

Maintenance requests must be submitted in writing through the contact us page on the website at <http://www.northbrook-condos.com/contactus.htm>, or by regular mail at the following address:

Northbrook Condominium Association
P.O. Box 260
Amesbury, MA 01913

Owners will be notified of scheduled maintenance or status of request.

Maintenance, Repair and Replacement – Responsibility Guide

ASSOCIATION	UNIT OWNER
Master & Umbrella Insurance Policies	Contents Insurance (homeowners)
Worker’s Compensation Insurance	Liability Insurance
Front Entrance Doors	Patio Doors
	Windows
Garage Doors	Storm Doors
Landscaping	
Decks	Patio Fencing
	Door Locks
Roofs	
Paving	Flooring
Exterior Painting	Interior Painting
Exterior Trim	
Exterior Flashing	Plumbing (unless common element)
Exterior Siding, Sheathing & Wall studs	Toilets, Tubs, Sinks, Appliances
Split Rail Fencing	
Street Lights	Smoke Detectors
Signage	CO ₂ Detectors
Accounting Fees	
Snow Removal	
Common Utilities	

***Negligence is a disclaimer in all condo related repairs**