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Qty	Description	Amount
5	X BW SS EMAIL LTR - 233549	2.50
	SubTotal	2.50
	Taxes	0.15
	Total	USD \$2.65

VISA #:\*\*\*\*\*8616 [C]  
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Compare and Save  
With Staples-brand products.  
THANK YOU FOR SHOPPING AT STAPLES!



## New!

### A fast and easy way to print from your mobile device.

#### Step 1

Email your document to [staples@printme.com](mailto:staples@printme.com) and look out for a confirmation email.

#### Step 2

Select "print" then "email" on any one of our in-store self-serve copier touch screens.

#### Step 3

Enter or scan your 8-digit confirmation barcode from your email and start printing.

## Free shredding, first 2 lb.

Please see associate for details.

Expires 6/24/17.

Coupon code:  
81469



Offer valid through 6/24/17 in store only. Discount applies exclusively to shredding service. Cannot be combined with any other discount or coupon. While supplies last. Limit one coupon per customer, nontransferable. Each item purchased can only be discounted by one coupon, applied by cashier in the order received and prior to tax. Coupon not valid if purchased or sold and must be surrendered. No cash/credit back. Not valid on prior purchases or purchases made with Staples® Procurement or Convenience Cards. Coupon value does not include tax.

### STAPLES

## \$10 off

your order of presentations, manuals and document printing of \$50 or more.

Expires 6/24/17.

Coupon code:  
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Valid online at [documents.staples.com](http://documents.staples.com), by phone at 1-888-333-3199 or in Staples® U.S. stores. Discount applies to regular-priced document printing and finishing, including purchases of copies, presentations, manuals, booklets and newsletters. Cannot be combined with any other discount or coupon. Excludes Daily Deals, Auto Restock orders and self-service printing. While supplies last. Limit one coupon per customer, nontransferable. Each item purchased can only be discounted by one coupon, applied by cashier in the order received and prior to tax. Coupon not valid if purchased or sold and must be surrendered. No cash/credit back. Not valid on prior purchases or purchases made with Staples® Procurement or Convenience Cards. Coupon value does not include tax.

### STAPLES

### See an associate to learn more.

PRO6756

# MALLARD'S POND CONDOMINIUMS

## MAINTENANCE RESPONSIBILITY CHART

MAINTENANCE	ASSC	CO- OWNER	COMMENTS
Address posts	X		
Attic: space between ceiling and roof	X		
Air conditioner unit: maintain, repair, replace		X	
Animals and birds - removal:			
In chimney, fireplace or unit		X	
In attic area above unit or garage	X		
Animals and birds: damage repair			
Chimney or attic	X		
Unit		X	
Appliances - maintain, repair, replace		X	
Awnings - maintain, repair, replace		X	See Rules and Regulations VI, Aesthetics
Basement:			
Cracks in walls	X		Cracks are subject to evaluation.
Decorating and maintenance		X	
Drainage	X		
Floors (cement)	X		Cracks are subject to evaluation.
Improvements, additions, renovations		X	
Leaks	X		
Sump Pumps		X	
Bricks, exterior, all areas	X		
Building exterior: maintain, repair, replace	X		Excluding and deck railings, patio, porch.
Carpeting		X	
Ceilings:			
Damage	X		Unless due to co-owner negligence.
Decorating and maintenance		X	
Chimneys:			
Animal and bird removal		X	
Cap screen	X		
Cleaning - interior		X	
Repair - Exterior	X		
Repair -Flue		X	
Courtyard landscaping		X	See Rules & Regulations (XI)
Deck flooring:			
Maintenance and repair		X	Co-owner power clean and CLEAR seal coat recommended every two years
Deck railings: maintain, repair, replace		X	
Dishwasher: maintain, repair, replace		X	
Door bell		X	Includes all parts of the system - exterior button, transformer, wiring, bell, etc.
Doors, exterior. (specifics noted below)	X		Cleaning is co-owner responsibility.
Door knobs		X	
Frames	X		
Garage	X		See "Garage" for specific parts.
Glass		X	
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MAINTENANCE	ASSC	CO- OWNER	COMMENTS
Doors, exterior. (specifics continuing)			
Hinges	X		
Locks		X	
Outside surfaces	X		
Painting, exterior	X		
Painting, interior		X	
Screens (all)		X	
Storm doors - maintain, repair, replace		X	Including glass and screens. See resident hand book for installation conditions.
Threshold	X		
Water leaks	X		
Doors, interior		X	
Downspouts	X		
Drains:			
Within unit walls, basement	X		Up to point of connection with plumbing fixtures. Generally, with exception of basement area, if you can see the leaking connection, it is co-owner responsibility.
Within unit		X	
Driveways	X		
Dryer: maintain, repair, replace		X	
Dryer vent		X	Including exhaust pipes, exterior vent hoods, etc.
Electric air cleaners: maintain, repair, replace		X	
Electric:			
Unit circuit breakers/box		X	
Electrical:			
All wiring except actual connection to fixtures, switches, etc.	X		
Interior fixtures, plugs, switches		X	
Supply to dryer		X	
Service charges to operate sump pumps and exterior garage lights		X	
Exterior Electrical outlets	X		
Exhaust fans: maintain, repair, replace		X	
Exterior - building: maintain, repair, replace	X		Excluding and deck railings, patio, porch.
Fireplaces:			
Bird/animal removal		X	
Damper - clean and adjust		X	
Damper - repair and replace		X	
Firebox and flue cleaning		X	
Firebox and flue repair		X	Damage not due to co-owner neglect.???
Gas valves/fixtures: clean, maintain, repair, replace		X	
Glass doors/screens: clean, maintain, repair, replace		X	
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MAINTENANCE	ASSC	CO- OWNER	COMMENTS
Floors:			See also "Basement and Garage"
Decorate, maintain, repair, replace		X	
Squeaks		X	
Sub-floors, structural	X		
Foundations	X		
Furnace: repair, maintain, replace		X	
Garage:			
Decoration and maintenance		X	
Overhead Door - maintenance		X	Oil hinges and springs twice per year (WD-40 or similar penetrating oil).
Repair and replacement of the following:			
Ceiling	X		
Electric door opener		X	All parts, wiring, and controls.
Floor	X		Cracks are subject to evaluation.
Overhead door		X	Including hardware, corner cables, track, weather-strip.
Overhead door springs		X	
Perimeter walls	X		
Windows	X		
Garbage disposal: maintain, repair, replace		X	
Gas: Exterior supply lines	X		Utility company per agreements
Gas: Lines within walls up to point of connection with fixtures	X		Excludes dryer supply line.
Gas: Dryer, fireplace, and stove supply line		X	
Gate, courtyard: Maintain, repair, replace		X	
Gutters: maintain, repair, replace	X		
Hot water heater: Maintain, repair, replace		X	
Humidifier: Maintain, repair, replace		X	
Insect damage	X	X	
Insect extermination	X	X	Contact management company.
Interior Maintenance and Repair:			
Cabinets/shelves		X	
Painting		X	
Doors		X	
Sub-floors	X		
Floors and carpeting		X	
Sinks, faucets, showers, toilets, tubs		X	
Landscaping/Lawns/ Trees/Shrubs/Mulch			
General common elements	X		
Limited common elements		X	See Rules & Regulations (XI)
Lawn sprinklers	X		
Light bulbs:			
Exterior-courtyard entrance, porch, deck		X	
Exterior-garage (including photo cells)	X		
Interior		X	Including interior garage bulbs.
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MAINTENANCE	ASSC	CO- OWNER	COMMENTS
Light fixtures:			
Exterior-courtyard, porch, deck, garage	X		Including globes.
Interior		X	
Mailboxes, common area	X		
Oven: maintain, repair, replace		X	
Painting:			
Exterior	X		
Interior		X	
Patios		X	
Porches: Maintain, repair, replace		X	
Plumbing:			
Drains: within unit walls/floors	X		Up to point of connection with fixtures.
Drains: within unit		X	
Faucet and fixtures		X	
Pipe leaks: within unit		X	
Pipe leaks: within unit walls	X		Up to point of connection with plumbing fixtures.
Pipe freeze-ups		X	
Outside faucets	X	X	Co-owner responsible for winter shut-off.
Sewer back-ups	X	X	
Shut-off valve	X	X	Co-owner must know location for emergency shut-off.
Refrigerators: Maintenance, repair, replace		X	
Roof	X		
Sanitary Sewer System	X		
Screens		X	
Sidewalks	X		Except driveway to patio or patio to patio.
Smoke alarms: maintain, repair, replace		X	Replacement is recommended every ten years.
Snow removal: all areas except decks, patios, sidewalks around unit	X		
Snow removal: decks, patios, sidewalks around unit		X	
Storm Water Distribution System	X		City where deeded.
Stove: Maintain, repair, replace		X	
Streets	X		
Sump pump(s): Maintain, repair, replace	X		
Telephone wiring: Exterior up to point of entry to each unit	X		
Telephone wiring: within unit		X	
Television Cable		x	Service is co-owner responsibility.
Walls: Interior - paint, patch, repair		X	See Bylaws for exceptions. See "Painting".
Walls: Perimeter - structural repair.	X		
Water/distribution lines:			
Exterior	X		City where deeded.
Interior - up to point of connection with plumbing fixtures	X		Including all pipes within walls and specified supply lines in basement.
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MAINTENANCE	ASSC	CO- OWNER	COMMENTS
Water faucets:			
Exterior of building and inside garage	X		Maintenance, repair, replace
Exterior of building and inside garage		X	Seasonal supply line turn on/off.
Within unit		X	
Water heater: Maintain, repair, replace		X	
Water leaks other than plumbing	X		
Water-sewer charges	X		For lawn sprinkler system only
Windows:			
Clean - exterior/interior		X	
Frame	X		
Glass		X	
Hardware - opening mechanism, latch, hinges	X		Unless damaged by co-owner.
Paint/stain: exterior	X		
Paint/stain: within unit		X	
Screens		X	
Sills - exterior	X		
Treatments - drapes, shades, related hardware, etc.		X	
Weather stripping	X		
Whirlpool: Maintain, repair, replace		X	
<b>The above chart is to be utilized as a guideline only and is not intended to replace or otherwise alter the maintenance, repair, and/or replacement responsibilities delineated in the Condominium documents for Mallard's Pond Condominium. In the event of any conflict between the maintenance chart and the Condominium documents, the provisions of the Condominium documents shall control.</b>			
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