THE LAKES OF WOODBRIDGE
CONDOMINIUM ASSOCIATION
www.thelakesatwoodbridge.com
6312 Stadium Drive
Kalamazoo, MI 49009
269-488-0133
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Common and Limited Common Elements

Roles and Responsibilities Reference Guide

The following table provides a general reference for maintenance, repair, and replacement responsibilities within The Lakes of Woodbridge Condominium Association. *Board Approved 7/27/2026.*

Maintenance Item	Association Responsibility	Co-Owner Responsibility
Aerators (Lakes)	Repair or replacement. If repair exceeds 50% of replacement cost, aerator will be replaced.	Damage caused by residents or guests.
Asphalt & Concrete (Roads & Drives)	Repair and replacement of streets, driveways, sidewalks.	Steps to units and patios.
Cable & Phone	Service lines up to point of connection with the unit.	Wiring beyond connection point within the unit and servicing the unit.
Decks & Patios	N/A	All maintenance, repair, cleaning, sealing, and replacement. Decks must be power washed and sealed every two years.
Doorbells	N/A	Original doorbell system and upgraded fixtures, buttons, and lighting.
Doors & Locks	Exterior doors only including hardware (not locks). Limited to the original specifications.	Interior doors, locks, upgraded hardware, storm doors, doors on owner-installed modifications and damage caused by neglect, owner or guests.
Drywall	Repairs caused by roof or window leaks (limited to affected area and only to original design specifications).	Nail pops, cracks due to building movement, general wear and tear.
Dumpster Areas	Maintenance of dumpster pads and landscaping around dumpsters.	Proper disposal of trash.
Exterior Electrical & Lighting	Electrical supply to connection point with the unit and common exterior lighting fixtures including garage coach lights.	Bulbs and any owner-installed fixtures.
Exterior Painting, Staining, Cleaning & Caulking	Exterior building surfaces except decks or owner additions or modifications.	Decks and owner-installed structures such as enclosed patios or porches. Cleaning or repair due to Co-Owner neglect or damage.
Fireplace & Chimney	Exterior chimney structure and cap.	Firebox, internal controls, and venting.
Foundations & Exterior Walls	Structural repair and replacement. Any modifications made to the foundations structure must be removed and reinstalled by the Co-Owner at their expense so repairs can be made.	Any owner-installed modifications. Damage caused by owner modifications or neglect.

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Maintenance Item	Association Responsibility	Co-Owner Responsibility
Garage Doors & Openers	Door structure, panels, springs, rollers, tracks, and cables.	Electric openers, controls, door trim and damage caused by owner or guests.
Gas Lines	Gas supply lines up to connection point with the unit.	Gas lines serving the unit and appliances such as furnace, water heater, dryer, stove, generator, or fireplace.
Gutters & Downspouts	N/A	Required installation for units with basements per Board Resolution. Co-Owner responsible for all maintenance, repair, cleaning and replacement.
Insulation	N/A	Any upgrades beyond original installation. The insulation provided with the condo represents the standard insulation package provided by the builder. As is with gutters and downspouts, interior upgrades, or modifications beyond builder's standard are at the cost of the homeowner.
Irrigation System	Sprinkler controls, piping, heads, and lawn adjustments.	Damage caused by owners or contractors hired by owners.
Landscaping	Maintenance of common landscape areas.	Co-Owners may place a limited number of flowerpots near their front entry, provided they do not interfere with lawn maintenance. Due to the proximity of neighboring Units, additional decorative items—such as birdbaths, gazing balls, benches, tables, or chairs—are limited to a maximum of two (2) items.
Mailboxes & House Numbers	Cluster mailbox housing, pads, posts, locking mechanisms, and installed house numbers.	Mailbox keys (replacement cost $25).
Pest Control	Sealing exterior points of entry. Exterior pest control is performed at the discretion of the Board based on affect to the Building Structure.	Interior pest control treatment.
Plumbing Drains and Clogs	Exterior road drains and building drainage beyond fixture connection with the unit.	Interior clogs or backups caused by resident use, modifications and any damage caused.

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Porches	N/A	Owner-installed modified enclosed porches are the full responsibility of the Co-Owner in terms of repair, replacement and exterior maintenance of any siding, roof, doors, windows, exterior painting, gutters, etc.
Roofs	Repair and replacement of roofing system.	Repairs and replacements related to owner-installed skylights or roof modifications.
Satellite Dishes / Antennas	N/A	Installation, maintenance, and repair of owner-installed equipment in accordance with FCC rules and Association approval. No installation is allowed on common-elements.
Signage	Association signage only.	No other signs permitted.
Storm / Screen Doors	N/A	Installation, replacement, repair and maintenance. Must receive Board approval and match Association-approved style.
Vents (Dryer, Furnace, Water Heater)	N/A	Maintenance, cleaning, repair and exterior replacement of all vents and associated systems servicing the unit.
Water & Sewer Lines	Supply lines to connection point with the Unit.	Plumbing fixtures, faucets, appliances, water softeners, exterior faucets (spigots) including those in the garage. Any modifications to the plumbing system within the unit.
Water Intrusion (Basements)	The Association will investigate and repair leaks or points of water intrusion only after gutters and downspouts have been installed at the Co-Owner's expense using the Association's preferred contractor.	Installation of gutters/downspouts and interior finishes. Installation of gutters and downspouts is the responsibility of the Co-Owner, including repair of any damage related to installation. All basement finishes and interior basement improvements are also the responsibility of the resident.
Windows, Sliders & Glass	Exterior window and glass replacement.	Interior wood maintenance, screens, window well covers, owner installed skylights, windows on owner-installed modifications and damage or neglect caused by the Co-Owner or their guests.

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General Modification Policy

All components maintained by the Association remain subject to review by the Board of Directors to determine whether damage, unauthorized modification, or neglect has occurred.

The following requirements apply to all alterations or improvements within the community:

Prior Board Approval Required: Any exterior modification, replacement, or alteration must receive prior written approval from the Board of Directors before installation or construction begins.

Modification Request Form: All exterior work or modifications visible from the exterior must be submitted for review using the **Modification Request Form**, which is available on the Association's website.

Interior Work Affecting Other Units: Any interior project that may impact another Unit or Common Element must receive written approval from the Board prior to the commencement of work.

Contractor Requirements: All contractors performing work within the community must be properly licensed and insured, and proof of such documentation must be provided to the management office before work begins.

Future Responsibility: Any approved modification becomes the ongoing responsibility of the current Co-Owner and all future Co-Owners of the Unit for maintenance, repair, and replacement.

Failure to comply with these requirements may result in enforcement action in accordance with the Association's governing documents including fines and the requirement to remove any modification installed without approval.