

MAINTENANCE GUIDE
FOR
SCOTTSDALE SHADOWS VII, INC.
(As of September 2022)



This Maintenance Guide is intended for reference only and as a convenient guide for the Unit Owners. It does not establish legal obligations and is not a legal document. This Maintenance Guide is based on the Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Scottsdale Shadows VII, Inc., which is recorded as Document No. 2018-0776864, official records of the Maricopa County Recorder, State of Arizona (the “CC&Rs”) and the Amended Bylaws of Scottsdale Shadows VII, Inc. dated January 22, 2015 (the “Bylaws”). Note that this Maintenance Guide only refers to the obligations included in the CC&Rs and Bylaws. There can be other legal reasons that would form a basis for the Association or a Unit Owner to be held responsible for maintenance, repair, replacement and/or reimbursement for the cost of same (e.g., by common law such as negligence), other than as set forth in the CC&Rs and Bylaws.

Item	Classification	Maintenance Responsibility¹	Maintenance Description	Who Pays^{2,3,4}	
Appliances within a unit (e.g., dishwasher, refrigerator, microwave, oven, stove, etc.) CC&Rs §§ 3.2, 12	UNIT	OWNER	Owner shall maintain, repair and replace all portions of the owner's unit and all fixtures within the owner's unit	OWNER	
Balconies CC&Rs §§ 1.18, 3.2, 12, 19	COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace the unfinished floors, structural components, and railings of the balconies	ASSOCIATION	
	UNIT	OWNER	Owner shall maintain the interior of the balcony, as well as any light or other fixtures and finished flooring material for the balcony	OWNER	
Cabinets, counters, toilets, showers, sinks and other built-in fixtures within a unit CC&Rs §§ 3.2, 12	UNIT	OWNER	Owner shall maintain, repair and replace all portions of the owner's unit and all fixtures within the owner's unit	OWNER	
Central air conditioning and heating system CC&Rs §§ 1.4, 3.2, 12, 14	UNIT	OWNER	Owner shall maintain, repair and replace that portion of the central air conditioning and heating system that only serves the owner's unit, wherever located	OWNER	
	COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION	
Chutes, flues, pipes, ducts, wires, conduits, or other fixtures servicing more than one unit CC&Rs §§ 1.4, 3.2, 14	Inside or Outside the Unit	COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION
Chutes, flues, pipes, ducts, wires, conduits, or other fixtures servicing only one unit CC&Rs §§ 1.5, 3.2, 12 Bylaws Article VI, Section 4(B) A.R.S. § 33-1212	Inside the Unit	UNIT	OWNER	Owner shall maintain, repair and replace all portions of the owner's unit and all fixtures within the owner's unit	OWNER
	Outside the Unit	LIMITED COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace installations that serve a single unit, but that are located outside of the unit	ASSOCIATION

¹ Under Article VI, Section 4 of the Bylaws, if an Owner fails to maintain, repair or replace any part of the Owner's Unit, the Association may, after 30 days' notice to the Owner, perform the work necessary and assess the cost to the responsible Owner.

² Under Section 12 of the CC&Rs, if the need for maintenance, repairs or replacements to the Common Elements is caused by the negligence of willful misconduct of an Owner or someone for whom the Owner is responsible (e.g., a tenant, guest, family member, etc.), the Association shall perform the work necessary and assess the cost to the responsible Owner.

³ Arizona law, at A.R.S. § 33-1255(C)(1), provides that any common expense incurred by the association in relation to maintaining, repairing or replacing a limited common element shall be assessed against the units to which the limited common element is assigned.

⁴ Arizona law, at A.R.S. § 33-1255(C)(2), provides that any common expense or portion of a common expense benefitting fewer than all units shall be assessed exclusively against the unit or units benefitted.

Item	Classification	Maintenance Responsibility¹	Maintenance Description	Who Pays^{2,3,4}
Communal areas CC&Rs §§ 1.6	N/A	RCI	RCI shall maintain, repair and replace all Communal Areas such as driveways and parking areas, walk areas, rights-of-way, easements, bicycle paths, pedestrian trails, golf course, tennis courts, pools and other recreational facilities	RCI
Doors Bylaws Article VI, Section 4(B)	LIMITED COMMON ELEMENT	OWNER	Owner shall maintain, repair and replace all doors to the owner's unit, including entry, patio and balcony doors, and including the door frame, trim, threshold, hardware and all other components of the doors	OWNER
Electrical and plumbing fixtures (e.g., light switches, ceiling fans, faucets, etc.) within each unit CC&Rs §§ 3.2, 12	UNIT	OWNER	Owner shall maintain, repair and replace all portions of the owner's unit and all fixtures within the owner's unit	OWNER
Exterior building walls (e.g., paint, stucco, caulking, etc.) CC&Rs §§ 1.4, 3.2, 14	COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION
Exterior lighting (other than patio or balcony lighting, or lighting for communal areas) CC&Rs §§ 1.4, 3.2, 14	COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION
Floors – finished surface (carpet, tile, wood, etc.) CC&Rs §§ 3.2, 12	UNIT	OWNER	Owner shall maintain, repair and replace all portions of the owner's unit and all fixtures within the owner's unit	OWNER
Floor slabs (unit, patio) and sub-floor between units (includes balconies) CC&Rs §§ 1.4, 3.2, 14	COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION
Individual electrical and plumbing meters for each unit CC&Rs §§ 1.4, 3.2, 12, 14 Bylaws Article VI, Section 4(B)	UNIT	OWNER	Owner shall maintain, repair and replace all portions of the owner's unit and all fixtures within the owner's unit	OWNER
	LIMITED COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace installations that serve a single unit, but that are located outside of the unit	ASSOCIATION
Interior unit walls CC&Rs §§ 3.2, 12 A.R.S. § 33-1212(1)	UNIT	OWNER	Owner shall maintain, repair and replace all portions of the owner's unit including the lath, furring, wallboard, plasterboard, drywall, and finished materials for the interior Unit walls	OWNER
Laundry rooms CC&Rs §§ 1.4, 14	COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION
Mechanical rooms CC&Rs §§ 1.4, 14	COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION

Item		Classification	Maintenance Responsibility ¹	Maintenance Description	Who Pays ^{2,3,4}
Parking – underground garage CC&Rs §§ 1.12		COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION
Party/dividing walls between units CC&Rs § 19		UNIT	OWNER	Owners of adjacent units are responsible to jointly maintain any party or dividing wall separating the units, including any patio or balcony walls	OWNER
		COMMON ELEMENT	ASSOCIATION	Association is responsible to maintain any structural components of party or dividing walls	ASSOCIATION
Patios CC&Rs §§ 1.18, 3.2, 12, 19		COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace the unfinished floors, structural components, and railings of the balconies	ASSOCIATION
		UNIT	OWNER	Owner shall maintain the interior of the balcony, as well as any light or other fixtures and finished flooring material for the balcony	OWNER
Pest control CC&Rs §§ 1.4, 3.2, 12, 14	Outside a unit	COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION
	Inside a unit	UNIT	OWNER	Owner shall maintain, repair and replace all portions of the owner's unit	OWNER
Roofs CC&Rs §§ 1.4, 14		COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION
Sewer facilities (serving more than one unit) CC&Rs §§ 1.4, 3.2, 14	Inside or outside a unit	COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION
Sewer facilities (serving only one unit) CC&Rs §§ 1.4, 3.2, 12, 14 Bylaws Article VI, Section 4(B)	Inside the unit	UNIT	OWNER	Owner shall maintain, repair and replace all portions of the owner's unit and all fixtures within the owner's unit	OWNER
	Outside the unit	LIMITED COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace installations that serve a single unit, but that are located outside of the unit	ASSOCIATION
Storage rooms CC&Rs §§ 1.4, 14		COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace all common elements	ASSOCIATION
Water heater (serving only one unit) CC&Rs §§ 1.4, 3.2, 12, 14 Bylaws Article VI, Section 4(B)	Inside a unit	UNIT	OWNER	Owner shall maintain, repair and replace all portions of the owner's unit and all fixtures within the owner's unit	OWNER
	Outside a unit	LIMITED COMMON ELEMENT	ASSOCIATION	Association shall maintain, repair and replace installations that serve a single unit, but that are located outside of the unit	ASSOCIATION

Item	Classification	Maintenance Responsibility ¹	Maintenance Description	Who Pays ^{2,3,4}
Windows Bylaws Article VI, Section 4(B)	LIMITED COMMON ELEMENT	OWNER	Owner shall maintain, repair, and replace all windows to the owner's unit, including the window frame, trim, glazing, sashes, sills, hardware and all other components of the windows	OWNER

INSURANCE COVERAGE

Coverage	Responsible Insured	Scope of Coverage	Amount of Coverage	CC&Rs Section
Property Insurance	ASSOCIATION	Common elements	An amount equal to 100% of the then current replacement cost of the insured property, exclusive of land, excavations, foundations, and other items normally excluded.	CC&Rs § 9(a)
		Units, but only original specifications, and excluding additions, alterations and improvements supplied or installed by unit owners and furniture, furnishings or other personal property of unit owners or other occupants		
	OWNER	Covering the Unit and all additional, alterations, and improvements, including those originally installed, as well as all furniture, furnishings, and other personal property in the Unit or elsewhere on the property.	An amount determined in the Owner's discretion	STRONGLY RECOMMENDED BY THE ASSOCIATION
General Liability	ASSOCIATION	Covering all occurrences commonly insured against for death, bodily injury, property damage and/or personal and advertising injury arising out of or in connection with the use, ownership, maintenance or operation of the Common Elements	Minimum of \$1,000,000 for any single occurrence and umbrella or excess liability coverage in a minimum of \$2,000,000	CC&Rs § 9(b)
	OWNER	Covering the Unit Owner's liability for death, bodily injury, and property damage arising out of the ownership, maintenance or use of the Owner's Unit	An amount determined in the Owner's discretion	STRONGLY RECOMMENDED BY THE ASSOCIATION
Directors' and Officers' Liability	ASSOCIATION	Covering all directors and officers of the Association	Minimum of \$1,000,000	CC&Rs § 9(d)
Worker's Compensation and Employer's Liability	ASSOCIATION	In the event the Association hires employees, it must obtain worker's compensation and employer's liability coverage	Worker's compensation in an amount necessary to comply with Arizona law; Employer's liability in an amount to be determined by the Board	CC&Rs § 9(c)

Coverage	Responsible Insured	Scope of Coverage	Amount of Coverage	CC&Rs Section
Pressured, Mechanical, and Electrical Equipment Coverage	ASSOCIATION	If applicable	Not less than \$500,000 per accident per location	CC&Rs § 9(g)