

# Villas at Winding Ridge Residents Manual

[www.villaswr.org](http://www.villaswr.org)



Welcome to your new home!

We hope living in your new condominium will be a very satisfying and rewarding experience.

This manual has been prepared to help you understand more about our community as well as our Association's policies and procedures. In addition, we offer some maintenance tips and general condo information that you may find useful.

Be sure to read this manual carefully. The Board of Managers is available to answer any questions you have, so please don't hesitate to let us know if we can help.

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# **MOVE-IN REMINDERS**

## **Change Utilities**

Contact the utility companies to have gas, electric, and water service placed under your name. Owners are responsible for utility charges effective the day of closing.

## **Telephone**

Contact the phone company to order service for your new home.

## **Cable Television**

Your new home has been pre-wired for cable TV. You may contact your preferred service provider to order service.

## **Mail**

Advise your current post office to forward your mail to your new address. Request that your new post office begin service. The Villas is served by the Oaklandon branch located at 65<sup>th</sup> Street and Pendleton Pike Road.

## **Address Change Notices**

Advise friends, relatives, charge card companies, magazines, etc. of your new address.

## **Newspaper**

Order newspaper service or notify the newspaper subscription office of your new address.

## **Insurance**

Contact your insurance representative to provide proper coverage for your personal belongings and owner-responsible property.

## **Residents Manual and Operating Manuals**

Be sure to read your Residents Manual for service and maintenance details. Also read the Owners Manuals that come with your appliances to better understand their many features and operations.

## **Trash Pickup**

Trash pickup is contracted by the Association and the cost is included in your monthly dues. For large item pickup, call the current trash service provider.

**ENJOY YOUR NEW HOME.**

This document is intended to be used as an informational guide and should not be relied upon or viewed to either expand or reduce any provision of the Bylaws or Condominium Declaration. In instances in which there is or appears to be any conflict, the By-laws and Condominium Declaration shall control.

## **CONDOMINIUM RULES**

Since many of our residents are living in a condominium for the very first time, we have prepared this section of your Residents Manual to help you understand how you can fully enjoy the convenient and carefree lifestyle of your new home.

First and most importantly, read the Condominium Declaration and By-Laws. They are legal documents through which your association has been formed and also establish the rules and regulations for owners, residents, and guests.

Expert legal advice combined with many years of experience in condominium association management has contributed to the organization of your association.

To help you better understand your association and its services we have prepared the following list of answers to frequently asked questions:

### **What Does The Association Control?**

The association controls the exterior of all units as well as all driveways, streets, lawns, landscaping, lawn/street lighting and common areas contained within the condominium property. Basically, you control the inside of your condo and The Association maintains and manages everything else.

### **Who Controls The Association?**

The Association is controlled by the unit owners. Every address has one vote in determining association policies and procedures. Once each year all owners will be invited to the "Annual Meeting" for the Association. At that time, a meeting of all owners will be held to elect a five member Board of Managers. The elected board will determine community policies and procedures, and will monitor finances in accordance with the Declaration and Bylaws. The board is responsible for selecting contracted vendors, costs, and services, and the property manager acts in accordance with their decisions. The board is also responsible for establishing annual budgets, maintenance fees, and any special assessments. Your Board of Managers will be made up of fellow unit owners whose purpose is to protect and maintain the value of your community. The board will ask for owners to assist by serving on committees such as Pool, Crime Watch, Architectural Control, and Landscape and Grounds. Your participation on the board, a committee, or in other positive community affairs will enhance the value and enjoyment of your property.

### **What Are The Services Provided By The Association?**

- a. Lawn care including grass cutting, weed control, fertilization, mulching and edging.
- b. Landscape maintenance including pruning, fertilizing, and installation and

- maintenance of seasonal flowers in selected areas.
- c. Snow removal for driveways and sidewalks.
- d. Lighting of the common areas within the condominium property.
- e. Insurance of the structures excluding any improvements made by a resident and any resident's personal belongings.
- f. Private trash collection service if not provided as a municipal service.
- g. Common area water and sewer.
- h. Maintenance of the exterior of your condominium.
- i. Management of a reserve fund for future exterior repairs and replacements.
- j. Professional management of the association.

**Who Determines The Amount Of The Condo Fees?**

Association fees are determined each year by The Board of Managers based on the annual budget and projected reserve fund expenditures.

**Should My Monthly Fees Increase Substantially During Any Year In The Near Future?**

The Association fees should increase by a percent somewhat close to the annual rate of inflation.

**What Am I Allowed To Change On The Outside Of My Condominium?**

Nothing! No change may be made to the building's exterior structure or the common area surrounding your home without the prior written approval of the Association, including the display of decorative items, additional landscape, etc.

The Association will allow limited modifications assuming they conform to specifications adopted by the association. Examples of such modifications are storm doors or screened doors and additional landscaping.

Remember that in all such cases any additions or modifications require advance approval in writing. Check with your Board of Managers or designee for details.

**Whom Do I Consult Regarding Questions About The Association?**

Feel free to contact any of the members of the Board of Managers or the property manager.

**May I Park My Boat, RV Or Commercial Vehicle In The Driveway Outside My Residence?**

No. They must be stored off the property.

**May I Keep My Trash Containers On My Patio Or In The Side Yard Of My Home?**

No. Trash containers must be kept in the resident's garage at all times except for trash collection day.

**Can I Build Or Place A Swing Set Or Other Structure In The Lawn Area Beside My Condo? What About Lawn Ornaments Such As Ceramic Animals Bird Baths, Etc.?**

No addition is allowed in the common area without prior approval from the Association. Ornaments are not permitted without approval of the Association.

**How Do I Pay My Fees?**

You will receive mailing envelopes at your closing and an additional supply each year. Your monthly condo fees are due on the first day of each month and should be mailed to the management office. Checks should be made payable to your Association. Automatic bank drafts may be set up with the management company in lieu of paying by check.

**Am I Allowed To Take Guests To The Community Center?**

Up to four guests are permitted at the pool. Any guest or children under 18 years of age must be accompanied by the owner/resident at all times. The clubhouse can be rented for private parties. If you desire to make a reservation, call the Property Management Company.

**How Do I Volunteer To Serve On A Committee Or The Board Of Managers For The Association?**

To serve on a committee, simply notify a Board Member or the property manager of your interest. To serve on the Board you must be nominated and elected by the owners at the annual meeting.

**How Can I Enjoy The Common Area With My Pet?**

Condominium Rules specify that pets must be on a leash at all times in the common area. Owners are required to clean up pet waste immediately. All pet owners' cooperation is required. The Association has adopted a limit of two pets per residence.

**May I Add A Storm Door At My Main Entry?**

Condominium rules require prior approval in writing for such a modification. If permissible, your Association will provide you with the color and style door approved.

**May I Add Landscaping, Shrubs, Or Trees?**

You may NOT add landscaping, shrubs or trees without the prior written approval of the Association. Any additions must compliment the landscape design prepared for the total property. Additions require submission of a plan specifying your proposed additions to the Board for approval. Annual flower planting in the mulched area adjacent to the condo is permitted without Board approval. Consult any member of the Board of Managers for details.

**May I Decorate The Exterior Of My Residence During The Christmas Season?**

The Association has adopted a specific policy for "tasteful decorating" done safely and without damage to the exterior of the unit. Decorations should be removed no later than the first week of January.

**What Should Owners Do If They Observe Damaged Items In The Common Area Resulting From Snow Plows, Delivery Trucks, Vandalism, Etc.?**

Report any damage to the Property Management Company.

## **Community Regulations and Guidelines**

These guidelines have been set forth to provide a clear understanding of the regulations under which the Villas at Winding Ridge Condominium Association operates. All residents will be required to uphold the rules established by this document and by the Condominium Declaration and Bylaws.

### **ARCHITECTURAL GUIDELINES**

#### **Personal Property**

All personal property, such as lawn chairs, bicycles, firewood, etc. must be kept inside the garage or patio area. Nothing may be hung or displayed, nor may signs, awnings, canopies, shutters, television, CB or radio antennae or any other device or ornament be affixed to or placed upon the exterior walls, doors, fences or roof without approval of the Board of Managers. The following minimum regulations have been established for personal decorative items.

#### **Wreaths**

One wreath may be hung on the door provided it does not exceed 35" in diameter

#### **Birdfeeders (Tree-hanging variety)**

Birdfeeders may not exceed 12" in width or 18" in height. TWO birdfeeders are permitted per household. The tree in which the feeder hangs must be mature enough to safely support it. Birdfeeders must be of an earth-tone color or without color (i.e., clear plastic).

#### **Birdfeeders (Freestanding variety)**

ONE freestanding birdfeeder is permitted per household. It may be placed only within the patio area or outside the patio in an established mulched area. The post must be wood or metal and the post and feeder shall not exceed 7' in height. The feeder may not exceed 18" square. The post and feeder shall be painted black, or shall be stained to match the exterior building trim.

Note: Owners will be required to be responsible for clean up of any birdseed, which drops from the feeder to the ground.

#### **Flower/Plant Pots**

A maximum of TWO flower/plant pots are permitted per household outside the patio area. They may not be placed in any lawn area, and must be an earth-tone color and made of a natural material.

#### **Hose Reels**

Hose reels may be no more than 18" in diameter, and must be a similar color to the exterior of the building. They may not be mounted to the building.

## **Ground Lights (Landscape lighting)**

Ground or landscape lights must be black or a similar color to the exterior of the building.

## **Holiday Decorations**

Christmas lights and decorations are permitted to be placed in the common areas and/or on building exteriors provided the decorations do not damage common area trees, or the roofs, gutters or siding. They may not be displayed before Thanksgiving Day, and must be removed by no later than January 7 of the following year. Other holiday decorations are permitted under the same guidelines, and may not be displayed more than one week before or one week after the holiday. Inflatable decorations are not allowed.

## **Prohibited**

The following items will be strictly prohibited in the Villas at Winding Ridge: swing sets, laundry poles or clotheslines, and doghouses. Laundry, including swimsuits, towels, rugs, etc., may not be hung over any patio fence. Other personal property maintained within the patio area shall NOT be visible above the patio fence, with the exception of patio table umbrellas. Lawn decorations such as statues and benches must be approved by the Board of Managers.

### **Any type statue, statuette, yard or lawn ornament; artificial flowers in any common area; ornamental rocks or stones in any common area**

Any other item not covered under the foregoing guidelines must be approved by the Board of Managers in advance of installation.

## **Exterior Alterations**

No alterations, additions, fences, walls, patios, decks, etc. may be made to the exterior surface of the buildings, nor may any trees or shrubs be planted, transplanted or removed without prior written approval of the Board of Managers. Additional landscape plants will be of a species already in use in the community, and which, at maturity, will not exceed the height of the patio fence. Alteration request forms are available from the property management company.

## **Windows and Window Coverings**

All window coverings, draperies, blinds, or valances, must be white, off-white, beige, or a similar shade on the exterior side. NOTHING may be hung or displayed from inside the windows except professionally prepared "For Sale" or "For Rent" signs.

## **Animals**

No more than two household domestic pets, not bred or maintained for commercial purposes, may be kept in any one home. All animals, when outdoors, shall be maintained on a leash. A responsible individual shall supervise pets at all times. Such individuals shall be responsible for immediately cleaning up after their pets. No pet shall be tethered outside in the lawn or common area; nor shall any pet be tied to any patio fence. If pets become a nuisance, they may be ejected at the discretion of the Board of Managers.

## **Parking/Vehicles**

No boats, trailers, motor homes, recreational vehicles, trucks (larger than a 3/4 ton pickup) campers, travel trailers, or any vehicle with commercial advertising may be parked on any street or driveway within the Villas at Winding Ridge. Commercial moving vans, when conducting business and commercial trucks when in the area to perform service or repair work are the authorized exception.

All overnight parking by residents or guests must be (a) within the garage, (b) in the limited common area in front of the garage door, (c) in the parking spaces in front of the Community Center, or (d) on the side drives in such a manner so as not to block any other residents access/egress to the garage or street. No vehicle may be parked in the Community Center Parking area for more than 48 consecutive hours. Vehicles parked there for more than 48 hours are subject to being towed.

Inoperable vehicles (with flat tires, expired license tags, etc.), or vehicles which cannot be identified as belonging to a resident, which are parked in any common or limited common area for more than 48 consecutive hours will be towed off the premises at the vehicle owner's expense. No repair work is permitted on vehicles within the Villas at Winding Ridge community except for short-term emergency work (flat tire, battery charge, etc.).

No vehicle shall be parked in any manner that blocks any street, driveway, or access to any other garage. The speed limit within the community is 20 M.P.H. Reckless operation, excessive speed and parking or driving on the lawn areas is prohibited.

## **Swimming Pool**

The pool is for the exclusive use of the Villas at Winding Ridge residents and their guests. A key is required to enter the pool area and the restrooms. Any person who cannot be identified as a resident, or who is not accompanied by a resident, will be asked to leave the pool area.

The pool rules are:

1. All persons using the pool and pool facilities do so at their own risk and sole responsibility. There is no lifeguard.
2. Children under the age of 18 must be accompanied by a parent, guardian, or adult resident age 18 or older.
3. Guests are limited to four (4) per household, and must be accompanied by a resident at all times.
4. The following are prohibited in the pool area:
  - Animals or pets
  - Glass or other breakable items
  - Running, diving or disruptive behavior
  - Excessive noise, splashing or loud radios
  - Private pool parties
5. Swimming is permitted only in garments sold as swimwear. Infants must also wear

swimsuits — no diapers are permitted in the water.

6. Lounge chairs and tables are available on a first come basis and may not be reserved.

7. The pool will be open daily during the swimming season until 10:00 p.m.

### **Community Center**

The Community Center is for the private use of the residents of The Villas at Winding Ridge. It is available for nonprofit parties or meetings. The following policies apply:

1. A refundable deposit and a rental fee are required. Fees are established by the Board of Managers.

2. You will have exclusive use of the party room only; your guests may not use the pool and you may not reserve the pool.

3. You are responsible for all clean up.

4. Damages to the Community Center and any clean up done by the Association will be deducted from the deposit. If the deposit is an insufficient amount, you will be billed for the difference.

### **Solicitation and Garage Sales**

Solicitation by commercial enterprises is not authorized within the Villas at Winding Ridge community. In a like manner and due to restricted parking availability, garage sales and tag sales are specifically prohibited unless approved in advance by the Board of Managers.

### **Utilities**

Residents are responsible for maintenance and payment of their own gas, water, sewer, electric, cable television and telephone utilities, and for calling to initiate service on the date of possession.

### **Phone Directory**

A resident's phone directory is periodically published by the Association.

# **Care, Maintenance &-Service Responsibilities for Your New Condominium Home**

## **INTERIOR ITEMS**

### **Carpeting and Vinyl Floors**

Carpeting is the primary floor covering in your residence. When installed properly, it should not become loose or separate or stretch at its point of attachment.

Carpet seams may show; however, no visible gap is acceptable. The subcontractor is responsible to repair any visible gap areas during the one-year warranty period.

Carpeting is relatively easy to care for and a regular schedule of vacuuming will go far in maintaining its original appearance. Prompt removal of spots and stains and regular removal of normal soil and dirt is recommended.

Immediate action is important with carpet stains. Ninety percent of all liquid stains can be removed if you act immediately. Scrape up any solid matter and blot up as much moisture as possible with clean white cloths. Then, working from the stain edge to the center, blot with a cleaning agent. Sponge up the excess moisture and allow the cleaned area to dry.

Your new home has vinyl floors or ceramic tile in the kitchen, bathrooms, entrances, and at the fireplace. These floors were selected for their ease of maintenance and their resistance to wear. You should be aware that seams might lift, usually caused by water seeping into the mastic through a seam, near the tub/shower, sink or toilet area. Avoid getting too much water on the floor around these areas. We can assume no responsibility for separation caused by water spillage.

### **Caulking**

Interior caulking is the homeowner's responsibility after the initial application by the builder. Caulking should be checked at least twice a year. It is important to maintain all caulked areas. If the caulking around your bathtub, sink or shower appears dried out or cracked, remove and replace the old caulking. If you don't have a caulking gun, caulking can be purchased in applicator tubes or in a disposable caulking gun.

### **Ceramic Tile**

Repair of grouting and cracks in ceramic tiles are the homeowner's responsibility.

Ceramic tile may be affected by normal wood shrinkage and minor settling of your home. A separation between the tub and wall tile and between the shower base and wall tile may occur. Cracking of joints between ceramic tile in tub and shower stall corners may also occur due to excessive moisture in these areas. Prompt attention to this area is important to avoid possible damage to underlying areas. You can remedy these situations by simply filling the crack, as a separation takes place, with a grouting compound available from a hardware store. The use of tub and tile caulk in corners and along seams where the tub or shower pan meets the tile is a good choice since it is more water resistant.

Ceramic tile is easy to maintain and needs only to be wiped down occasionally with a damp cloth. Do not use excessive water when cleaning ceramic tile floors. A mild solution of soap and water is normally adequate.

### **Condensation**

Condensation takes place in a home whenever warm, moist air comes in contact with cooler surfaces such as windows. It is recommended that the following steps be taken by you to keep condensation to a minimum:

1. Use the bathroom exhaust fans to carry off excessive humidity.
2. Use the vent provided for the clothes dryer.
3. Keep the drapes and curtains open as much as possible during the day to allow good air circulation.
4. Keep the blower fan of the furnace in the on position.

### **Interior Doors**

Any needed adjustment of bi-fold doors, pocketing doors and sliding doors will be the homeowner's responsibility.

Lubricate interior door latches (passage locks) periodically. A few drops of "WD 40" or a similar product, placed on the latch bolt, will work well.

### **Drywall, Lumber**

Gypsum board, more commonly called "drywall," has become the industry standard for the construction of interior walls. Metal corner bead is used to protect the exterior corners. If the drywall butts an adjoining material, a metal trim piece is used to properly define the transition point.

Some cracking or nail pops will probably occur in your drywall. This is caused by wood shrinkage and/or minor settling. Wood is not affected by heat or cold, but it may shrink under extreme dryness or swell under extreme humidity. Your home has been built with quality lumber that minimizes these problems. However, some cracks or nail pops in the drywall are unavoidable. The areas primarily affected will be around the doors and windows.

It is the homeowner's responsibility to repair nail pops and to do any touch up painting after these repairs.

### **Electrical System**

Your electrical system includes many advanced electrical features. The wiring in your home meets local code requirements and safety standards that will accommodate a certain number of electrical appliances. Your wiring and appliances are protected by circuit breakers in the panel box located in the garage, thus eliminating the problem of replacing fuses. Simply follow the directions on the panel to reset the breaker.

Outlets in the master bath and kitchen feature a special ground fault interrupter commonly referred to as a "G.F.I." circuit breaker. Outlets in the garage and the patio are connected to a G.F.I. circuit breaker. In the event outlets in any of these areas do not work properly, press

the red reset button on the garage or kitchen G.F.I. outlet. If it still does not work, check to see that all circuits are in the "on" position in the main circuit box in the garage. Ordinarily, small appliances may be added without fear of a tripped circuit; however, larger appliances or too many small appliances operating at the same time may cause the tripping of a circuit. Other causes of circuit tripping include:

1. Worn out cords or defective plug connections.
2. Defects within the appliances.
3. Starting an electric motor (motors require more current to start-up than they use when running).
4. Microwave ovens often trip 15 amp circuits. The circuit for your microwave is wired separately to prevent being tripped by another appliance.

A separate circuit outlet is provided in the garage for a freezer or refrigerator. If a circuit breaker trips and you are unable to locate the problem yourself, call an electrical contractor.

Avoid alterations to your wiring by amateurs. Contact a licensed electrician for any changes or additions.

### **Fireplace**

Your fireplace is equipped with gas logs. Read the manufacturers operating manual for lighting and operating instructions. Once your pilot is lit, operation of the fireplace flame will be through the wall switch located adjacent to your fireplace. To turn on the flame, simply turn the wall switch on. To turn off the flame, turn the wall switch off. If the pilot light goes out, the valve has an automatic shut-off function that should shut off all gas to the fireplace. If you wish to turn off the gas for an extended period of time, there is a manual gas shut-off located under the fireplace.

Never burn anything in your fireplace other than your gas logs. It is not a wood-burning fireplace.

### **Heating and Cooling System**

Should you encounter any operation difficulties with the heating and air conditioning system, the following checks should be made prior to calling for service:

1. Check your circuit breaker.
2. Check the thermostat. Switch to "heat" or "cool" and set blower to "on" or "auto."
3. Check that the furnace filter is clean.
4. If heating or cooling distribution is unsatisfactory, check each room ceiling registers for proper opening position and adjust accordingly.

In many instances, insufficient heat is caused by a dirty air filter. Filters should be replaced a minimum of four times a year. A dirty filter will also affect the air conditioning unit by restricting the movement of cooled air and causing added stress to the compressor.

The owner is responsible for balancing registers to achieve the desired temperatures in

certain rooms. The furnace is warranted by the manufacturer.

## **Kitchen**

The countertops in your new home are fabricated with a high-pressure laminate material. However, they are not resistant to cigarette burns, scratches caused by sharp knives or other utensils, or heat damage from careless placement of hot pots, pans or baking dishes. Never set hot containers, taken directly from the oven or range, on your countertops.

Countertops should be cleaned with soap and water. Do not use abrasive cleaners.

Treat your kitchen cabinets as carefully as you would a piece of furniture. Your kitchen is furnished with quality wood cabinets. There may be slight variances in color, texture, and grain that reflect the natural characteristics of the wood. In addition, cabinet doors may warp slightly from time to time as is normal for wood products. Any grease that may splatter on them should be wiped off immediately. Spray waxes are not recommended. Naphtha spray waxes, together with the moisture in your kitchen, will turn the wooded surfaces milky. Good lemon oil is best. Vacuum and wash the inside of cabinets and drawers used for food storage frequently to avoid attracting insects.

## **Disposal**

Disposal Operation:

1. Push food refuse through the splashguard into the disposal. Do not overload.
2. Turn cold water on to full flow.
3. Turn the starting switch to "on." When shredding sound ceases, food is gone.
4. Run water for several seconds, and then turn off. Water is necessary to wash food waste down the drain. Cold water, besides being economical, ensures that the grinding operation is over and all the food waste has been flushed away.
5. Turn the switch to "off."

Do not discard the following items in your disposal: Metal, plastic, grease, paper, cigarettes, bones, banana peels, dishcloths, cornhusks, etc.

The disposal is self-cleaning. A lemon or orange rind, or baking soda will keep it odor free.

If the disposal should stop running due to clogging or electrical interruption, please check the following: First, turn the switch off, wait 3 or 4 minutes for the motor to cool, then press the reset button located under the bottom of your disposal. Try the disposal switch again. If that does not work, turn off the switch again, then insert the Allen wrench into the hex head under the bottom of the disposal and turn back and forth several times. Remove the wrench. Turn the switch on again. This information is more fully explained in the warranty and service manual provided by the manufacturer of the disposal or you may wish to call a plumber for service. Properly caring for your disposal will give you years of good service. Never put your hand down the disposal.

### **Painting, Interior**

Painted walls cannot be spot washed without experiencing variations in color. For long life and low maintenance cost, your home should be painted at regular intervals. Due to steam, condensation, and normal use, the kitchens and bathrooms, usually require more frequent painting than other rooms. All interior painting is the responsibility of the homeowner.

### **Plumbing**

The shut off valve for the water in each unit is located in the kitchen/washer-dryer area, in the laundry room, or the garage. The valve is normally located approximately 18 inches above the floor with a round blue hose bib-type or lever handle. This valve will turn off the water to your complete unit. Additionally, your home is equipped with individual shut off valves adjacent to each fixture in case a repair is needed to a particular fixture.

During hot summer months, abnormally high demands may be put on water supply lines causing temporary pressure reductions.

If the sewer becomes clogged call a qualified plumber.

The owner will assume responsibility for any damaged or chipped fixtures.

Periodic cleaning of faucet aerators is recommended and is the homeowner's responsibility.

## **EXTERIOR ITEMS**

The exterior of your residence falls under the guidelines presented in this manual. Any problems should be reported to the Property Management Company.

The Association maintains common area amenities such as lights, signs, mailboxes, and pool. Any problem or malfunction should be reported to the Property Management Company.

### **Concrete Walks, Porches and Patios**

It is impossible to prevent cracking in concrete walks and patios due to the nature of the material. Concrete will contract due to changing temperatures, thus causing minor cracks. We have anticipated some of these stresses and have provided expansion joints to minimize cracking. Salt and other chemicals for melting ice and snow may cause erosion of the concrete surface. Even though you may not use salt, concrete may flake or scale as a result of salt tracked in from the street. Patios and garage floors are the responsibility of the owner.

### **Exterior Doors**

Your home is equipped with two fully insulated metal clad exterior doors (the front door and the service door to your garage). These doors do not require an additional storm door. The addition of a storm door may cause overheating and damage to the insulation inside the metal clad door as well as possible damage to the decorative frame surrounding the entry door window.

If you choose to install a storm door, you must first receive permission from the Association. Further, the homeowner assumes full responsibility for any damage caused to the metal clad door.

## **Garage Doors**

Your home is equipped with an insulated, metal garage door that should provide years of service. Periodic maintenance along with the following precautions should be observed to insure safe and reliable operation:

1. Lubricate and clean the moving parts, especially the rollers located along both sides of the door and the track in which they ride.
2. Operate the door only when properly adjusted and free of obstructions.
3. Your door is under an extreme amount of spring tension. Repairs and adjustments, especially to cables and spring assembly, can be hazardous and should be performed only by qualified door service technicians.

Your garage door is installed within manufacturer's installation tolerance. Entry of some snow or rainwater can be expected under abnormal conditions.

## **Lawns, Landscaping**

During the engineering design and development phase, general drainage patterns were established by our engineering firm that conformed to municipal codes and industry standards. The design provides for areas of pavement and lawns that are intended to hold water for periods of time following heavy rainfall. Standing or bonding water should not remain for extended periods of time in the immediate area of your home.

Lawn areas and landscape materials are inspected regularly by the property manager. Repair of lawn areas and replacement of landscape materials are usually completed in spring and autumn.

## **Gutters and Downspouts**

Industry practice is to install gutters approximately level. Consequently, it is possible that small amounts of water will stand in certain sections of the gutter immediately after a rain.

Gutters may overflow during especially heavy rain. Gutter leaks over doorways or entrance porches will be repaired. Routine maintenance including cleaning and caulking of the gutters is the responsibility of the Association.

## **Brick and Siding**

The exterior of your home is constructed of brick and cedar trim. Surface chips or cracks and slight variations in size, color and placement are normal with brick and help to create texture, beauty and interest. Small cracks are common in mortar joints of masonry construction. Cracks greater than 1/8 inch in width are considered excessive. The Association will repair cracks in excess of 1/8 inch by pointing, patching or caulking as deemed appropriate.

The exterior of your home is trimmed with cedar wood. You can expect minor shrinkage, cracks, and in some cases splitting of boards, due to the nature of this material. Cedar was chosen for its character and ability to withstand exterior temperature change and weather conditions. The main function of exterior trim is to protect your home from the elements. The Association will be responsible for caulking cracks and joint separation.

## **Exterior Painting and Staining**

Exterior paint, except for patio fences, is the responsibility of the Association.

## **Windows**

Your windows are constructed with thermal-pane, insulated glass. They also feature a thermal break stop located between the interior and exterior frame that further reduces the cold and heat transfer from outside to inside.

Lubrication of the spring assembly once each year will add to the ease of operation and extend the life of your windows. Use WD 40 or an equivalent product to lightly spray the spring assembly located on both sides of each window. With proper care, your windows should work for years without problem.

You may experience slight drafts around windows during high wind periods.

Windows will collect condensation on interior surfaces when extreme temperature differences and high levels of humidity exist. Condensation is usually the result of climatic or humidity conditions created by the resident within the home.

Emergencies caused by broken windows should be reported to the Property Management Company immediately.

## **VACATION WINTERIZING OF YOUR CONDOMINIUM**

It is important to take several precautions when leaving your home during freezing temperatures. Requesting a relative or neighbor check your home occasionally while you are gone is advisable. In addition, the following precautions can avoid costly repairs and damage to personal possessions.

1. Turn off the main water supply to your unit.
2. Release the water pressure on all supply lines, hot and cold.
3. Fill all drain traps in baths and kitchen with antifreeze.
4. Flush all water closets after the main water valve is turned off.
5. Set the thermostat to a temperature of 60 degrees or higher.
6. Check all windows and doors to make sure they are locked.
7. Leave a phone number or address where you can be reached with a friend or relative in case of an emergency and notify your crime watch captain of your absence.

# INSURANCE AND MAINTENANCE GUIDELINES

Maintenance includes repair and replacement as a result of normal usage and damage caused by actions of the owner, owner’s guests, or occupants of units.

Casualty includes loss, damage or destruction caused by an event covered in the Master Insurance Policy

Owners are responsible for maintaining everything inside their unit from, and including, the perimeter wallboard in. This includes all utilities that pass through walls or ceilings that serve their unit. The Association is responsible for maintaining the structure of the building from, but not including, the wallboard out except as stated below.

The Association is responsible for insuring against loss the as-designed structure of each unit including all wallboard and utilities that pass through walls and ceilings. The Association’s responsibility for insurance coverage is limited to original construction standards and any additions, upgrades or improvements made by owner, are the responsibility of the owner to insure.

Owners are responsible to insure the loss of all contents within the structure of their unit.

The Association assumes no liability for claims due to the actions of golfers or hit golf balls. Therefore, any and all assignment of responsibility listed in Table 1 below, excludes damages caused by golfers and hit golf balls.

Table 1 contains guidelines for the maintenance and insurance responsibilities of the Association and the Unit Owner. Owners are responsible for providing their insurance company with a copy of the Association’s By-laws. Be aware that an insurance company may use their interpretation of the By-laws when determining what is covered under an individual Unit Owner’s policy. Therefore, Owners should use these guidelines in conjunction with the By-laws when choosing a level of coverage for their Unit.

**Table 1**

<b>System</b>	<b>Casualty</b>	<b>Maintenance</b>	<b>Comments</b>
Footing	Association	Association	
Foundation	Association	Association	
Slab	Association	Association	
Framing	Association	Association	Includes all rough construction to enclose the unit
Exterior Walls	Association	Association	Includes exterior wall construction, exterior wall facing, vapor barrier, and insulation. Includes brick walls surrounding patios installed by the original builder.
Exterior Brick Walls	Association	Association	
Exterior Wood Siding	Association	Association	Includes siding and painting of siding.
Gutters and Downspouts	Association	Association	Includes underground drainage piping connected to downspouts
Waterproofing	Association	Association	Includes eaves, soffits exterior caulking, flashing, fascia, and trim. Excludes weather stripping of external doors.
Roof Construction	Association	Association	Includes framing, insulation, and roof decking
Roofing	Association	Association	Includes roof covering, waterproof membranes, shingles, roof vents, and seal boots at all vent stacks.
Skylight	Owner	Owner	
Interior Stairs	Association	Owner	Includes stair construction and handrail. Does not include handrail finishes, finishes applied to stairs such as carpeting, tile which is covered under Floor Finishes

Windows	Association	Owner	Includes glazing, sash, frame, and sill.
Exterior Door	Association	Owner	Includes threshold, weather stripping, hardware, and sidelights, and transom above entrance door. Does not include interior door finish, side light finish and trim, which is included under Exterior Door Interior Finishes.
Exterior Door Exterior Finishes	Association	Association	Includes finish on exterior side of exterior doors, side light finishes, trim, and transom above entrance door. Includes entrance door and overhead garage door exterior finishes.
Exterior Door Interior Finishes	Owner	Owner	Includes finish on interior side of exterior doors, side light , trim, and transom above entrance door. Includes entrance door and overhead garage door interior finishes. Excludes passage door between garage and living space, which is covered under Interior Doors.
Storm Door	Owner	Owner	
Garage Slab	Association	Owner	
Garage Door	Association	Owner	Includes overhead garage door, hardware, track, springs, weather stripping, and electric opener
Garage Stair	Association	Owner	Includes stair or stoop from garage to garage passage door.
Folding ladder	Association	Owner	Includes attic access ladders, finishes, and trim.
Attic decking	Association	Owner	Includes flooring installed in attic accessible with folding ladder installed by original builder.
Patio Slab	Owner	Owner	
Patio Fence	Owner	Owner	Excludes brick walls enclosing patios installed by the original builder, which are covered under Exterior Brick Walls.
Patio Gate	Owner	Owner	
Concrete Driveways	Association	Association	
Concrete Sidewalks	Association	Association	
Interior wall covering of exterior walls	Association	Owner	Includes interior wallboard attached to exterior walls. Includes taping and finishing of wallboard joints but excludes finishes applied to wallboard which is covered under Interior Finishes.
Ceilings	Association	Owner	Includes interior wallboard. Includes taping and finishing of wallboard joints but excludes finishes applied to wallboard which is covered under Ceiling Finishes.
Interior Partitions	Association	Owner	Includes interior wall construction, wallboard, and transoms. Includes taping and finishing of wallboard joints but excludes finishes applied to wallboard which is covered under Interior Finishes.
Interior Finishes	Owner	Owner	Includes interior side of external walls and interior wall partitions. Includes wall finishes such as paint, wall paper, ceramic tile, interior door finish, door jamb and stop finish, door casing finish, fireplace mantle and trim, and mantle and trim finishes, handrail finishes.
Floor Finishes	Owner	Owner	Includes all finishes above the concrete slab including carpeting, carpet padding, tile, wood flooring, subfloors, baseboard trim, and baseboard finish.
Ceiling Finishes	Owner	Owner	Includes applied ceiling finishes and paint.

Interior Doors	Association	Owner	Includes all interior doors, jambs, stops, casing, and hardware. Includes passage door between garage and living space but excludes overhead garage door.
HVAC	Owner	Owner	Includes furnace, vent stack, thermostat and wiring, evaporator unit and disconnect, and condensate drain.
Air Distribution	Owner	Owner	Includes all supply and return ducts, registers
Water Heater	Owner	Owner	Includes water heater tank, vent stack, water supply connections and gas or electrical connection.
Water Supply	Association	Owner	Includes piping from the meter up to but not including the owner's main supply shut-off valve. Includes underground piping and piping below the surface of the concrete slab.
Electrical Supply	Association	Association	Includes wiring up to the main shut off breaker.
Gas Supply	Association	Association	Includes piping up to, but not including the gas meter.
Gas Piping Interior	Association	Owner	Includes all piping from the gas meter.
Exterior Building Lighting	Association	Association	Includes porch and garage light fixture but does not include bulbs.
Yard Lighting	Association	Association	Includes pole, light fixture, and underground wiring between the fixture and junction box on the external wall of the unit. Does not include bulbs.
Water Piping Interior	Association	Owner	Includes the main water shut off valve and all piping above the concrete slab supplying the unit.
Water Conditioner	Owner	Owner	
Sanitary Waste Piping	Association	Owner	Includes all drain and waste piping below the surface of the concrete slab. Excludes drain vents.
Vent Ducts	Association	Owner	Includes all vents that extend from within the unit including furnace, water heater, clothes dryer, vent fans, drain waste vents.
Electrical Panel	Association	Owner	Includes the panel box, all breakers except the main.
Branch Wiring	Association	Owner	Includes all internal wiring from the main breaker through the breaker panel including wiring to the external building light fixtures, and yard lighting wiring up to the junction box on the external wall of the unit. Includes receptacles, light switches, wall plates, and GFCI receptacles.
Interior Lighting Fixtures	Association	Owner	
Fire Detection	Association	Owner	Includes smoke/fire detectors
Interior Furnishings	Owner	Owner	Includes all cabinetry, shelving, appliances, vanities, mirrors, countertops, ceiling fans, window treatments, decorations
Plumbing Fixtures	Owner	Owner	Includes tubs, showers, toilets, sinks, faucets, drain piping connection, water supply connection, and garbage disposal units.
Fireplace	Association	Owner	Includes fireplace unit, vent stack, gas supply connection, and electrical control. Excludes mantle and trim, which is included under Interior Finishes.
Telephone Wiring Interior	Association	Owner	
Coax Cable Wiring Interior	Association	Owner	
Security System	Owner	Owner	

