HOMEOWNER MAINTENANCE GUIDE

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CONGRATULATIONS

Congratulations on the purchase of your new home at OneEleven! We are delighted to be able to help you achieve your dream of home ownership. Owning your own home instills a great feeling of responsibility – we call it "Pride of Home Ownership". We have prepared this Maintenance Guide to help educate you in the various obligations, maintenance practices and schedules that come along with owning a new home.

While we have a certain responsibility to build a quality product, you have a certain responsibility to maintain your investment. We are providing you a schedule of reasonable maintenance practices that will enable you to retain the beauty and function of your home for many years to come.

Please take time to review this material thoroughly. We suggest that you reference this Maintenance Guide on a regular basis. As time progresses, you may add new items to it. When complete, your Maintenance Guide can provide a useful record of information about your home.

If you need clarification or additional details about any topic discussed, please give us a call. We are delighted to welcome you as part of our family and are always ready to serve you.

Sincerely,

119 7th St. Development, LLC

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THIS HOMEOWNER MAINTENANCE GUIDE IS WRITTEN TO COVER NORMAL USAGE IN AVERAGE ENVIRONMENTAL AND WEATHER CONDITIONS. THE MAINTENANCE REQUIREMENTS AND SCHEDULES MAY NEED TO BE ADJUSTED TO COVER ADVERSE OR UNFORESEEN CONDITIONS OR OTHER SPECIFIC CIRCUMSTANCES. OVER TIME, THE MAINTENANCE REQUIREMENTS OF YOUR HOME MAY CHANGE AND SCHEDULES WILL NEED TO BE AMENDED. FURTHER, THESE MAINTENANCE RECOMMENDATIONS MAY BE AMENDED AND/OR SUPPLEMENTED BY SELLER FROM TIME TO TIME. OWNERS SHOULD NOT PERSONALLY PERFORM ANY OF THE MAINTENANCE RECOMMENDATIONS THAT DO NOT APPLY TO AN OWNER'S INDIVIDUAL HOME. RATHER, OWNERS SHOULD ADVISE THE ASSOCIATION OF ANY MAINTENANCE THAT THEY BELIEVE SHOULD BE DONE IN THE ASSOCIATION PROPERTY, IF ANY.

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IT IS THE RESPONSIBILITY OF THE OWNERS TO READ THE MANUFACTURER'S DOCUMENTATION AND WARRANTY INFORMATION THAT CAME WITH THE PRODUCTS INSTALLED IN THEIR HOME. NOTWITHSTANDING ANY PROVISION CONTAINED HEREIN TO THE CONTRARY, IF ANY MAINTENANCE SCHEDULE OR PROCEDURE REFERENCED IN THIS MAINTENANCE GUIDE DIFFERS FROM ANY WRITTEN MAINTENANCE SCHEDULE, PROCEDURE OR WARRANTY PROVIDED TO OWNERS BY THE BUILDER, CONTRACTOR, OR THE MANUFACTURER OF THE SPECIFIC PRODUCT, OWNERS AGREE TO FOLLOW THE WRITTEN MAINTENANCE SCHEDULES OR PROCEDURES PROVIDED BY THE BUILDER, CONTRACTOR, OR MANUFACTURER, INSTEAD OF THOSE PROVIDED IN THIS MAINTENANCE GUIDE.

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INTRODUCTION

I. INTRODUCTION

Welcome to your new home at OneEleven. This is a mixed-use residential and commercial condominium project which includes a rooftop deck, intimate 2nd level outdoor terrace, lobby amenities, dedicated bike storage, storage space, onsite retail, and gated subterranean parking.

Your residence represents a combination of quality design and skilled workmanship. It is built to comply with standards and materials set forth by local governmental building authorities, guidelines of the state of California, the National Association of Home Builders (NAHB), and design specifications consistent with industry standards of care.

In conjunction with the sale of your home, you will receive a one (1) year Fit and Finish Limited Warranty. This warrants that your home has been built in compliance with local, state and federal codes, as well as the plans, specifications and addendums.

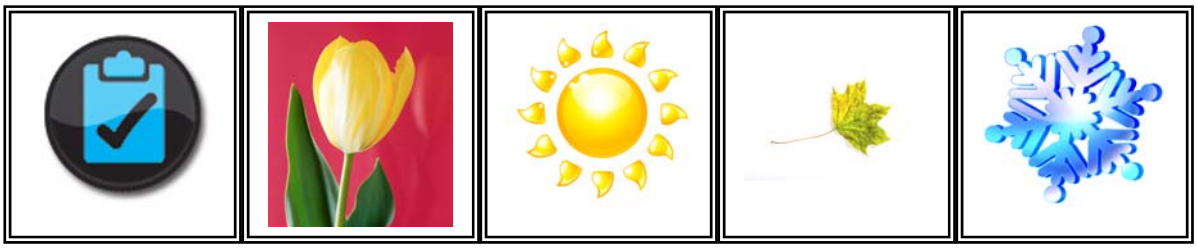
We have a continuing obligation to fulfill the warranty, but, in general, it is up to you to assume the care and maintenance for your new home. In the case of resale, the maintenance responsibility shall carry over to the new homeowner.

The primary purpose of this Maintenance Guide is to be a reference to help you in maintaining your new home. Properly maintained, your new home will serve you and others who may own it later. Check your CC&Rs to determine exactly what constitutes homeowner maintenance responsibilities as distinguished from the Homeowners Association maintenance responsibilities (common area). If a problem is observed in the common area, a homeowner should advise the Association as soon as possible so the problem can be addressed. If you have a question about your new home that this Maintenance Guide does not answer, do not hesitate to contact a representative of your Developer/Builder. For a full explanation of your New Home Limited Warranty, see the Homeowner Warranty information provided by the Builder.

Please read this Maintenance Guide thoroughly and review the maintenance information. Checklists are included to enable you to track the completion of the recommended maintenance procedures. More details are included in the body of the Maintenance Guide regarding specific finishes, fixtures, equipment and maintenance procedures. Refer to the manufacturer's documentation and warranty information that came with the products installed in your home for the associated maintenance practices and requirements.

II.

HOME MAINTENANCE INFORMATION



II. HOME MAINTENANCE INFORMATION

A. General Information

Regular maintenance of your home and its components is an essential part of being a homeowner. Consistent preventive maintenance helps to ensure the safety and proper function of your home and can help prevent serious, time consuming, and costly damage.

This section is intended to provide an overview of some of the systems and features that may be installed in your home, and some of the building materials that may have been used in its construction.

Some of the information provided in this Guide may not apply to your home, and this Guide may not address every aspect of maintenance specific to your home.

1. Materials

a. Expansion and Contraction

Building materials expand and contract in response to temperature and humidity changes. This movement can lead to separation between building materials, particularly if they are dissimilar, and may cause the appearance of small cracks in drywall, paint, grout, or caulk, as well as other building materials. These effects are normal and cannot be prevented but should be addressed as a part of routine maintenance.

b. Wood

Wood expands and contracts in response to changes in humidity and temperature. This movement may result in warping or displacement of wood products.

Wood products, such as cabinets and flooring, may have variations in the grain, texture, or color. These irregularities are natural and are not considered defects. Wood can be attacked by termites and should be checked on a regular basis for infestations. Wood is also susceptible to dry rot and fungus attack and should be inspected for water damage and painting needs on a regular basis.

c. Concrete

Concrete is a building product made from Portland cement, sand, gravel and water. Concrete expands with heat and contracts with cold. Due to this expansion

and contraction, as well as the natural shrinkage that takes place in concrete when it obtains its final set, hairline cracks may appear. These minor cracks are normal and will not affect the strength or performance of the concrete.

The concrete slab at your home or building may have been designed with post-tension cable devices for added strength. A post-tensioned slab is constructed by placing steel cables within the concrete when the slab is poured and then allowing the concrete slab to cure. The steel cables within the slab are then mechanically stretched and tensioned to reinforce the slab. The cables are under very high tension and must not be cut or broken. **Do not drill or cut the slab in any way.** Doing so may result in damage to your slab and personal injury.

d. Exterior Glass

Exterior glass walls/windows can consist of aluminum frames with different glass and glazing systems. The system may consist of aluminum frames with a Low-E coated glass system. Low-E coat is a metal film insulation applied primarily to reduce the U-factor suppressing radiative heat flow. Coating a glass surface with a low-emittance material reflects a significant amount of radiant heat, thus lowering the total heat flow through the window. The surrounding framing is painted and anodized aluminum.

e. Siding, Porcelain Tile, and Stonework

Siding is material applied to the exterior walls of a home or building in order to provide protection from moisture intrusion. Siding may consist of horizontal or vertical boards, shingles, or sheet materials, and may be made of wood, metal, vinyl, masonry, or composite materials. Siding may expand and contract in response to changes in humidity or temperature.

Brick, architectural pre-cast concrete and stone are, by their very nature, irregular in size and shape and may have small chips or surface cracks. This is normal and helps to give the selected material its texture and unique appearance. Do not expect each piece to be flawless and perfectly spaced. Without these irregularities, it would appear machine-made and lack much of its natural beauty. Brick and stonework must be cleaned and kept dry to prevent water staining.

Porcelain tiles may be installed as an exterior cladding material and can be found in a large variety of sizes. Porcelain tile has a low absorbtion rate, comes in a wide variety of colors and finishes and is easy to clean and maintain. Movement joints and grout are part of the installation and will require proper maintenance.

f. Stucco

Stucco is a porous building product made from Portland cement, lime, and water. Your home's exterior wall siding may be constructed out of stucco.

Stucco, like other cement building products, expands with heat and contracts with cold, and may develop hairline cracks over time. These minor cracks are normal and do not affect the performance of the stucco.

g. Metal Surfaces

Metal is a building material that can weather the elements but architectural metals can be damaged by sunlight, rain and pollution. Stainless steel, anodized aluminum and other metals require care and preventative maintenance. Many metals are resistant to corrosion but not immune. Cleaning, repainting and in some cases application of protective coating will be part of the maintenance program to keep the metal looking good and prolong the life of the surfaces.

2. Thermal and Moisture Protection

a. Drainage (decks)

Large quantities of water must be diverted from roofs, terraces/decks, hardscapes, and landscaped areas into drainage systems or highly absorbent areas to prevent flooding and water damage to buildings, foundations, and neighboring properties.

Clogged, modified and/or damaged drainage systems can cause significant quantities of runoff water to back up. If the water is not diverted offsite properly it can accumulate on building surfaces and overflow into common areas and possibly the residences, causing leaks. Water accumulation can also lead to stucco discoloration, mold, algae growth and damage to building materials. Area flooding from blocked drains can drown plants and cause root rot, prematurely killing plant material.

Do not allow water to drain toward the structure. Protect your investment and take steps to not void your warranty.

b. Ventilation

Ventilation is the intentional introduction of outdoor air into a space to control

indoor air quality. Condensation, mold, odors, indoor pollutants, radon, and carbon monoxide can all develop or accumulate in a home without proper ventilation, making adequate ventilation essential for a healthy and comfortable indoor environment.

To help keep your home well-ventilated, you should run the range hood when cooking, operate the exhaust fans while showering or bathing, and open the windows on a regular basis. Proper use and routine maintenance of the ventilation systems in your home will help provide a healthy and comfortable indoor environment and maximize the life of these systems.

c. Condensation

Condensation occurs when warm, moist air comes into contact with cooler surfaces. Although condensation is a natural process, it can lead to mold growth and cause damage in your home. To help prevent these effects, ensure to ventilate kitchens and bathrooms by using exhaust fans and by opening windows, and run the air conditioning (as applicable) to remove excess moisture from the air.

d. Mold

Molds are simple microscopic organisms that can cause the disintegration of organic matter, such as paper, wood, leaves, or dirt. Mold flourishes in damp environments but can grow on virtually any surface if moisture is present, such as from excessive indoor humidity, water damage, condensation, water infiltration, or leaky plumbing.

It is very important to prevent mold growth in your home. Clean up any spills, condensation, or other sources of moisture immediately. Clean the surfaces in your home regularly, especially countertops, to remove dirt and oils. Inspect your home regularly for accumulated moisture, leaks, or flooding, and repair immediately. Store wet items, including shoes and clothing, outside or in a dry, well-ventilated area. Clean air conditioner, humidifier, and refrigerator drip pans regularly, and ensure that drain lines are unobstructed. Avoid overwatering house plants. Ensure that refrigerator and freezer doors seal properly and utilize the ventilation systems in your home regularly.

Inspect for leaks on a regular basis. It is your responsibility to monitor your home on a continual basis for excessive moisture, water, and mold accumulation.

3. Townhome and Condominium Communities

a. Acoustics and Sound Transmission

Your home may have been built with shared walls, floors, or ceilings, which may contain electrical, plumbing, or ventilation system components. These common walls and surfaces have been designed and constructed to minimize sound transmission, but some noise from building systems, adjacent homes, or the exterior may still be noticeable inside your home.

It is important to be considerate of your neighbors. Avoid slamming doors and windows, restrict noisy activities such as vacuuming or moving furniture to daylight hours whenever possible, and turn down TV or music volumes in the evening.

Altering any common walls or surfaces in your home or attaching any noise-generating items to these surfaces may affect the performance of assemblies designed to minimize sound transmission and may be prohibited by the CC&Rs and the rules and regulations for your community. Review those documents thoroughly for restrictions specific to your community.

B. Maintenance Schedules & Checklists

Maintaining your home is critically important to protect your investment and prolong its useful life. The checklists contained on the following pages are organized monthly and seasonally and identify some of the maintenance tasks for the various components of your home and some of the more common home maintenance activities. It is recommended that if you do not have the expertise to safely conduct any of the tasks, you should contact a reputable licensed contractor for maintenance and repairs.

Please do not attempt to perform any work for which you are not qualified. You could easily cause injury to yourself or others by performing improper maintenance on your home.

You should copy each checklist, fill each checklist out appropriately, and keep each completed checklist as a record of your maintenance activities. It is also a good idea to take pictures of the ongoing maintenance performed.

Please note that the frequency of inspection noted may need to be adjusted based on your specific situation and certain items referenced may not be included in your home. Please update these checklists as required to meet the specific needs of your home and as the maintenance requirements of your home change.

1. Monthly Inspections & Maintenance

Items	Inspection / Maintenance Activity	Adequate	Need Follow-up	N/A
Cabinets	Clean cabinetry with a soft cloth and manufacturer recommended product to remove dirt, grease and stains.			
Clothes Washer & Clothes Dryer (Ventless Dryers)	Inspect and clean the heat exchanger and moisture sensor as needed.			
Cooktop	Inspect and clean surfaces according to manufacturer's recommendations.			
Countertops	Maintain countertop according to manufacturer recommendations.			
Dishwasher	Inspect and clean strainer in bottom of dishwasher.			
	Clean interior and exterior surfaces of dishwasher.			
	Inspect spray arm(s) and air gap for obstructions.			
Doors & Windows	Inspect and clean all hardware, tracks and weep holes. Adjust and lubricate as needed and remove all debris.			
Electrical	Test GFCI (Ground Fault Circuit Interrupter) outlets using the test button/switch.			
	Test AFCI (Arc Fault Circuit Interrupter) outlets using the test button/switch.			
Fire Extinguishers	Inspect fire extinguishers and recharge if necessary.			
Flooring	Maintain flooring according to manufacturer recommendations.			
Garbage Disposal	Grind a small quantity of ice or lemon slices to clean deposits and eliminate odors.			
Lighting	Check interior and exterior lighting for proper function and condition. Replace bulbs and schedule repairs as needed.			
Microwave Hood Vent Combination	Clean interior and exterior surfaces of oven according to manufacturer's recommendations.			
Oven	Inspect and clean interior and exterior surfaces and accessories according to manufacturer recommendations.			
Plumbing	Inspect and repair all faucet leaks.			
Refrigerator	Inspect and clean interior and exterior surfaces and accessories according to manufacturer recommendations.			
Sinks & Tubs	Check to verify the overflow holes are clear and open.			
	Clear slow draining sinks and tubs. Do not use caustic liquid drain openers.			
Smoke Detectors & Carbon Monoxide Detectors	Clean and test smoke and carbon monoxide detectors according to manufacturer recommendations.			
General	Give timely notice to your Builder of any fit and finish warranty claim, and customer service claims. Immediately notify your Builder of any water intrusion.			

2. Spring Inspections & Maintenance

Items	Inspection / Maintenance Activity	Adequate	Need Follow-up	N/A
Balconies & Terraces	Visually check all drainage and surfaces for deterioration and repair needs. Remove any accumulated debris.			
Cabinets	Lubricate drawer guides with silicone-based lubricant.			
Caulking & Sealants	Seal tile grout, regrout as necessary.			
Clothes Washer & Clothes Dryer (Ventless Dryers)	Inspect and clean area behind front access panel to clean out any lint that may have accumulated.			
Dishwasher	Inspect and clean filters as needed.			
Doors & Windows	Lubricate all door locks and hinges.			
	Clean weep holes and tracks of windows and doors. keep free of obstructions.			
	Clean all glass, frames and hardware as needed. Inspect for water leaks around all frames.			
	Inspect weather stripping on all windows and doors. Repair as necessary.			
Flooring	Clean carpet professionally, more often depending on use.			
	Hardwood Flooring – periodically clean flooring with hardwood floor cleaner made for your specific finish. Follow product instructions.			
	Stone/Marble Flooring – seal the stone/marble flooring according to manufacturer specifications. (Recommended 1-2 years, as needed).			
Microwave Hood Vent Combination	Inspect and clean the grease and charcoal filter as needed.			
Plumbing	Clean faucet aerators of calcium, lime, rust, or other particulate matter.			
	Add water to seldom or unused drain traps.			
Smoke Detectors & Carbon Monoxide Detectors	Check detectors for proper operation, replace batteries as needed.			
Thermal & Moisture	Check for evidence of water penetration at ceilings and all windows and doors.			

3. Summer Inspections & Maintenance

Items	Inspection / Maintenance Activity	Adequate	Need Follow-up	N/A
Balconies & Terraces	Visually check all drainage and surfaces for deterioration and repair needs. Remove any accumulated debris.			
Cabinets	Clean cabinetry with soft cloth and manufacturer recommended product to remove dirt, grease and stains.			
	Inspect cabinets, drawer fronts and doors for excessive wear and deterioration of finish; service and adjust hinges as necessary.			
Caulking & Sealants	Inspect door frames, moldings, and trim for gaps and cracks; recaulk or fill in gaps as necessary.			
	Seal all natural stone materials in the home.			
	Inspect countertops for separations at sinks and backsplash; recaulk as necessary.			
	Inspect shower doors and tub enclosures for proper fit; recaulk as necessary.			
Dishwasher	Inspect and clean filters as needed.			
Doors & Windows	Clean and inspect patio doors, check and adjust hinges and hardware as needed.			
Exhaust Fans	Inspect fan unit and remove any accumulated dirt. Remove and clean grill.			
Plumbing	Check for leaks in all water feed lines. Repair or replace as necessary.			
Thermal & Moisture	Inspect wood materials for damage, dry rot and/or termites; repair or replace as necessary.			
	Inspect interior and exterior walls and surfaces for mold/mildew and fungus growth. Eliminate any moisture source and properly remove fungus.			

4. Fall Inspections & Maintenance

Items	Inspection / Maintenance Activity	Adequate	Need Follow-up	N/A
Balconies & Terraces	Clean deck surface according to manufacturer specifications.			
	Visually check all drainage and surfaces for deterioration and repair needs. Remove any accumulated debris.			
Caulking & Sealants	Inspect all caulking per "Caulking and Sealants" section in this Guide.			
Dishwasher	Inspect and clean filters as needed.			
Doors & Windows	Lubricate all door locks and hinges.			
	Clean weep holes and tracks of windows and doors; keep free of obstructions.			
	Inspect weather stripping on all windows and doors. Repair as necessary.			
	Clean all glass, frames and hardware, as needed. Inspect for water leaks around frames.			
Mechanical – Heating Equipment	Inspect wall unit for any cleaning needs, remove dust and debris.			
Microwave Hood Vent Combination	Inspect and clean the grease and charcoal filter as needed.			
Plumbing	Clean faucet aerators of calcium, lime, rust, or other particulate matter.			
	Add water to seldom or unused drain traps.			
Smoke Detectors & Carbon Monoxide Detectors	Check detectors for proper operation, damage and any replacement needs.			
Thermal & Moisture	Check for evidence of water penetration at ceilings and all windows and doors.			

5. Winter Inspections & Maintenance

Items	Inspection / Maintenance Activity	Adequate	Need Follow-up	N/A
Cabinets	Clean cabinetry with soft cloth and manufacturer recommended product to remove dirt, grease and stains.			
	Inspect cabinets, drawer fronts and doors for excessive wear and deterioration of finish; service and adjust hinges as necessary.			
Caulking & Sealants	Seal all natural stone materials in the home.			
	Inspect countertops for separations at sinks and backsplash, recaulk as necessary.			
	Inspect shower doors and tub enclosures for proper fit, recaulk as necessary.			
Clothes Washer & Clothes Dryer (Ventless Dryers)	Inspect and clean area behind front access panel to clean out any lint that may have accumulated.			
	Check water hoses and connections; repair or replace as necessary.			
Dishwasher	Inspect and clean filters as needed.			
Doors & Windows	Clean and inspect patio doors, check and adjust hinges and hardware as needed.			
Electrical	Check all lamp cords, extension cords and plugs for damage and wear; replace as necessary.			
Exhaust Fans	Inspect fan unit and remove any accumulated dirt. Remove and clean grill.			
Plumbing	Check for leaks in water feed lines, tanks, and water heater, repair as necessary.			
Refrigerator	Clean refrigerator/freezer coils.			
Thermal & Moisture	Inspect wood materials for damage, dry rot and/or termites; repair or replace as necessary.			
	Inspect interior walls and surfaces for mold/mildew and fungus growth. Eliminate moisture source and properly remove fungus growth.			

C. Inside Home Care

Your Builder has carefully designed and planned your new home then constructed it with quality materials utilizing the labor of experienced and licensed contractors.

We are proud of the homes we build, and we want you to be pleased with your investment. We strive to create long-lasting value, but this cannot be maintained unless you properly maintain your home and all components.

Like an automobile, your home requires care and attention from day one. Consistency and commitment will help to prevent potential breakdowns or malfunctions. Many times, a minor adjustment or repair done now prevents more serious, time consuming, and costly repairs later. On-going general maintenance by the homeowner is essential to keep your home functioning properly, so that it can provide for a lifetime of enjoyment. Regular and on-schedule maintenance may also increase safety for you and your family.

Maintenance Guidelines

There are various factors that affect your home's need for maintenance, including:

- normal wear and tear
- natural fluctuations in temperature and humidity
- characteristics of specific construction materials
- ordinary service required by the various mechanical systems

It is important to note the necessity of reading the manufacturer provided owner's manual for the various appliances and systems in your home. The information contained in that material should have been provided to you at closing or at your walk through. Although much of the information may seem like common sense, some points may differ significantly from previous products you have owned or operated.

While we make every effort to keep our information current and accurate, if any detail in these guidelines conflicts with the manufacturer owner's manual(s), please follow the manufacturer's recommendations. **Activate specific manufacturer's warranties by completing and mailing any registration cards included with the materials**. In some cases, manufacturer's warranties may extend beyond the first year of ownership.

The following are maintenance guidelines for the various systems and finishes in your home. Part B of the Maintenance Guide contains the checklists to be performed seasonally or every month and parts C and D describe general interior and exterior maintenance, respectively. You will find many maintenance suggestions and items that pertain to your particular situation, but please note certain items referenced may

not be included in your home.

Please remember that maintaining your home is not an option. It is very important to regularly perform the inspections and maintenance on a timely basis in order to preserve your rights under the law. A maintenance expert would be able to determine when and if maintenance has occurred, if such a determination were required. We recommend taking time stamped pictures of your work and/or using licensed contractors as well as saving all invoices and receipts.

Maintenance Tools and Materials

Most home maintenance projects will require only a few simple tools and materials. Here are a few that you might find useful:

- Adjustable wrench
- Slip-joint pliers
- Utility knife and putty knife
- Regular screwdriver
- Phillips head screwdriver
- Drain auger (plumber's snake)
- Flashlight
- Shop-grade vacuum
- Protective eyewear
- Soft rags/cloths
- Buckets and heavy-duty sponges
- Tri-sodium phosphate (TSP)
- Caulk and caulk gun
- Ladder
- Work gloves and rubber gloves
- Paints and stains
- Baking soda
- Vinegar
- Isopropyl alcohol

1. Appliances and Equipment

a. Appliances

Read and follow all manufacturers' instructions for the use and maintenance of each appliance in your home and keep the instructions readily available for reference. The following section contains general maintenance recommendations and Owners should follow all maintenance requirements specific to the appliances installed at their home.

Manufacturer's Service

If a problem arises with an appliance, call the customer service number listed in the manufacturer's warranty. When reporting warranty items to the appliance manufacturer, be prepared to supply the following details:

- Date of purchase (your closing date)
- Serial and model numbers found on a metal plate or sticker on the side or bottom of each appliance
- Description of the problem

Registration

Complete and mail all warranty registration cards directly to the manufacturer as soon as possible.

Clothes Washer and Clothes Dryer (Ventless Dryers)

The laundry area at each home has been designed to accommodate a ventless dryer. Only ventless dryers may be installed at your home. Ventless dryers are designed to work without any outside venting. These dryers use condensation to dry and may require a longer drying time than a traditional vented dryer. Check the manufacturer owner's manual regarding ventless dryer design, use requirements, dry time and for any required maintenance. In order to minimize fire hazards and increase efficiency of the clothes dryer, periodic maintenance must take place. The lint should be cleaned out of the trap on the appliance at least every other time a load is dried.

Inspect all connections, such as at water hoses, and electric cords, for proper attachment. Water hoses should be replaced every five (5) years or as recommended. Check for frayed or damaged cords, leaky hoses (clean screens at water line attachments). Each Owner shall have the water hose(s) for any clothes

washer inspected annually and shall provide proof of such inspection to the Association.

Cleaning the Heat Exchanger (Ventless Dryer)

The heat exchanger requires periodic cleaning (recommended once per month under normal drying conditions). The frequency of cleaning depends on the amount and loads being dried.

- Remove the heat exchanger.
- Rinse the heat exchanger and the cap on all sides with a jet of water to completely remove all of the lint and fluff.
- Remove all lint and fluff from the seals on the dryer and heat exchanger.
- Allow the cap and the heat exchanger to dry fully.

Cleaning the Moisture Sensors (Ventless Dryer)

The dryer is equipped with a stainless-steel moisture sensor. The moisture sensor measures how damp the laundry is. After long periods of usage, the moisture sensor may become covered by a fine layer of limescale or residues of detergents and textile care products. Such residues must be removed regularly to ensure proper function.

- Wipe the sensors with a cloth and a little white vinegar to remove any and all debris.

Always refer to the manufacturers owner's manual for cleaning products and methods recommended for your ventless dryer.

Cleaning the Dispenser

- The dispenser may need to be cleaned periodically due to laundry additive build-up.
- Run warm water and a soft brush or cloth over the drawer, liquid detergent box and inserts to remove any excess laundry additives.
- Clean the drawer opening using water and a small brush.
- Follow the illustrations in reverse order to replace the parts to their proper location.

NOTE: Do not use any cleaning substance on the drawer opening other than water because it will drain into the tub. If this should happen, set the washer for a rinse and spin cycle to remove any cleaning substance from the washer before doing a load of laundry.

The Washing Drum

- If you live in a hard water area, lime scale can continuously build up in places where it cannot be seen, and it is not easily removed from the drum. Over time the build-up of scale clogs appliances, and if it is not kept in check, they will eventually have to be replaced.
- The washing drum should be cleaned from time to time.
- If you use descaling agents, dyes, or bleaches, make sure they are suitable for washing machine use.
- Descaler could contain components that can damage part of your washing machine.
- Never use steel wool.

NOTE: Remove hard water deposits using only cleaners labeled as safe for washing machines.

Cooktop

The key to maintaining a gas cooktop is to clean it often, before grease or burnt food particles begin to build up. Food spills that reach into the cooktop and clog the pilot light burners or settle in the main burners and clog the gas outlet holes will cause the stove or cooktop to operate erratically.

Be sure electrical power is off and all surfaces are cool before cleaning any part of the cooktop.

The grate assemblies lift out of the cooktop. Take them out, noting where each grate belongs so you can reinstall it properly. Soak the grates in hot, soapy water while you clean the other parts of the stove. To get rid of burned-on food, place the grates in a covered container or plastic bag. Add ¼ cup ammonia and let soak overnight. Wash, rinse well, and dry. To prevent rusting, apply a light coating of cooking oil to the grates. Do not operate a burner for an extended period of time without cookware on the grate to absorb the heat.

On porcelain enamel finishes, acidic food spills (such as fruit juices, tomato, or vinegar) should not be permitted to remain on the finish. If acids spill on the cooktop while it is hot, use a dry paper towel or cloth to wipe it up right away. When the surface has cooled, wash with an all-purpose cleaner or soap and water. Rinse well. For other spills, wash with soap and water or an all-purpose cleaner after the surface has cooled. Rinse well and dry with a clean cloth.

Stainless steel surfaces (on some models) should be cleaned with warm sudsy water or a stainless steel cleaner made for your particular finish. Always wipe the

surface in the direction of the grain. Do not use a steel wool pad on stainless steel surfaces, as it will scratch the surface.

The burner assemblies should always be kept clean. Remove the burner grates, burner caps and burner heads for easy cleaning. Turn all controls off before removing the burner caps and heads (remember their size and location and replace in the same location after cleaning). Wash burner caps and burner heads in hot, soapy water and rinse with clean running water. To remove burned-on food, soak the burner heads in a solution of mild liquid dishwashing detergent and hot water for up to 20-30 minutes; use a plastic scouring pad to scrub off any stubborn particles, if necessary. Do not wash any burner parts in a dishwasher.

Do not use abrasive cleansers of any kind. Do not use harsh chemicals such as bleach or chemical oven cleaners.

To keep the cooktop looking its best, wipe up any spills as they occur. As soon as the cooktop is cool, wash the surface with a cloth moistened in warm, soapy water; rinse with clean water, and dry with a soft cloth. Control knobs may be removed for easier cleaning by pulling straight off the stem.

Always refer to the manufacturers owner's manual for cleaning products and methods recommended for your cooktop.

Dishwasher

Prior to any maintenance being performed on the dishwasher disconnect the appliance from all power sources.

Regularly clean the front of the dishwasher with a damp cloth – water and a small amount of liquid soap is adequate. Do not use sponges. Stainless steel surfaces can be cleaned with a cleaner made for your particular finish using a clean, soft cloth. Clean the outer edges of the inside door panel regularly to remove debris that may collect from natural loading. If spots begin to appear on the stainless steel, make sure the rinse agent is full and functioning properly.

If your dishwasher includes spray arms, these should be checked occasionally for any obstructions, grease and limescale. The spray arms will need to be removed to check and clean them. Follow the instructions in the owner's manual for proper removal and reinstallation. To clean, flush the arms under running water and ensure any obstructions are removed. Rinse thoroughly.

Your dishwasher also includes a filter system that will need to be checked and cleaned regularly. The filters remove food particles from wash water which will need to be removed by frequently rinsing the main filter. Follow the instructions

in the manufacturer owner's manual for proper removal and reinstallation of the filter system. Do not operate the dishwasher without the filters.

Large food remnants in the rinsing water not retained by the filters may block the waste water pump (on some models). If this happens, disconnect the appliance from the power supply and remove the filters. Scoop out standing water and pry off the pump cover. Check the inner compartment and remove any foreign objects.

Check the drain air gap when your dishwasher is not draining well. The drain air gap is usually located on top of the sink or countertop near the dishwasher.

Keep the soap dispenser compartment clean and check that the door closes easily. If the door to this compartment sticks, the soap is not released, and it cakes up in the compartment. Usually all that is needed to get the door working again is to clean the excess soap from the compartment. Remove the excess soap and clean the compartment and the area around the door.

Daily use of your dishwasher keeps water in the bottom of the tub, which lubricates the rubber seals in the unit and pump. If you are going to be away for several months, pour an ounce of cooking oil into the puddle of standing water in the bottom to keep the water from evaporating. This helps prevent the rubber parts from drying out and shrinking during the long lay-up.

Garbage Disposal

Garbage disposals are permanently lubricated, self-cleaning and will run trouble-free unless it is overloaded or abused in some other way. Use a steady flow of cold water and allow the unit to run long enough to do a thorough job of pulverizing the waste and flushing it through the pipes (run water for 15 seconds after grinding).

Prevent the unit from jamming by filling it only halfway with loose pieces of garbage, instead of packed to its full capacity. Check your owner's manual for the types of food to avoid putting in a garbage disposal. Typically, fibrous, stringy foods like artichokes, celery, and banana peels should not be put into a disposal, while small bones and fruit pits can actually clean and sharpen the grinders.

If the disposal clogs or stops operating, unplug the unit. With most disposals you can insert the wrench provided with the disposal into the port on the bottom of the disposal (under the sink). By turning the wrench back and forth you may be able to dislodge anything jamming the disposal. If you believe you have dislodged the item, (ensuring the disposal is unplugged and turned off) remove the object

and press the red reset button until you hear a click. Turn the power on to the unit and test it.

You can help keep a garbage disposal odor-free by periodically throwing in half of a lemon or orange and running the unit with warm water or by adding a cup of ice cubes made out of vinegar and running the unit with cool water.

Caution: Do not allow metal, glass or crockery items to go into your disposal. Never put lye or drain-cleaning materials into it. Always make certain your disposal is free of waste before turning on your dishwasher as the dishwasher's water exits through this passage and may back up the waste into your sink.

Microwave Hood Vent Combination

To avoid damage to the microwave oven due to soil buildup, be sure to keep the cavity, microwave inlet cover, cooking rack supports, and door seal clean. Before cleaning, make sure that the power and all controls are off and that the microwave oven is cool. Always follow label instructions on cleaning products. Do not use abrasive cleaners or sharp utensils on oven walls. Never use a commercial oven cleaner on any part of your microwave.

Clean the outside of the microwave with a sudsy cloth. Rinse and then dry. Wipe the window clean with a damp cloth.

It's important to keep the area clean where the door seals against the microwave. Use only mild, non-abrasive detergents applied with a clean sponge or soft cloth. Rinse well.

Wipe the control panel with a sponge or soft cloth and water.

Grease filter: Wash with mild soap and water, or in the dishwasher.

Stainless steel (on some models): Clean with mild soap and water, then rinse with clean water and dry with a soft cloth. You can also use a stainless steel cleaner recommended for your finish and a clean, soft cloth.

To prevent breakage, do not place the turntable in water just after cooking. Wash it with mild soap and water or in the dishwasher. Do not operate the oven without the turntable and support in place.

Racks (on some models): Clean with mild soap, water and washcloth. Dishwasher cleaning is not recommended.

The vent fan has a metal reusable grease filter. Models that recirculate air back into the room also use a charcoal filter.

A filter status indicator (on some models) appears in the display when it is time to replace the charcoal filter and clean or replace the grease filter.

Grease filter: Remove grease filter from underside of microwave oven and clean monthly, or as prompted by filter status indicator.

Charcoal filter: The charcoal filter cannot be cleaned and should be replaced when it is noticeably dirty or discolored (usually after 6–12 months, depending on hood usage), or as prompted by the filter status indicator.

The cooktop lights are replaceable; they located on the underside of the microwave oven.

Any unusual sounds from inside the oven, such as grinding, squealing, scraping, or other noises, may indicate the need for more extensive maintenance, like belt replacement or motor lubrication. Attending to these minor problems now may prevent major repairs in the future.

CAUTION: Do not spray anything into the holes where the door latch is inserted or anywhere around the touchpad as this can result in internal short circuits and costly damage. If you do this by accident, immediately unplug the oven and let it dry out for a day or two.

Oven

Be sure the oven is off and cool before cleaning or servicing the oven.

If this is a self-cleaning oven, do not use any commercial oven cleaning solutions. Do not rub or clean the door gasket – it has an extremely low resistance to abrasion. Do not use abrasive cleansers.

To avoid damage to stainless steel surfaces, do not use abrasive cleaners, oven cleaners, steel wool pads, gritty washcloths or abrasive paper towels. Clean with warm, sudsy water or a stainless steel cleaner recommended for your finish. Always wipe the surface in the direction of the grain. Rinse with clean water and dry with soft, lint-free cloth.

To clean the control panel, use a mild soap and water or vinegar and water, rinse with clean water and dry with soft cloth. Do not use oven cleaners, abrasive cleaners, strong liquid cleansers, steel wool, plastic scouring pads, or cleaning powders on the interior or exterior of the oven. Clean with a mild soap and water

or vinegar and water, rinse with clean water and dry with soft cloth. Food spills should be wiped up immediately. Let hot surfaces cool, then clean and rinse.

The oven must be cool in order to set the self-clean cycle. You should vent your kitchen during the first cleaning cycle. Remove any pet birds or animals to another well-ventilated room. Follow the directions in the manufacturer owner's manual to set the cycle.

Oven racks may be cleaned by hand with an abrasive cleaner or steel wool. After cleaning, rinse the racks with clean water and dry with a clean cloth. If the shelves become hard to slide, lightly wipe the shelf supports with cooking oil.

Follow directions in the manufacturers owner's manual for changing out the specific light bulb in your oven. Be sure to disconnect the power to the oven at the circuit breaker panel before replacing the bulb. Replace bulb, when cool, with an appliance bulb only or as recommended by the manufacturer. For improved lighting inside the oven, clean the glass cover frequently (when cool).

Refrigerator

It is best to unplug the refrigerator before cleaning. If this is impractical, be sure to wring excess moisture out of a soft cloth when cleaning around switches, bulbs, and controls. Avoid cleaning cold glass shelves with hot water.

Clean the outside surfaces of the refrigerator with warm, soapy water (DO NOT use paper towels or cleaners that contain solvents) every few months. Clean the condenser coils located on the bottom or back of the unit to remove dust and lint buildup. These coils transfer the heat from inside the refrigerator enclosure to the air outside the refrigerator. Dust and dirt are good insulators and prevent the free flow of air. If you keep this area clean, your refrigerator will use less electricity. Use a long-handled brush available from an appliance parts store, or the crevice tool of your vacuum cleaner.

The water dispenser drip well should be wiped dry. If mineral deposits accumulate, remove them by adding undiluted vinegar to the well and rinsing with water.

To clean the inside surfaces of the refrigerator, use a solution of 1 tablespoon baking soda in a quart of warm water to both clean and neutralize odors. Be sure to rinse and wipe dry.

Additionally, clean underneath appliances to keep free of lint, dust and debris. Dryers and refrigerators are especially susceptible to dust accumulation and operate more efficiently when kept clean and free of lint and dust build up.

b. Smoke Detectors and Carbon Monoxide Detectors

The purpose of your smoke detector is to detect the presence of smoke in your home. Carbon monoxide detectors are intended to detect the presence of carbon monoxide. Do not disable or otherwise remove any smoke or carbon monoxide detectors from their original locations. Regular inspections and maintenance are required to ensure that the smoke and carbon monoxide detectors are working properly.

Clean and test each smoke detector monthly to ensure proper operation. Test smoke detectors by pressing the test button on the outer cover to ensure alarms sound. Check and replace batteries (if applicable) when necessary. Refer to the manufacturer's manual for correct battery type and detailed information on the care of the detectors. Annually check the smoke detectors and carbon monoxide detectors for condition and replace as needed (smoke detectors should be replaced when over ten years old).

2. Doors and Windows

a. Doors and Locks

Due to the inherent characteristics of the natural wood products installed in your home and natural fluctuations in humidity, interior doors and wood components occasionally shrink, swell or warp, therefore possibly requiring minor adjustments.

Owners are responsible for the maintenance of all doors all in their home, the interior surfaces of the doors enclosing their home, and all hardware, hinges, glass, the door handle and lock mechanism, door closures, drop seals, door sweeps ad other mechanical equipment on the exterior boundaries of their home. The Association is responsible for maintaining the exterior surface of the entry doors including the painting, repairs, replacement, staining or waterproofing of the exterior surfaces of the entry door.

Periodically inspect the interior doors for any cleaning needs and for any touch-up painting requirements due to normal wear and tear.

Check the caulking around the interior/exterior trim, jambs, head, and threshold of the door to ensure the seal has not dried out, cracked, or fallen out. Also, check the weather stripping and vinyl door sweeps around all doors and windows. Reattach or replace any defective weather stripping or caulk that no longer makes an effective seal.

The exterior doors of your home are provided with weather stripping to keep

moisture and air from entering your home. Weather changes may cause the door to warp inward toward the heat. This normal occurrence is beyond the control of the manufacturer and beyond the control of Seller.

Door hinges may require adjustment periodically. Interior door and cabinet door hinges may become loose after repeated use and/or may develop a squeak. Lubricate the hinges with a silicone lubricant. Avoid using oil, as it can gum up the hinge or attract dirt.

A touchpad deadbolt lock may have been installed at the front entry door of the home. Flexible programming allows for multiple unique codes to be added, changed or deleted. Codes can be added and deleted via fingertip by the master code holder. To enter, punch in your code and the motorized deadbolt locks and unlocks. There is an emergency key override that can be used to gain access when the battery at the touchpad is dead, when no valid user code is known or when the emergency lock override is engaged. The keypad may signal when batteries are low and need to be changed. Refer to the manufacturer's user guide for change out of batteries and programming and operation instructions.

Lubricate door locks with graphite or other waterproof lubricant. Avoid oil, as it will gum up the mechanism. To lubricate a lock, you can rub the tip of a pencil over a key and work the lock mechanism (wipe off the key before putting away).

Check mitered joints in door trim and use putty, filler or latex caulking to fill any minor separations that may develop. Follow up with painting.

Keep the door tracks and any weep holes free of dirt and debris. After each cleaning apply a silicone lubricant to the track.

b. Windows and Screens

Owners are responsible for cleaning and maintaining all interior windows enclosing their home including the glass, any screens and lock mechanisms and for replacement of broken glass. (NOTE: Owners shall pay for the cost of repair and/or replacement of all windows serving that Owner's home provided that the Association shall hire a professional to perform such repairs). The Association is responsible for maintaining all exterior window frames, weather stripping and caulking and the washing of all exterior glass surfaces of inaccessible windows.

In some rooms of your home there may be floor-to-ceiling windows that provide natural daylight and views to the outside. There may be operable windows in one or each of the rooms of your home. The operable windows will only allow the window to open to a certain angle and should not be forced beyond the fixed

position. Operable windows must be maintained in accordance with the manufacturer's guidelines.

The glass assembly system contains the exterior windows and is part of the exterior façade. Use care when opening and closing the windows to avoid rupturing seals or causing damage. Windows may seem to stick because they are intended to fit tightly. Windows should not operate too freely.

Inspect all windows for breaks, cracks or condensation (between the double panes of glass). A professional glass company should be used for re-glazing of any windows that break. Do not tint the inside surface of your double pane windows. This will increase the temperature between the panes and may burst the seal, which will cause the window to fail and will have to be replaced. The application of any tint may void the warranty.

Aluminum Windows

Windows (interior glass and frame) should be washed with warm water and a mixture of mild dish soap using a soft cloth. Avoid using abrasive cleaning compounds. Rinse thoroughly with clean water. Please refer to the manufacturer's specifications on care and proper maintenance.

Clean aluminum metal surfaces with warm, clear water. Do not use a powdered cleaner. Keep the window tracks free of dirt and debris. After each cleaning apply a silicone lubricant to the track. Inspect wooden window surfaces for possible repainting needs, touchup paint as needed.

Clean glass surfaces with vinegar and water, a commercial glass cleaner, or the product recommended by the window manufacturer. Keep the weep holes free of dirt and debris.

Condensation may form on the interior surfaces of the window and frame and is the result of high humidity within the home and low outside temperatures. Individual living habits can impact humidity levels. It is important to utilize the exhaust fans when cooking or using the bathrooms. Open windows periodically to air out the home. Any condensation that drips into the track should not be allowed to sit for any length of time. Mildew or mold may form and must be eradicated.

Check the caulking around the interior trim and sills of the windows to ensure that it has not dried out, cracked, or fallen out. Also, check the weather stripping and vinyl sweeps around doors and windows. Adjust or replace any defective weather stripping or sealant that no longer makes an effective seal. Ensure you

do not block the weep holes or window drainage system when applying caulk or sealants.

Keep the window tracks and any weep holes free of dirt and debris. After each cleaning apply a silicone lubricant to the track. You should lubricate the hardware components once a year. In areas with high salt-air at least twice a year is recommended.

Keep hinges and hardware clean and free of debris. Lubricate all hardware components as required to help keep components operating smoothly. Inspect hardware for any loose screws or repair needs.

Do not stand or place any heavy objects on window sills or frames.

Screens

Inspect screens for proper fit and any tears or rips. Make repairs as necessary. Be careful storing or removing screens, they tear easily and the frames may bend. Screens may be removed and cleaned with a hose. Torn or damaged screening can be repaired or replaced, while cracked glass panels should be replaced for safety and to maintain their energy effectiveness.

Blinds, Shades and Shutters

Choosing shades, blinds or shutters made from eco-friendly fabrics or materials can contribute to an overall improvement of indoor environmental quality. Solar shades can help increase energy efficiency by rejecting heat in the summer and keeping heat in during the winter. Regular dusting and occasional cleaning of wood, faux wood, vinyl, or metal blinds is required. Make sure the bottom rails do not retain water.

c. Hinged Glass Doors (As Applicable)

Hinged doors at the patios should operate smoothly with proper care and maintenance. Do not use abrasive materials to clean the frame or glass. Mild soap and water can be used to clean the frames and a soft clean cloth and glass cleaner for the glass.

For optimal performance, windows and patio doors will require periodic care and maintenance. For smooth operation, the hardware or other moving components may need to be cleaned and lubricated. Hardware screws, especially hinge screws, should be periodically inspected and tightened if necessary.

Remove grease or debris with a soft, dry cloth, then lubricate moving parts with a

dry silicone spray. Lubricants or harsh abrasive cleaners are not recommended. Wipe down the hardware component using water, a small amount of soap and a clean, dry cloth to remove any dust or debris. Avoid abrasive cleaners, cloths, or brushes

Refer to the manufacturer documentation for proper operation and maintenance of your hinged patio doors.

3. Finishes and Specialties

a. Cabinets

Due to the inherent characteristics of the natural wood products installed in your home and natural fluctuations in humidity, cabinet doors occasionally shrink and warp and may require minor adjustments.

Dust cabinets frequently with a soft, lint-free cloth. You can dampen the cloth slightly with water or a spray-type dust remover, if necessary. Clean up spills immediately with a clean damp cloth and wipe dry with another clean soft cloth.

You can use a mild soap and a damp cloth to remove any grease build up from cabinet surfaces. Be sure to completely remove any product with a damp cloth. Excess moisture can damage the wood finish, so be sure to dry thoroughly after cleaning, and do not drape wet or damp cloths over the edge of doors.

Do not use detergents, soap pads, steel wool, or any other type of abrasive pad on your cabinetry, as these products may damage the wood finish. Do not use solvents such as ammonia, bleach, acetone, lacquer thinner, or cleaners, as these may damage or dissolve some or all of the finish.

Clean glass panels with glass cleaner. Do not spray glass cleaner directly onto glass, as some glass cleaners can damage wood finishes and the protective finishes on many brass handles or other hardware. Spray a small amount of cleaner onto a lint-free cloth or paper towel, and then wipe the glass.

Various appliances, including cooking ovens, ranges, cook tops, cooking pots, toasters and other small appliances, produce a lot of heat or humidity. It is very important to make sure these products are positioned so rising heat is not trapped or confined, in order to avoid damage to cabinets or moldings.

- Always wipe up spills on the cabinet finish at once.
- Keep cabinet surfaces dry.

- Never expose cabinet surfaces to prolonged contact with acids, alkalis, or water.
- Use hood fans whenever cooking at a cooktop to help prevent exposure of your cabinets to excessive heat.

Avoid overloading of cabinets and drawers. Weight in excess of manufactured tolerances may cause severe damage to your cabinets and drawer hardware.

Hinges and Pulls

Door hinges and drawer pulls may require periodic adjustment. After repeated use, cabinet door hinges may become loose and/or develop a squeak. Lubricate door hinges and drawer slides with a silicone lubricant. Avoid using oil, as it can gum up the hinge or attract dirt.

Regular care and maintenance will help extend the life and luster of your cabinetry.

b. Caulking and Sealants

Caulking is a type of flexible finishing material that is used to fill in gaps, cracks, and breaks in various surfaces in order to create a seal and prevent the passage of air and moisture through those openings. This contributes to a more energy efficient home and will help prevent water damage from occurring inside and outside of the home.

Over time, caulking will begin to deteriorate, losing its ability to create airtight and watertight seals. This is caused from the caulking contracting and expanding due to variations in temperature and humidity, as well as overall wear and tear. Once caulking has begun to discolor or deteriorate, it must be removed and reapplied in order to prevent any water damage or potential mold growth. **Routine caulking around tubs, inside showers and on countertops is necessary to prevent long-term water damage**. As part of routine maintenance, check all caulking and make needed repairs.

Caulking is made from a variety of materials, including silicone, latex, acrylic, and urethane; Read the manufacturer's instructions carefully prior to applying any caulking to ensure you are using the appropriate caulking material.

Silicone Caulking – Silicone is best for joints between smooth surfaces and is often used at kitchen and bathroom fixtures and at tile.

Latex Caulking – Latex is used to seal joints around tubs and showers and to fill

cracks in tile, plaster, glass and plastic.

Polyurethane Caulking – Polyurethane sealants can be used indoors and outdoors to fill larger cracks.

These are some typical caulking locations that should be inspected and repaired if necessary:

- Tub and shower surrounds
- Countertop backsplashes
- Sinks and faucets
- Window sills and trim
- Door trim, jambs, head, and threshold
- Moldings

c. Countertops and Backsplash

To preserve the finish and appearance of your countertop, it is very important to keep the surface clean and regularly seal or protect the material as needed. **Because an exact color match of replacement tile, granite or marble may not be possible, we urge you to take special care**. Use a cutting board to protect your counters when you cut or chop food. Protect the counter from heat sources, such as extremely hot pans. If you cannot put your hand on it, do not put it on the counter. Do not use countertops as ironing boards and do not set lighted cigarettes on the edge of the counter. Do not stand or sit on countertops.

The caulking between the countertop and the wall, along the joint at the backsplash, and around the sink, may shrink, leaving a slight gap. Maintaining a good seal in these locations is important to keep moisture from reaching the wood under the laminates and to prevent warping.

Avoid abrasive cleaners that will damage the luster of the surface.

Quartz is a natural product that was developed and created to provide a low maintenance surface that has stain-resistant qualities, requiring minimal care and maintenance. In most cases soap and warm water is all that is needed to clean. For difficult stains and cleaning recommendations refer to the manufacturer/installer's instructions.

Solid surface countertops are durable, easy to clean and water resistant. Soap and water and a microfiber cloth can be used to keep them clean. Avoid scratching the surface and do not put hot pans on the countertop.

Grout on tile countertops requires regular cleaning and sealing. Chipped or

missing grout should be replaced.

Ceramic tile is one of the most durable and maintenance friendly surfaces you can choose for your walls, floors, countertops, etc. Generally, all that is necessary to keep your tile looking good is a quick wipe with a clean damp cloth or mop to help prevent build-up of soil, grease, residue, soap detergents, sealers, dampness, liquids, etc. Prompt cleanup of spills and regular cleaning will also aid in keeping your ceramic tile surfaces looking their best.

If a cleaner is necessary, the use of low VOC (volatile organic compound), neutral pH, non-hazardous, and non-polluting products is recommended. The type of cleaning product may vary depending on the tile application use and should be grout compatible. Routine cleaners should never contain hazardous or polluting products including, but not limited to acids or ammonia. Acids can damage the grout and the glazed surface of the tile, and ammonia can discolor the grout.

Tiled surfaces in your bathroom may require a more thorough routine cleaning because of a build-up of soap scum, body oils or hard-water stains. Use a clean, damp cloth, or sponge with a neutral pH cleaner, allowing it to stand about five minutes before rinsing and drying. Specialty bathroom cleaners may also be used (always test first). Clean shower regularly with the appropriate tile and stone cleaner. Dry with a towel after each use and leave curtain or door open between showers to allow for maximum ventilation and moisture escape. A multipurpose spray cleaner, which removes soap scum, hard water deposits, and mildew designed for everyday use, can be used on wall tile areas in baths and showers.

d. Drywall

The frame of the structure expands and contracts with the seasons and as temperature and humidity levels change, slight cracking, nail pops or seams may become visible in walls and ceilings. After move-in, it is the homeowner's responsibility to make repairs to the drywall and repaint as necessary.

Inspect interior walls and surfaces for mold/mildew growth and any cracks. Inhibit the source of moisture by utilizing the fans in the bathrooms, laundry rooms, and kitchen; periodically open the windows to air out the house; and, repair any leaks immediately.

Inspect the exterior walls and surfaces at your deck (as applicable) for mold/mildew and fungus growth, remove source of moisture and make all necessary repairs.

Most of your walls and ceilings are painted with flat acrylic (water-based) paint. Your kitchen and bathroom walls are painted with semi-gloss acrylic paint. The

wood trim and interior doors are painted with acrylic enamel paint.

Do not attempt to clean smudges from a flat painted wall. Instead, paint over the area with matching touch-up paint. When cleaning smudges from enameled walls, wipe off the excess water immediately. Do not permit the drywall to become soaked with water. Use care when hanging pictures and other decorative items. The drywall is brittle and will break if hit with a hammer. Repair nail holes and minor cracks with a dab of caulking, Spackle, or putty, obtainable from any paint store.

Repaint interior walls and ceilings as needed.

The walls are constructed in a conventional manner and are not designed for pocket doors to be added later. Where a pocket door is an original feature of your home, use care when hanging pictures because hangers may impede the movement of the door.

Homeowners should take extra care when hanging supports or mounting heavy objects on drywall to not damage any plumbing lines or electrical or mechanical components behind the wall.

e. Sinks, Tubs and Showers

Fiberglass

Fiberglass tub-shower units and acrylic tubs are easily damaged and therefore require special care and maintenance. Please refer to your warranty & maintenance manual from the manufacturer.

Do not use abrasive cleaners such as scouring powders or pads, steel wool, scrapers, or sandpaper, since all of these products will scratch and dull the surfaces.

Any hardened residue or adhesive can be removed with 3-M Natural Cleaner, De-Solve-It, or similar materials.

To restore the original luster, use any good automotive-type body-cleaning compound, such as Dupont #7, and polish out with a light application of paste wax. Do not apply wax to the bottom of the tub or shower without having a non-slip surface applied. Clean out the hair trap at the drain regularly.

Vitreous China and Porcelain

These durable materials have shiny surfaces, which are resistant to most household

chemicals and food. With proper care, your fixtures will retain their luster for an indefinite number of years.

Use warm water and dish soap to clean these surfaces. Do not use abrasive cleansers, which will mar the surfaces. Avoid banging hard items, such as pots or utensils, on them, as this can cause chipping.

The best way to avoid staining your sinks and tubs is to care and use them only for the purposes for which they are intended. If stains do occur, they should be removed promptly. Here are a few suggestions for removing fixture stains:

- Most stains are caused by dirt, grease, rust, or water minerals. To clean any plumbing fixture, slice up half a bar of naphtha-based soap in a quart of hot water. Add 2 tablespoons of paint thinner or dry-cleaning solvent. Apply this solution to the fixture with a stiff bristled brush. This will remove most simple stains.
- Paint, rust, acids, and other stains are more complicated to remove. Hardened paint stains may be removed with a razor blade. Be very careful to keep the blade slanted against the fixture in order that the surface is not gouged. After the worst of the paint has been scraped off, the rest should come off easily with an ordinary household cleaner and water. Do not use razor blades on fiberglass fixtures.
- Food or fruit stains may be removed with a paste made of peroxide and equal parts cream of tartar and a household cleaner. Let the paste remain on the stain for 10 to 15 minutes and then rinse.

Stainless Steel

Use mild soapy water and a soft sponge to clean stainless steel items. Prevent spotting by drying these items after each use with a soft cloth.

Due to the resiliency of stainless steel, rubber mats are not essential to protect your sink, glassware, and dishes, and are therefore not recommended. Residual water deposits and food particles trapped underneath rubber mats can cause discoloration.

Discoloration, pitting, and rust can be caused by wet sponges, clothes, cleaning pads, and rubber mats left on the sink surface.

Steel wool pads should never be used to clean your sink. Iron particles imbedded in the grain lines from these pads can cause rust and pitting of the sink surface. Most liquid detergents contain chemical additives which will affect the original shine of the finish if left to dry on your sink. In some instances, full strength residual liquid detergents have caused pitting and staining of the sink surface.

The chlorides in bleaches can react with your stainless steel sink and cause corrosion. They should not come in contact with the surface of the sink for extended periods. If they are used, rinse thoroughly. If clothes are left in the sink to soak, bleaches may cause rusting and pitting at the water line.

Water quality can also affect the appearance of your sink. Where hard water or water with high iron content is present, a brown stain may appear, giving the appearance of rust. In areas with water of a high concentration of minerals, or over softened water, a white film may appear on the sink. We suggest the sink be towel dried after each use if this condition exists.

f. Mirrors

To clean your mirrors use any reliable liquid glass cleaner or polisher available at most hardware or grocery stores. Avoid acidic cleaners and splashing water under the mirror; either can cause the silvering to deteriorate. Avoid getting glass cleaners on plumbing fixtures as some formulas can deteriorate the finish.

g. Trim and Moldings

Due to the inherent characteristics of the natural wood products installed in your home and natural fluctuations in humidity, wood trim and moldings occasionally shrink and warp and may require minor caulking and touch-up painting.

Aluminum trim at tile edges are installed to conceal and protect exposed tile edges and eliminate the need for caulking. The surfaces are easy-to-clean and should not trap debris or moisture. The trim may require periodic replacement, refer to the manufacturer warranty for specific maintenance requirements.

4. Flooring

Your floors are made of a variety of materials that not only enhance the beauty of your home but are functional as well. Proper care of these various materials will increase the life of your floors. Never allow soil to accumulate on your floors. This will dull the finish, and, in time, they will become scratched and marred. Do not drag or slide heavy objects or furniture pieces across your floors. Always use a dolly or a moving pad to move bulky objects across the floor. Use floor protectors on the feet of furniture to avoid scratches. When moving heavy furniture or heavy appliances, slip a blanket or scrap of carpet face down under each foot and slide the furniture carefully to help avoid scratching and gouging.

Floor Covering Restrictions

As per Section 7.17 Floor Coverings of the Declaration of Covenants, Conditions and Restrictions: No change in the type of floor covering materials as were originally installed in the Units shall be permitted except with the written consent of the Architectural Control Committee. To reduce sound transmission, all Units above other Units shall have seventy five percent (75%) of all floor areas in each room except kitchens and bathrooms covered with carpet, rugs or other material approved by the Architectural Control Committee that provides equivalent insulation against sound transmission to the Unit below.

a. Carpet

It is important to know what material your carpet is made of before you clean your carpet. Read and follow the manufacturer's recommendations.

The most important thing you can do to protect your carpet is to vacuum it frequently. Professionals recommend vacuuming three times per week and daily in high traffic areas. Your vacuum must be powerful enough to create a suction that will remove the dirt, sand, and debris that gets ground into the carpet. Dirt in carpet acts just like sandpaper and will prematurely wear out the carpet and dull the look. Beater bar type vacuum is not recommended to be used on Berber carpet, it will cause fuzzing.

Wipe spills and clean stains immediately with clean water. For best results, blot or dab any spill or stain; avoid rubbing. Test stain removers on an out-of-the-way area of the carpet, such as in a closet, to check for any undesirable effects. Have your carpet professionally cleaned regularly, at least once per year.

Do not place rubber cushioned backed area rugs on your carpet. This may cause yellowing or discoloration of the carpet yarn. Discolorations of this nature are not a manufacturing defect.

After your carpet has been installed, you may notice some characteristics, which may concern you. These characteristics are not considered situations, which are controlled by the manufacturer or installer and may consist of the following:

Depressions: Heavy objects (furniture) pressing down on the fibers may cause depressions in the carpet. These depressions may be removed by gently rubbing the affected area with the tines of a fork.
Footprints: Most deep cut pile carpet will show shoe or foot impressions. This is not a warranty issue that Seller or the manufacturer can resolve, but rather a matter of personal taste and preference.
Fuzzing: Fuzzing is caused when embedded dirt and grit cut carpet fibers, but still

leave them bound at one end. This is an indication that more frequent vacuuming is required.

Matting: Matting may occur in heavy traffic areas. Using small rugs and rearranging furniture on a regular basis can help prevent this condition. Matting may also be the result of excessive soiling. It is important to vacuum often using a vacuum with a beater-bar. (Check manufacturer recommendations for beater-bar with your type of carpet).

Pile Crushing: This condition is caused by heavy traffic and can be reduced by maintaining the carpet with a "Six-Foot Beater Bar" type vacuum cleaner. A plastic, metal, or wooden carpet rake can also be used on the crushed pile. (Check manufacturer recommendations for beater-bar with your type of carpet).

Pile Reversal (Pooling, Shading, and Water Marking): These terms are used to describe a change in the surface appearance of carpet, such as color or texture, depending on the angle from which it is viewed. This can give the appearance of color change where none actually exists. It is often encountered in higher quality cut pile carpet.

Shedding: Shedding occurs when loose fibers are removed by vacuuming. This is normal and usually subsides within a short period of time following installation.

Sprouting: Sprouting is the term used when small tufts of cut pile carpet extend beyond the surface. This is common and can easily be removed by clipping the extended yarns with scissors. Never pull the yarns.

NOTE: NONE OF THE FOREGOING INFORMATION IS INTENDED TO TAKE THE PLACE OF THE MANUFACTURERS' WARRANTIES. PLEASE CONSULT THE INFORMATION PROVIDED BY THE MANUFACTURERS FOR THE CARE OF THEIR PRODUCTS.

b. Hardwood Floors

The resilience of wood fibers makes a hardwood floor extremely durable, but it is susceptible to changes caused by moisture and aging. A properly finished wood floor requires little maintenance other than regular vacuuming or sweeping.

Do not wet mop a hardwood floor. Excessive water causes wood to expand and can possibly damage the floor. Be sure to wipe up spills immediately.

Utilize floor protectors, wide bearing and non-staining glides or casters on all moveable furniture, tables or other objects that sit directly on hardwood flooring.

Do not use masking tape or any other high tack tapes on floors for an extended period of time. Tapes must be removed from the floor to avoid damaging the finish.

Place high-quality floor mats and area rugs near outside entrances to prevent dirt, sand and other unwanted substances from being tracked directly onto flooring. Also, if you have wood flooring in your kitchen, a throw rug with a soft or felt backing should be placed in front of the sink area to catch spills and splashes.

Rearrange rugs and furniture periodically so the floor ages evenly. UV sunlight will change the color of different wood species to varying degrees.

Keep pet nails trimmed and filed in order to minimize indentation. All wood floors will indent.

Determine what type of sealer is needed for your particular floor. Refer to the manufacturer's recommendations. No matter what the finish is, if it is worn off in traffic areas, the whole floor typically has to be sanded and refinished. Refinishing hardwood floors should be done by an experienced professional. Refer to the manufacturer's documents for requirements regarding sealing or refinishing of your hardwood floors.

c. Natural Stone

While expensive, stone flooring such as slate, marble, limestone, or brick, is one of the most durable. It is possible to chip or break stone if a heavy object is dropped on the surface. Stone flooring is generally porous and will require sealing. Always follow manufacturer's recommendations and conduct small patch tests prior to starting a cleaning operation. Some stones are very sensitive to chemicals (especially alkalines). Stain removal will be determined by the type of material being cleaned.

Cleaning consists of frequent vacuuming and damp mopping regularly with clean water. Occasional cleaning with a mild detergent may be necessary depending on the type of stone. Avoid acidic or alkali cleaners and do not use abrasive cleaners. Contact a reputable flooring supplier or contractor to get advice related to your stone. Wipe up spills immediately.

For polished marble and granite, we recommend periodic application of a polish that is not silicon based, so it will not yellow or discolor natural stone. It will enhance the beautiful luster of the marble and afford an extra measure of protection. Use a penetrating sealer to fill the pores and thus protect the stone against stains. Some stone floors may be polished and waxed. Contact a reputable flooring supplier or contractor to get advice related to your stone.

d. Porcelain Tile

Porcelain tile is durable, but it can chip if you drop something on them, and

requires regular cleaning, especially the grout. Inspect for cracks in tiles and in the grout between tiles. High heels, furniture legs, and toys can scratch and/or chip the tile.

Simply vacuuming the tile floor when needed is usually sufficient, but a wet mopping with warm water may be appropriate to clean stains and other grime. Be sure to rinse thoroughly if any kind of cleaning agent was used. Do not use abrasive cleaners, they will dull the surface.

The grout may become yellowed or stained and may be cleaned with a fiber brush, cleanser and water. Grout cleansers and whiteners are available at most hardware stores. Sealing the grout is one of the best ways to prevent stains. Once grout has been sealed, ongoing maintenance is necessary, as sealing will need to be reapplied on a regular basis.

Expect slight separations and cracking to occur in the grout between tiles. The grout does not hold the tile in place and will give with minor fluctuations in the substrate. Cracks in the grout can be filled using premixed grout purchased from flooring or hardware stores. Follow package directions.

5. Mechanical, Electrical and Plumbing

Owners are responsible for maintaining the mechanical ventilation and heating components serving their home.
Maintenance of the heating system and equipment can save energy dollars as well as prolong the life of the system.

Read the manufacturers' warranty and owner's manual and become familiar with the heating systems and equipment before using them.

a. Heating System

The heating system consists of wall heaters that are tied into the central boiler system. Maintenance of the equipment and system will be required to ensure proper working order of the system.

Occasional removal of dust and lint around the front grille should be completed. Periodically a trained and qualified technician should service the unit. This includes internal cleaning of the heat exchangers using a soft brush or vacuum cleaner, taking care not to damage the fan or exchanger.

Refer to the manufacturers recommended service and maintenance.

Vents in some or all of the rooms in your home deliver heating to the space. The vents can be adjusted to a limited degree to control the flow of air into individual rooms. Always keep vents free of dust, cobwebs and debris. Be sure vents are not covered or blocked with anything that might block the airflow.

b. Electrical Systems

Most electrical work should be performed by a licensed, professional electrician. Call the electrician or Builder's warranty department when you have habitually flickering lights, a breaker that continually pops, or a fuse that repeatedly burns out.

It is important to know the location of the breaker panel(s); the panel includes a main shut-off that controls all the electrical power to the home. Individual breakers control the separate circuits. Each breaker should be marked to help identify which breaker is connected to which major appliances, outlets or other service. Should a failure occur in any part of your home, first check the breakers in the main panel box.

Circuit breakers have three positions: on, off and tripped. When a circuit breaker trips, it must first be turned off before it can be turned back on. Switching the breaker directly from "tripped" to "on" may not restore service. The service panel should be kept clean and free of cobwebs and pests. If the meter or fuse panel are located inside a utility closet, keep the closet free of dirt and debris and any flammable products.

GFCI (Ground Fault Circuit Interrupter)

Ground fault interrupters have been installed in various locations throughout your home. The purpose of these outlets is to protect against electrical shock by interrupting the circuit in the event of accidental grounding. The GFCI senses variations in current and will trip within one-fortieth of a second.

Each GFCI circuit has a test and reset button. Once each month, press the test button. This will trip the circuit. To return service, press the reset button. If a GFCI breaker trips during normal use, it may indicate a faulty appliance and you will need to investigate the problem. One GFCI circuit can control up to three or four outlets.

AFCI (Arc Fault Circuit Interrupter)

Arc fault circuit interrupters have been installed in bedrooms in accordance with new building code requirements. AFCI's protect against fire causing arcing much like GFCI's protect against stray current. When an arc is detected power to the

circuit is interrupted. A test button is located on the front of the device and once each month AFCI's should be tested by pushing the test button to ensure they are working properly.

Light Bulbs and LED Fixtures

Inspect all your bulbs during the nighttime at least once a month for proper operation and safety. Replace only with the size and type bulb indicated by the fixture. Each Owner is responsible for the lighting fixtures and hardware in their home and on Owner's Exclusive Use terrace or balcony (as applicable).

In some locations LED fixtures have been installed. LED lighting has a very long-life expectancy. Refer to manufacturer owner's manual for all replacement recommendations.

Interior and exterior hardware and lighting fixtures are subject to corrosion depending on their exposure to sunlight, wind, moisture, or other factors. While corrosion is most common with polished brass items, it also occurs on chrome and antique brass as well. Check with your local home and garden center or lighting company for information on maintaining these fixtures.

Receptacles and Switches

Overloading and tripping a circuit most often occurs at the receptacles by plugging in too many appliances or plugging in a defective appliance. Use only polarized, grounded receptacles with a proper plug. Never force a plug into a receptacle. Install plug covers to help protect small children. **Devices that allow for multiple extension cords can cause fire.**

Receptacles and switches that have scorch marks, are warm to the touch, or emit a buzzing sound must be repaired immediately.

c. Exhaust Fans

Exhaust fans have been installed in the bathrooms of your home for general ventilating. The fans are designed to provide trouble-free operation and require very little maintenance but should be inspected and routine maintenance performed (once or twice a year) to help identify any problems that could lead to loss of performance or early motor failure. The fan motor and wheel should be checked for dust and dirt accumulation. Cleaning can be accomplished by brushing off any dust that may have accumulated. The motor should be checked for lubrication (if applicable). Refer to the owner's manual for proper maintenance and operation instructions.

d. Fire Safety

Fire Sprinklers

Your home is equipped with a wet-pipe fire suppression sprinkler system as a life safety feature. All maintenance procedures, inspections and programs are to conform to the guidelines provided to you at closing. The Association is responsible for the maintenance, repair, testing and replacement of the sprinkler systems (including the interior fire sprinkler system designed to serve each home). Never tamper with fire sprinklers.

Note: Be aware of any sprinkler heads, control valves, piping or test valves that are leaking. **Be sure that none of the sprinkler heads have been painted or are bent, blocked or damaged.** Keep sprinkler heads free of dust and debris. Do not obstruct heads or expose them to open flame or high heat sources. Do no disable any sprinkler heads.

Fire Extinguishers

Owners should provide at least one portable fire extinguisher. Place in an easily accessible location next to where one might most likely be needed (like the kitchen). Removal of any fire extinguisher is very dangerous, and the home must be protected from damage. Keep in mind that partial discharge may cause the extinguisher to leak.

Inspect extinguishers monthly, or at more frequent intervals if necessary. Make sure extinguisher is present and secure. Make sure hose and horn are unobstructed. The gauge pressure must be in operable range, and the lock pin and wire seal must be in place. Extinguishers must be recharged at regular intervals according to manufacturer's recommendations, usually once per year.
Fire extinguishers are to be inspected, maintained, and tested in accordance with the manual supplied with the extinguisher and the National Fire Protection Association Standard No. 10, "Portable Fire Extinguishers."

After use, immediately clean all surfaces contacted by chemical to avoid corrosion.

e. Plumbing

Plumbing systems and fixtures which exclusively service the individual home is the maintenance responsibility of the individual Owner.

The hot water to your home and the building is provided by a central boiler system

maintained by the Association.

The water supply piping in the homes and at the project may consist of copper and/or PEX water system. PEX is flexible, resistant to scale and chlorine, and shouldn't corrode or develop pinholes, and can have fewer connections and fittings than copper or more rigid materials. If applicable, copper pipes are generally corrosion-resistant and easy to repair. However, over time, copper may be affected by pitting corrosion leading to pinhole leaks. Pitting is generally caused by exposure to waters with high dissolved solids including sulfates and chlorides and high carbon dioxide content. Seller has no control over the quality or characteristics of the water supplied to your home. If you have questions concerning water quality in the Project, you should contact the local water authority or a water treatment expert.

It is important that you become familiar with the plumbing system and fixtures in your home, including the location of the main supply valve and other shut-off valves for your water. In the event of an emergency, this can prevent excess damage to your property. If a plumbing emergency occurs, you should first shut off the main supply valve. This will keep uncontrolled running water from damaging your home. Most of the plumbing fixtures in your home have shut-off valves nearby. Locate these valves and become familiar with how they work.

Aerators are located on the faucets to strain debris from your water. Minerals caught in these screens may cause the faucets to drip because washers wear more rapidly when they come in contact with foreign matter. Aerators must be cleaned periodically to remove the calcium, lime, or rust as needed. Follow all directions on the cleaner container. Flow restrictors are manufactured into most faucets and all showerheads and cannot be removed.

Follow manufacturer's directions for cleaning fixtures. Avoid abrasive cleansers. The best way to avoid staining your sinks and tubs is to care and use them only for the purposes for which they are intended. If stains do occur, they should be removed promptly. Care for brass or gold fixtures with a good-quality cleaner recommended by the manufacturer. Inspect fixtures for leaks and repair immediately. Keep all fixtures free and clear-running to prevent clogs and slow running toilets.

Never allow faucets or showerheads to drip for long periods of time. Inspect for leaks on all plumbing fixtures, repair immediately and report any structural damage the Association.

If a major plumbing leak occurs, the first step is to turn off the supply of water to the area involved. This may mean shutting off the water to the entire home. Then contact the appropriate contractor. The Builder/Developer must be notified

immediately of any leaks in the plumbing.

The main water shut-off is for major water emergencies such as a water line break. Each toilet has a shut-off on the water line under the tank. Hot and cold shut-offs for each sink are on the water lines under the sink.

All gas appliances have individual shut-off valves to turn off incoming gas. Owners should familiarize themselves with the location and operation of all gas shut-offs.

Due to the flow of water and pipe expansion, you may notice a dripping or tapping sound coming from the water pipes within your walls. This happens when a pipe at room temperature fills with hot water, expands, and slowly contracts as the pipe cools. The sound may be more noticeable during cold weather.

The sounds may also occur as the piping comes in contact with the framing in which it is housed. Sometimes the wood amplifies the noise. In addition, electric valves on dishwashers, sprinkler systems, or washing machines can cause thumping noises within the walls. These are not defects, but normal household noises that the Seller cannot remedy.

However, if you detect an extremely loud knocking sound, it may be caused by a failure of the Water Pressure Regulator for the building. This must be addressed by a plumber.

Generally, the water in California is described as "hard water." This means it contains minerals, which can cause blemishes on plumbing fixtures as well as scale buildup in water heaters. **This scale and buildup, if allowed to accumulate on plumbing fixtures, water heaters, etc. will void the Limited Warranty**. This condition is faced by all who live in this area.

Your toilets should be water-efficient but still operate efficiently. From time to time, your toilet may not flush properly. The valve plunger, which moves vertically allowing the toilet to flush, is subject to deterioration. Replace as needed.

If a toilet stops up, shut off the water supply valve behind the toilet and use a plunger to remove the blockage. Make sure there is water in the bowl and work the plunger back and forth. If the stoppage persists, call a plumber. Never use drain cleaners in toilets, as this can damage the fixture.

When cleaning your toilet, clean with mild soapy water and rinse thoroughly with clean water and a dry soft cloth. Do not use abrasive scouring powders or abrasive pads on your toilets. Some bathroom chemicals may damage the toilets finish.

Do not flush hair, grease, lint, diapers or rubbish down the toilet, as this can stop up the toilet and sewer lines.

D. Outside Home Care

The outside of your home is just as important to maintain as the inside. Your home has been built and designed using proven technology and construction techniques and many conditions have been accounted for; however, moisture, in the form of wind driven rain or condensation, can still find its way into your home. Preventive maintenance will help to inhibit this intrusion and must be performed regularly.

Timing is critical in the performance of maintenance tasks. Consistency and commitment will help to prevent potential breakdowns or malfunctions. Regular and on-schedule maintenance may also increase safety for you and your family.

The following are maintenance guidelines for the various systems and finishes outside your home. We have tried to be comprehensive for your home and you will find many maintenance suggestions that pertain to your particular situation, but keep in mind that some may not apply. Please note that certain items referenced in this Maintenance Guide may not be included in your home. Read your CC&Rs for your exact maintenance responsibilities.

Please remember that maintaining your home is not an option. It is very important to regularly perform the inspections and maintenance on a timely basis in order to preserve your rights under the law. A maintenance expert would be able to determine when and if maintenance has occurred, if such a determination were required.

1. Balconies and Terraces

Balconies and terraces need regular maintenance to help ensure a safe environment and a long service life. Owners of a Unit to which any exclusive use common area terrace or balcony is appurtenant shall maintain and repair any built-up or raised decking, tile, brick or paver covering such terrace or balcony, and any waterproofing treatment to the surfaces of such built-up or raised decking, tile, brick or paver. Each Owner shall keep any drain(s) located on Owner's Exclusive Use Common Area balcony or terrace clear, free of obstruction and in good working condition, and shall promptly report any problems with functioning of the drain to the Association. Owners are responsible for replacing light bulbs for any lighting on the terrace and balcony, routine cleaning of exterior light fixtures, and cleaning of all railings surrounding the terrace and balcony. The Association is responsible for maintaining all structural elements, the floor sealing and any associated waterproofing, sealant or elastomeric membranes below the surface of the flooring at balconies and for the maintenance, repair and replacement of any railings surrounding the terrace or balcony.

Owners are to maintain any landscaping, including potted plants, within their deck and balcony. For specific restrictions and requirements of the balcony, deck and terrace refer to the project CC&Rs, disclosures and project rules and regulations for the project.

Waterproofing and deck coating systems in these areas have not been designed to withstand impact from sharp objects. Do not place potted plants on the deck without raising them off the surface to allow air movement underneath the pot. Table and chair legs should have caps or pads. Be sure to keep decks clean.

The decking is not designed to withstand the placement of extremely hot, cold, or heavy items (e.g., a large potted plant). The use of barbeques or any outdoor cooking devices are prohibited within any exclusive use common area terrace or balcony.

Coated, or elastomeric, decks may be cleaned with mild soap and water to remove pollutants and dirt. Do not use solvents. Regular cleaning will help prevent build-up of residue, which can become slippery when wet.

Inspect the deck-waterproofing system for surface integrity and proper slope at least annually, checking for blisters, cuts, tears and ponds. Do not allow standing water to occur. Any ponding must be dried within 24 hours.

Do not lay carpet, tile, or any other impermeable surface over the decking system.

Maintain all drainage at balconies and terraces and check to make sure inlets are free and clear of debris.

2. Pest Control

Unwanted insects, pests and rodents can enter any residence at any time through open doors or windows. Professional pest control companies are recommended to make inspections and give recommendations. Contact the association to coordinate any pest control needs or servicing. Anyone applying pesticides must possess a current State Pesticide Applicator's License and County Pest Control Business License.

3. Metal Surfaces

Metal surfaces need regular maintenance to help ensure a long service life. Ferrous Surfaces are particularly vulnerable to chemicals and moisture in the air. Once the protective coating of the paint has been breached, iron and steel rapidly deteriorate, especially when salt (from ocean air or fertilizer) is present. The Association is responsible for maintaining all exterior metal surfaces.

E. Home Care Activities and Water Pollution

Many home maintenance activities could include hazardous materials that when used or disposed of incorrectly could result in pollutants being transported to the storm drain system. Support from residents is needed to help improve water quality and reduce urban runoff pollution. Proper use and disposal of materials can help stop pollution before it reaches the storm drain system and the ocean. Considering the use of non-hazardous or alternative products when available can also help reduce pollution. Prevention of the discharge of pollutants to the system is something everyone should be thinking about.

Many types of waste can be recycled. Recycling is also preferable to disposal of unwanted products. Check with the local agencies regarding recycling and disposal sites in your area. Materials that cannot be recycled should be disposed of safely.

Recommended Pollution Prevention Activities:

- Dispose of household hazardous materials at a hazardous waste center.
- Items such as used batteries, oven cleaners, automotive fluids, painting products, TV's and computer monitors should be taken to a household hazardous waste collection center.
- Do not hose down your patio and direct to the storm drain. Sweep up debris and dispose of it in the trash.
- Take your car to a commercial car wash whenever possible.
- Monitor your vehicles for leaks and keep up the maintenance on your vehicles to stop and prevent leaks.
- Never pour oil or antifreeze in the street, gutter or storm drain. Recycle these products at a collection center.
- Minimize the use of pesticides and fertilizers in garden and landscaped areas. Read product labels and follow directions to avoid improper use. Do not apply chemicals if it is windy or about to rain.
- Place trash and litter that cannot be recycled in securely covered trash cans.
- Always pick up after your pet and dispose of the waste properly.
- Whenever possible, buy recycled products.

F. Equipment List (and Replacement Records)

See separate file for Manufacturers' Owner Manuals (originals)

Fill in information below for future reference:

APPLIANCE/EQUIPMENT	MODEL NUMBER	SERIAL NUMBER
Cooktop		
Dishwasher		
Dryer (Ventless)		
Garbage Disposal		
Microwave Hood Vent Combination		
Oven		
Refrigerator		
Washer		

JOURNAL

G. Troubleshooting Guide

a. Earthquake Preparedness

Earthquakes are relatively common in California. Building codes in California have established strict standards for new home construction.

Although earthquake preparedness is in many ways beyond the scope of this manual, we suggest that you consider the steps that you will take in the event of a serious earthquake. You and your family should consider the following:

1) *What to do before the earthquake happens*:

- ❑ Identify "safe places" indoors and outdoors. An indoor safe place could be under a sturdy table or desk or against an interior wall away from windows, bookcases, or tall furniture that could fall on you. An outdoor safe place could be in the open, away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways.
- ❑ Practice drop, cover and hold-on in each safe place at least twice a year.
- ❑ Educate yourself and family members. Teach children how and when to call 911, police, or fire department. Teach all family members how and when to turn off gas, electricity and water. Inform guests, babysitters, and caregivers of your plan.
- ❑ Have disaster supplies on hand.
- ❑ Develop an Emergency Communication Plan in case family members are separated from one another during an earthquake. Choose an out-of-town family contact.
- ❑ Talk with your insurance agent. If you are at risk, consider purchasing earthquake insurance.
- ❑ Get training. Take a first aid class. Get training on how to use a fire extinguisher.
- ❑ Check for hazards in the home.
    - ✦ Bolt bookcases, china cabinets and other tall furniture to wall studs. Brace or anchor high or top heavy objects.
    - ✦ Move large or heavy objects and fragile items to lower shelves.
    - ✦ Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.
    - ✦ Install strong latches or bolts on cabinets.
    - ✦ Hang heavy items such as pictures and mirrors away from beds, couches, and anywhere people sit.
    - ✦ Brace overhead light fixtures.
    - ✦ Repair defective electrical wiring and leaking gas connections. These are potential fire risks.
    - ✦ Secure a water heater by strapping it to the wall studs.

- ✦ Repair any deep cracks in ceiling or foundations. Get expert advice if there are signs of structural defects.
- ✦ Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.
- ✦ Bolt down any gas appliances.

2) *What to do during the earthquake*:

If indoors:

- ❑ **Drop** to the ground; take **Cover** by getting under a safe place; and **Hold-on** until the shaking stops.
- ❑ Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- ❑ Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- ❑ Stay inside until shaking stops and it is safe to go outside.
- ❑ Do not use the elevators.

If outdoors:

- ❑ Stay in the open.
- ❑ Move away from buildings, streetlights, and utility wires.

3) *Basic survival after an earthquake*: Most experts agree that we should stock enough supplies in the home to be self-sufficient for seven (7) days. This requires planning and a periodic review of your supplies. Twice a year you should replace perishable foods and medicines that have deteriorated. We suggest that you take inventory of your supplies at the first of the year and around the fourth of July. It is a good idea to mark these dates on your calendar as a reminder. A battery-operated radio is essential.

4) *Prevention of further damage*: Immediately after a serious earthquake, shut off the main utility controls for electrical power, gas, and water supplies to the home. This will prevent fires and water damage. If conditions permit, fill tubs, sinks, and available containers with water in case the water supply is cut off. Listen to emergency broadcast messages on the radio for survival information.

Additional information can be obtained from local and county health and safety offices.

b. Electrical

If a complete power outage occurs, look to see if your neighbors have electrical power. If the power is off throughout your neighborhood call the electric company to report the outage. If the outage is limited to your home, follow the steps below.

Inspect all circuit breakers. If a breaker appears damaged, leave it off and call your electric company or an electrician.

If the breakers are not damaged, turn them all off and back on again, one at a time. If power does not resume, call an electrician.

- IMPORTANT NOTE: If your main circuit breaker trips or is turned off, wait 2-3 minutes before resetting it to the "on" position. Then, restore power to the other circuits one by one. This avoids overloading the system.

If you notice sparks or smell something burning, find the location of the odor or sparks. If an outlet is at fault, and an appliance is plugged into that outlet, check the appliance for a short in the cord or other problem and unplug it. If this is not the problem, shut off the problem circuit and call an electrician.

- IMPORTANT NOTE: Immediately call the Fire Department if there is any possibility of a fire.

If there is no power in a bathroom or kitchen, these receptacles may be connected to a Ground Fault Interruption (GFI) device designed to interrupt the flow of electricity preventing electrical injury or damage. Locate the nearest GFI outlet. If the reset button has tripped, press the "Test" button and then the "Reset" button to restore power. If power is not restored, determine if the circuit is being overloaded.

Two hair dryers or other appliances being used on one circuit could cause the breaker to trip.

- IMPORTANT NOTE: Avoid plugging power tools and appliances into GFI outlets. Do not plug an appliance with a separate transformer into GFI outlets.

If there is no power to an electrical outlet, make sure the outlet is not controlled by a wall switch that may be tuned to the "off" position. Once this is determined, inspect the circuit breakers and reset any that are in the "off" position.

If a hanging light fixture does not work, check to see if the fixture has an on/off switch located on the fixture. Make sure the switch is in the "on" position. If your

fixture does not have a switch, reset any tripped circuit breakers.

If a fluorescent light fixture does not work, make sure all fluorescent bulbs are installed properly. Adjust any tubes that are flickering or buzzing. Check wall switches and circuit breakers.

c. Plumbing

If you notice the odor from a leak in the natural gas line, have everyone go outside. Turn off the gas at the gas meter (outside). Call the gas company to report the leakage.

If a water main breaks or a major plumbing leak develops, turn off the main water valve. It should be located near the entry sidewalk to the building or in a ground level box near the street.

If you notice a leak under a sink or toilet, turn off the water to the fixture by using the shutoff valves located under or behind the sink or toilet. Arrange for service.

If a toilet becomes clogged, turn off the water to the fixture. Follow the procedures outlined in the MAINTENANCE section of this manual.

If you notice a leak in the tub or shower, turn off the water at the fixture and arrange for service. However, if the leak stops when the shower is shut off, you may not have a plumbing leak, but rather a caulking or grout maintenance issue. If this is the problem, all caulking between the ceramic tile and the tub or shower must be completely removed along with all mold and mildew. After the area has been allowed to dry thoroughly for at least 24 hours, apply fresh caulking to the area. Caulking guns available at hardware stores make the task much easier. Allow at least 24 hours for the new caulking to dry before exposing to water.

If there is a leak in the water heater, use the shutoff valve on top of the heater to turn off the water. Turn off the gas valve and the pilot light and drain the water heater.

If you notice water spots (darkened areas) on your walls or ceilings, you may have a water leak. Determine the source of water if possible and take steps to prevent further damage. If the leak can be traced to one location (one toilet, sink or tub), turn off the water to that fixture. Contact your plumbing subcontractor for service. If the leak cannot be isolated, turn off the main water service to the home. Call the plumbing subcontractor to report a plumbing emergency.

H. Energy Conservation Tips

Below are a few simple tips to consider at home to help reduce waste, conserve energy and help save money.

- Stay current with routine maintenance and inspections of the heating and air conditioning system, clean filters increase airflow and will result in a more efficient system and better indoor air quality
- Lower the room temperature, when possible – even a slight decrease can result in big energy savings
- Close your blinds or shades to keep out the afternoon heat during the summer and open blinds and shades on south-facing windows during the day during the winter
- Give your air conditioner a rest when you can and cool your home with open windows and fans
- Except for fans that are designed for continuous operation, turn off kitchen, bath, and other exhaust fans within 20 minutes after you are done cooking or bathing; when replacing exhaust fans, consider installing high-efficiency, low-noise models
- If you have a programmable thermostat, program to save energy when you are asleep or away
- Check for signs of air leakage around windows and doors and then caulk and weather-strip to stop leaks
- Plug home electronics into power strips and turn off power strips when equipment is not in use
- Unplug electronic devices and chargers when they aren't in use
- Use the most efficient light bulbs when installing replacements and purchase energy efficient light fixtures
- Keep transparent lighting panels clean for maximum efficiency
- Use natural light and turn off or dim interior lights whenever possible
- Switch all indoor lighting off when not in use
- Cook with your grill, microwave or small appliances to save energy and help keep your home cooler
- Use the self-cleaning cycle on your oven only for major cleaning jobs - start the cycle right after cooking while the oven is still hot, or wait until late in the evening when electricity usage is low

Indoor and Outdoor Water Saving Tips

- Find and fix any leaks promptly
- Take showers instead of baths whenever possible and take shorter showers
- Turn off the water while you are washing your hands, brushing your teeth or shaving

- Wash only full loads of laundry and dishes
- Let dishes air dry instead of using your dishwasher's heated dry setting
- Use the right size pans when cooking and carefully measure water to avoid heating more than is needed
- Review the setting of your hot water heater, set at 120 degrees (at the tap) to maximize efficiency
- Do not use water to defrost food
- Water your plants in early morning or evening to reduce evaporation
- Use a layer of mulch around your plants so they can retain moisture for a longer period
- For Units with adjacent common area planters, notify the Association if irrigation overspray is occurring or if leaks are observed
- Minimize or eliminate the use of fertilizer where possible
- Use rainwater to water indoor plants
- Check hoses and pipes for leaks, cracks or other damage
- Wash your car at a car wash, a lot of water is wasted doing it at home

References and Resources

Portions of the above have been taken from the following resources which can be consulted for further research and information:

Energy Star www.energystar.gov

United States Environmental Protection Agency www.epa.gov/watersense

Energy Saver www.energy.gov/energysaver

Southern California Edison www.sce.com

BeWaterWise www.bewaterwise.com

I. Glossary of Terms

Acoustical Tile – Special tile for walls and ceiling made of mineral, wood, vegetable fibers, cork, or metal. Its purpose is to control sound volume, while providing cover.

Aerator – Located at the end of the kitchen and bathroom faucets. It mixes air with the water in order to provide a smooth, splash free flow of water. Debris and mineral deposits may gradually collect in the aerator, restricting water flow.

AFCI – An abbreviation for Arc Fault Circuit Interrupter. An arc-fault circuit interrupter is a device intended to provide protection from the effects of arc faults by recognizing characteristics unique to arcing and by functioning to de-energize the circuit when an arc fault is detected.

Air Duct – Pipes that carry warm air and cold air to rooms and back to furnace or air conditioning system.

Ampere – The rate of flow of electricity through electrical wiring.

Apron – A paved area, such as the juncture of a driveway with the street or with a garage entrance.

Area Separation Wall – Residential fire walls, usually with a 2 – 4 hour rating, designed to prevent spread of fire from adjoining occupancy. Identified by codes as either "fire wall", "party wall", or "townhouse separation wall".

Backfill – The gravel or earth replaced in the space around a building wall after foundations are in place.

Balusters – Upright supports of a balustrade rail.

Balustrade – A row of balusters topped by a rail, edging a balcony or a staircase.

Base/Baseboard – The strip of molding or trim at bottom of walls. The baseboard adds an attractive finish and protects the walls from scuffs and damage from furniture and vacuum cleaners.

Batt Insulation - Strips of insulation, usually fiberglass that fit between studs or other framing.

Beam – One of the principle horizontal wood or steel members of a building.

Bearing Wall – A wall that supports a floor or roof of a building.

Bibb or Bibcock – A water faucet to which a hose may be attached, also called a hose bibb or sill cock.

Bleeding – Seeping of resin or gum from lumber. This term is also used in referring to the process of drawing air from water pipes.

Boiler - A closed vessel in which water or other fluid is heated. The heated or vaporized fluid exits the boiler for use in various processes or heating applications.

Brick Veneer – Brick used as the outer surface of a framed wall.

Building Paper – Heavy paper used in walls or roofs to dampproof.

Built-Up Roof – A roofing material applied in sealed, waterproof layers, where there is only a slight slope to the roof, also called low-slope roof.

Butt Joint – Joining point of two pieces of wood or molding.

Cantilever – A projecting beam or joist, not supported at one end, used to support an extension of structure.

Casement – A window sash that opens on hinges at the vertical edge.

Casing – Door and window framing.

Caulking – A widely used filler material. Primarily, it is used as a sealant around sinks, tubs, showers and countertops. Other applications for caulking include sealing window and

door frames. Filling minor cracks in drywall and gaps between wood members.

Ceramic Tile – A man-made or machine made clay tile used to finish a floor or wall. Generally used in bathtub and shower enclosures and on counter tops.

Chimney Cap – Concrete or metal capping around the top of chimney bricks and around the floors to protect the masonry from the elements.

Chair Rail – Wooden molding on a wall around a room at the level of a chair back.

Chase – A groove in a masonry wall or through a floor to accommodate pipes or ducts.

Circuit – The electrical system in your unit is separated into individual units referred to as circuits. Depending on the layout of your home and electrical codes in your area, each circuit may be designed to operate a specific area of the home or a single appliance.

Circuit Breakers – Prevent electrical overload or shorting. The circuit breaker stops the flow of electricity along a circuit when an overload or short occurs. It can be reset manually by moving the circuit breaker lever OFF and then to the ON position once the source of overload has been corrected.

Clapboard – A long thin board, thicker on one edge, overlapped and nailed on the exterior siding.

Column – A vertical structural compression member which supports loads.

Control Joint – Tooled, straight grooves made on concrete floors to "control" where concrete should crack.

Convection – Currents created by heating air, which then rises and pulls cooler air behind it.

Cooling Tower - A large device mounted on the roof of the residential tower, consisting of many baffles over which water is pumped in order to reduce its temperature.

Coping – Tile or brick used to cap or cover the top of a masonry wall.

Corbel – A horizontal projection from a wall, forming a ledge or supporting a structure above it.

Corner Bead – A strip of wood or metal for protecting the external corners of plastered walls.

Cornice – Horizontal projection at the top of a wall or under the overhanging part of the roof.

Course – A horizontal row of bricks, cinder blocks or other masonry materials.

Cove Lighting – Concealed light sources behind a cornice or horizontal recess, which direct the light upon the reflecting ceiling.

Crawl Space – A shallow, unfinished space beneath the first floor of the house which has no basement, used for visual inspection and access to pipes and ducts. Also, a shallow space in the attic, immediately under the roof.

CC&R's – This is a real estate legal term that stands for Covenants, Conditions and Restrictions. CC&R's are the various conditions that are stated on each deed to property. These are mostly applicable to a community which has a homeowner association.

Customer Service/Customer Service Department – Service or repairs that are covered by the Limited Warranty are handled by the Customer Service Department. The Customer Service Department is responsible for reviewing warranty requests and acting upon them.

Customer Service Representative – The person who is responsible for reviewing your warranty requests and acting upon them.

Dehumidifier – An appliance that removes moisture from the air. Used most frequently during the summer months.

Doorjamb, Interior – The surrounding case into which and out of which a door closes and opens. It consists of two upright pieces, side jambs, and a horizontal head jamb.

Dormer – The projecting frame of a recess in a sloping roof.

Double Glazing – An insulating window pane formed of two thicknesses of glass with a sealed

air space between them.

Double Hung Windows – Windows with an upper and lower sash, each supported by cords and weights.

Downspout – A pipe or duct used to carry water from a roof gutter to the ground.

Drywall – The interior walls of a home are usually constructed of drywall. The material is fire resistant and can be textured and painted to complement the style of any home. Also referred to as sheet rock, wallboard, or gypsum board.

Dumbwaiter – An elevator with a maximum footage of not more than 9 square foot of floor area; not more than 4" headroom and a maximum capacity of 500 lbs, used for carrying materials only.

Easements – A legal interest in real property that grants one property owner the right to use of the land of another for limited purposes; often, specific, the right to enter upon or pass over another's land.

Eaves – The extension of roof beyond house walls.

Efflorescence – White powder that forms on the surface of brick, stucco, concrete or block walls.

Effluent – Treated sewage from a septic tank or sewage treatment plant.

Emergencies – Situations in which a unit and its occupants are in danger. Included are fire, dangerous electrical problems, leaking water and complete stoppage of all drains.

Emergency Shutoffs – The main and secondary control valves and switches that can immediately stop the flow of water, gas and electricity to your unit. The main utility controls serve as emergency shutoffs. Secondary shutoffs for water and gas are located inside your unit. Individual electrical circuit breakers are located in the electrical panel box. Also, see Utility Controls.

Expansion Joint – Fibrous material installed in and around a concrete slab to permit it to move up and down along the non-moving foundation wall.

Fascia – The vertical board which caps the end of rafters at the lowest portion of the roof. This is generally where the rain gutters are attached.

FAU – Abbreviation for Forced Air home. The FAU is the furnace or heating unit.

Fenestration – Any glass panel, window, door, and curtain wall or skylight unit on the exterior of the building.

Fill-Type Insulation – Loose insulating material which is applied by hand or blown into wall spaces mechanically.

Flashing – Non-corrosive metal used around angles or junctions in roofs and exterior walls to prevent leaks.

Floor Joists – Framing pieces which rest on outer foundation walls and interior beams or girders.

Flue – A passageway in a chimney for conveying smoke, gases or fumes to the outside air.

Fluorescent – The lighting fixtures that provide an even soft illumination, typically in kitchens and bathrooms. Fluorescent tubes are more efficient than traditional incandescent bulbs.

Footing – Concrete base on which a foundation sits.

Foundation – Lower parts of walls on which the structure is built. Foundation walls of masonry or concrete are mainly below ground level.

Framing – The rough lumber of a house including joists, studs, rafters and beams.

Furring – Thin wood, or metal applied to a wall to level on plumb the surface for lathing, boarding, or plastering, to create an insulating air space, and to damp proof the wall.

Fuse – A short plug in an electric panel box which opens (breaks) an electrical circuit when it

becomes overloaded.

Gable – The triangular part of a wall under the inverted "V" of the roof line.

GFCI – Abbreviation for Ground Fault Circuit Interrupt. It is a device similar to a circuit breaker in that it is designed to interrupt the flow of electricity. GFCI circuit or outlets are usually located near sinks and tubs or where the threat of electrical shock or electrocution is a risk. In the event of a short circuit such as dropping an appliance into a filled tub or sink, the GFCI will immediately stop the flow of electricity along the circuit and prevent a serious electrical shock.

Girder – A main member in a framed floor supporting the joists which carry the flooring boards. It carries the weight of a floor or partition.

Glazing – Fitting glass into windows or doors.

Grade Line – The point at which the ground rests against the foundation wall.

Graphite – A carbon-based powdered substance that is used as a lubricant for applications in which oil is unsuitable. Graphite is recommended for use on your window and door hinges and locks.

Grout – The material visible between the squares of ceramic tile.

Gusset – A brace or bracket used to strengthen a structure.

Gutter – A channel at the eaves for conveying away rain water to a downspout.

Gypsum Board – See Drywall.

Hardware – The hinges, locks, handles and other metal attachments to doors cabinets and drawers.

Hardwood – The close-grained wood from broad-leaved trees such as oak or maple.

Headers – Double wood pieces supporting joists in a floor or double wood members placed on edge over windows and doors to transfer the roof and floor weight to the studs.

Heel – The end of a rafter that rests on the wall plate.

Hip Roof – A roof that slants upward on three or four sides.

Hip – The external angle formed by the juncture of two slopes of a roof.

Homeowner Maintenance – Your new unit will last a long time if you routinely maintain the various features of your unit. Some of these maintenance items have been indicated in the Maintenance section. This maintenance is the responsibility of the owner.

Homeowners Association – The association is usually formed by the builder and is turned over to the homeowners when the majority of units are sold. The association collects dues that are to be used for proper maintenance of the common areas and to communicate with its members.

Humidifier - An appliance that restores moisture to the air in dry, winter months.

Incandescent – Lighting fixtures that use traditional bulbs are called incandescent fixtures. Incandescent lighting can be used for lamps, spot lighting and exterior lighting.

Insulation – Any material high in resistance to heat transmission that, when placed in the walls, ceiling, or floors of a structure, will reduce the rate of heat flow.

Jalousies – Window with movable, horizontal glass slats angled to admit ventilation and keep out rain. This term is also used for outside shutters of wood constructed in this way.

Jamb – An upright surface that lines an opening for a door or a window.

Joist – A small rectangular sectional member arranged parallel from wall to wall in a building or resting on beams or girders. They support a floor or the laths or furring strips of a ceiling.

Kiln-Dried – Artificial drying of lumber, superior to most lumber that is air dried.

King-Post – The middle post of a truss.

Lag-Screws – Large, heavy screws, used where great strength is required, as in heavy framing

or when attaching ironwork to wood.

Lath – One of a number of thin narrow strips of wood nailed to rafters, ceiling joists, wall studs, etc. to make a groundwork or key for slates, tiles, or plastering.

Ledger – A piece of wood which is attached to a beam to support joists.

Lintel – The top piece over a door or window which supports walls above the opening.

Load-Bearing Wall – A strong wall capable of supporting weight.

Louver – An opening with horizontal slats to permit passage or air, but excluding rain, sunlight and view.

Manufacturer's Specifications – The written installation and/or maintenance instructions which are developed by the manufacturer of a product and which may have to be followed in order to maintain the product warranty.

Manufacturer's Warranty – The appliances and certain other components of your unit that are covered by warranties supplied by the original manufacturers. These warranties are passed on to you. They include components of the plumbing and electrical systems, heating and air conditioning system, water heater and other manufactured items.

Masonry – Walls built by a mason, using brick, stone, tile or similar materials.

Molding – A strip of decorative material having a plane or curved narrow surface prepared for ornamental application. These strips are often used to hide gaps at wall junctures.

Moisture Barrier – Treated paper or metal that retards or blocks water vapor, used to keep moisture from passing into walls or floors.

Mullion – Slender framing which divides the lights or panes of windows.

Nail Pops – The natural expansion and contraction of wood can cause nails to move or "pop" out of place. The nails can usually be reset.

Nosing – The rounded edge of a stair tread.

Pilaster – A projecting or the foundation wall used to support a floor girder or stiffen the wall.

Pitch – The angle or slope of a roof.

Plasterboard – Gypsum board, used instead of plaster.

Plates – Pieces of wood placed on wall surfaces as fastening devices. The bottom member of the wall is the sole plate and the top member is the rafter plate.

Plenum – A chamber which can serve as a distribution area for heating or cooling systems, generally between a false ceiling and the actual ceiling.

Pointing – Treatment of joints in masonry by filling with mortar to improve appearance or protect against weather.

Porcelain Enamel – The typical finish of cook tops and other appliances. Refer to the booklets furnished by the manufacturers for proper maintenance and care.

Post and Beam Construction – Wall construction in which beams are supported by heavy posts rather than many smaller studs.

Post-Tension Slab – The concrete slab in your unit is under tension from stretched steel cables that run horizontally through the slab. The tension from the cables strengthens the slab and prevents serious cracking. Severe damage to the slab can result if the cables are cut. Therefore, DO NOT drill or cut into your concrete slab more than ¾ of an inch.

Prefabrication – Construction of components such as walls, trusses, or doors, before delivery to the building site.

Rabbet – A groove cut in a board to receive another board.

Radiant Heat – Coils of electricity, hot water or steam pipes embedded in floors, ceilings, or walls to heat rooms.

Rafter – One of a series of structural roof members spanning from an exterior wall to a center

ridge beam or ridge board.

Reinforced Concrete – Concrete strengthened with wire or metal bars.

Request for Service – A form used by the homeowner to request service under the terms of the Limited Warranty. All such requests should be in writing and on the proper form. Only those items covered by the Limited Warranty should be listed.

Return Air Vent – The heating and air conditioning system requires return air vents to draw air back into the system. These vents look like regular air vents, but bigger.

Ridge Pole – A thick longitudinal plank to which the ridge rafters of a roof are attached.

Ridging – A filled joint in drywall which becomes visible due to natural expansion and contraction of the materials.

Riser – The upright piece of a stair step, from tread to tread.

Roof Sheathing – Sheets, usually of plywood, which are nailed to the top edges of trusses or rafters to the roof together and support the roofing material.

Sash – The movable part of a window - the frame in which panes of glass are set in a window or door.

Scuttle Hole – A small opening either to the attic, to the crawl space or to the plumbing pipes.

Sealant – Commercial products that are used to seal porous materials or gaps between materials from the invasion of moisture.

Septic Tank – A sewage settling tank in which part of the sewage is converted into gas and sludge before the remaining waste is discharged by gravity into a leaching bed underground.

Shakes – Hand cut wood shingles.

Sheathing – The first covering of boards or material on the outside wall or roof prior to installing the finished siding or roof covering.

Shim – Thin tapered piece of wood used for leveling or tightening a stair or other building element.

Shingles – Pieces of wood or other material used as an overlapping outer covering on walls or roofs.

Shiplap – Siding board of special design nailed horizontally to vertical studs with or without intervening sheathing to overlapping boards with rabbeted edges form the exposed surface of outside walls of frame building.

Sill Plate – The lowest member of the house framing resting on the top of the foundation wall. Also called the mud sill.

Slab – Concrete floor placed directly on earth or a gravel base and usually about four inches thick.

Sleeper – Strip of wood laid over concrete floor to which the finished wood floor is nailed or glued.

Soffit – The visible underside of structural members such as staircases, cornices, beams, a roof overhang or eave.

Softwood – Easily worked wood or wood from a cone bearing tree.

Spackle – The putty-like material that is used to fill surface irregularities in drywall. Its most common use is to fill nail holes in walls before repainting.

Stringer – A long, horizontal member that connects uprights in a frame or supports a floor or the like. One of the enclosed sides of a stair supporting the treads and risers.

Studs – In wall framing, the vertical members to which horizontal pieces are nailed. Studs are spaced either 16 inches or 24 inches apart.

Subfloor – Usually, plywood sheets that are nailed directly to the floor joists and then receive the finish flooring.

Sump – A pit in the basement in which water collects to be pumped out the sump pump.

Swale – A wide shallow depression in the ground to form a channel for storm water drainage.

Tack Strips – The devices between the flooring and carpeting that are used to hold wall-to-wall carpeting in place.

Tie – A wood member which binds a pair of principle rafters at the bottom.

Tilt-Up-Wall – Case concrete units which are preformed which when cured are tilted to their vertical position and secured by mechanical fasteners to prior erected steel.

Title 24 (Energy Conservation Act) – A building regulation that establishes standards and construction requirements to conserve energy. The standards include not-to-be-exceeded specifications for heating and air conditioning systems, door and window materials, window blinds, insulation and other features of a structure.

Thermostat – The wall mounted device that controls the heating and air conditioning so that a desired temperature is maintained in the unit.

Toenail – Driving nails at an angle into corners or other joints.

Tongue and Groove – Carpentry joint in which the jutting edge of one board fits into the grooved end of a similar board.

Trap – A bend in a water pipe to hold water so gases will not escape from the plumbing system into the house.

Tread – The horizontal part of a stair step.

Truss – A rigid framework, as of wooden beams or metal bars, designed to support a structure, such as a roof or over wide doorways.

Utility Controls – The main control or shutoff valves and switches that stop the flow of water, gas, and electricity to your unit. Utility controls are located where the service is metered. Also see Emergency Shutoffs.

Valley – The depression at the meeting point of two roof slopes.

Vapor Barrier – Material such as paper, metal or paint which is used to prevent vapor from passing from rooms into the outside walls.

Venetian Window – A window with one large fixed central pane and smaller panes at each side.

Vent Pipe – A pipe which allows gas to escape from plumbing systems.

Verge – The edge of tiles, slates or shingles, projecting over the gable of a roof.

Vitreous China – The material that is used in most toilet bowls, tanks, and sometimes in bathroom sinks. It is very durable and impervious to water but can be broken by sharp blows from hard objects.

Wainscoting – The lower three or four feet of an interior wall when lined with paneling, tile or other material different from the rest of the wall.

Walk-through Inspection – At this event, you and a Customer Service Representative record the condition of your unit. For more information, refer to the Customer Service section.

Wallboard – See Drywall.

Wall Sheathing – Sheets of plywood, gypsum board, or other material nailed to the outside face of studs as a base for exterior siding.

Weather Stripping – Metal, wood, plastic or other material installed around door and window openings to prevent air infiltration.

Weep Holes – Small holes in door and window frames that allow water to drain out. They shall be kept free of dirt and debris.

NOTES

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