the responsibilities of the Myrtle Trace Association and the Unit Owners regarding exterior maintenance of units for windows, screens and glass. This is based on the Model type, original model options adopted, and/or alterations made to the Model by the Unit Owner.

The Association is responsible for the maintenance of all common elements and limited common elements as defined in the Declaration of Condominium and in accordance with the basic plans and specifications originally defined by the Developer. All other options adopted and/or alterations made to the unit, including the patio, lanai, courtyard, garage passageway, or entry area are the responsibility of the Unit Owner.

**Ashton model:** The Lanai is specified on the building drawings as having optional screening. The unit owner is responsible for the maintenance of screens, glass, or windows of an enclosed lanai, entryway, passage to garage, or courtyard since these are considered to be alterations.

**Brighton model:** The Lanai is specified on the building drawings as having optional screening. The unit owner is responsible for the maintenance of screens, glass, or windows of an enclosed lanai, patio, passage to garage, entryway or courtyard since these are considered to be alterations.

**Chelsea model and Dover model:** The Lanai is specified on the building drawings as having optional screening. The unit owner is responsible for the maintenance of screens, glass, or windows of an enclosed lanai, entryway or patio since these are considered to be alterations.

**Brighton II model:** The Lanai is specified on the building drawings as having screening. The unit owner is responsible for the maintenance of sliding screen doors or any glass of an enclosed lanai, since these are considered to be an alteration. The owner is also responsible for the maintenance of screens, glass, or windows of an enclosed entryway or passage to the garage.

**Chelsea II model and Dover II model:** The Lanai is specified on the building drawings as having screening. The unit owner is responsible for the maintenance of an enclosed lanai, including any sliding screen doors, since this configuration is considered to be an

alteration. Also, an enclosed entryway, including a screened door, is the responsibility of the unit owner.

*Note: The companion document, "Unit Maintenance Chart" is intended to be used by field maintenance people in determining responsibility as described here.*