

Generic Homeowners Manual

Index

Item	Page
<u>Emergency Shut-Off Locations & Procedures</u>	3
<u>Troubleshooting Guide</u>	6
<u>Homeowner Maintenance Obligations</u>	10
<u>Recommended Maintenance Schedule</u>	57
<u>Utility Contact Information</u>	61

Emergency Shut-Off Locations & Procedures

How to Shut Off Gas

If you suspect a gas leak or can smell escaping gas, shut off the gas.

- The main shut-off valve is located next to your meter on the inlet pipe.
- Use a wrench and give it a quarter turn in either direction so that it runs crosswise on the pipe. The line is now closed.
- Call your Gas Company and report the leak.

How to Shut Off Electricity

- Locate the circuit breaker box.
- Locate the main breaker within the circuit breaker box.
- Flip the main breaker switch to the OFF position.

How to Shut Off Water

If the leak is at a sink, toilet, washing machine, water heater or other location with a secondary shut-off valve for that specific location, and the leak is occurring at a point past the shut-off valve, turn the handle or valve to the right (clockwise) to tighten and shut off the flow.

If the foregoing procedure does not work, use the same procedure at the secondary shut-off valve (usually located at the front of the house or in the garage where the water service enters the home) or at the main water meter shut-off (usually located near the curb at the street), as necessary due to the location of the leak.

Check with your neighbors or the local water utility to confirm the service has not been shut down in your area.

Total Loss of Heat

If you find yourself with no heat, the checklist that follows may help identify the cause. You should also review the furnace manufacturer's literature for additional hints. The following items are normal homeowner maintenance items

Check the following to determine if any are the cause of the non-operation:

- Thermostat temperature setting and switches;

- The ON/OFF switch in the furnace room;
- The fuse on your furnace itself, if it has one;
- The gas valve on the furnace;
- (ON/OFF switch on furnace; see manufacturer's book for location);
- Breaker on the electrical panel; and
- Safety switch for the fan cover.

Please note: lack of air conditioning is not considered an emergency.

Total Loss of Electricity

The main electrical control panel and meter will be located on the outside of your home. This panel contains electrical breakers that control all of the electrical power to your home. In addition, individual breakers that control the separate circuits will be found in a secondary panel either in the garage or in the home. The breakers in this secondary panel are labeled to indicate the area they control. There is also a separate 220 switch for the air conditioner, usually located near the outside compressor unit.

In the event of a total loss of power, check the main breaker in the panel next to the meter. Next check with your neighbors and local utility company to see if power is out in your area for some reason.

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 "on". Switching the breaker directly from "tripped" to "on" will not restore service.

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

Please note: loss of power in a limited area of the home is not considered an emergency. If electricity is off in one area only, check the following items.

Wall Switches

If a wall outlet is not working, check first to see if it is one that is controlled by a wall switch. In rooms that do have ceiling lights, the wall switch will control half of one outlet. Also confirm that the light bulb or appliance being used is working.

Ground Fault Interrupter Circuits

GFI receptacles quickly sense fluctuations in power. Installation of these receptacles is required by building codes for bath, kitchen, exterior and garage outlets. Excessive moisture and heavy appliances such as power tools can trip the GFI breaker. Faulty appliances, especially hair dryers, are a common cause of tripped GFI breakers. GFI

circuits have a test and reset button on the breaker. To return service, press the reset button.

Total Loss of Water

The main water shut-off valve is located at the water meter box. The secondary shut-off valve is usually at the front of the house or in the garage where the water service enters the home. Each sink and commode has an individual shut off for its water supply.

If your water supply stops completely, first check the secondary water shut-off at the front of the house or in the garage to determine if the valve is open. Next check the main water meter shut-off to determine if that valve is open. Also, check with your neighbors or the local water utility to confirm the service has not been shut down in your area.

Please Note, Lack Of Hot Water Is Not Considered An Emergency. If you discover you have no hot water, check the pilot, temperature setting, and water supply valve of your water heater. Refer to the manufacturer's literature for specific locations of these items and other "trouble shooting" information.

Plumbing Leaks That Require the Entire Water Supply to Be Shut Off

If a major plumbing leak occurs, turn off the supply of water to the area involved in order to prevent further damage from occurring. If this means shutting off the water to the entire home, the problem is categorized as an emergency. Contact a qualified plumber immediately.

Please Note: Having to shut off the water to an isolated item in the home (such as one toilet) is not an emergency.

Total Sewer Stoppage

If a clogged sewer line prevents using water anywhere in your home, the problem is categorized as an emergency. Contact a qualified plumber immediately.

Trouble Shooting Guide

Plumbing

Symptom:	Solution:
If you notice a leak in the natural gas line:	Have everyone go outside. Turn the gas off at the gas meter. Call the gas company to report the leakage.
If a water main breaks or you experience a major plumbing leak:	Turn off the main water valve. It is located near the entry sidewalk, outside garage, inside the garage, or in a ground level meter box near the street. Arrange for service.
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 unit. Arrange for service.
If a toilet becomes clogged:	Turn off the water to the fixture. Follow the procedures outline 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. Do not use the shower or tub until service can be provided
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, the pilot light and drain the water heater. Tankless water heaters do have a pilot light.
If you notice water spots on your wall	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. If the leak cannot be isolated turn off the main water service to the house and call a licensed contractor Any areas that are or were water-soaked should also be inspected and dried to avoid or mitigate development of mold

Electrical

Symptom:	Solution:
If a complete power outage occurs	<p>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.</p> <ul style="list-style-type: none">• Inspect all circuit breakers.• If a breaker appears damaged leave it off, and call a licensed contractor.• If the breakers are not damaged, turn them all off and back on again one at a time, or call a licensed contractor.• If the breakers are not damaged, turn them all off and back on again one at a time, or call a licensed contractor. <p><i>IMPORTANT NOTE: If the main circuit breaker trips or is turned off, wait 2-3 minutes before turning it on. Then, restore power to the other circuits one by one. This avoids overloading the system.</i></p>
If you notice sparks or smell burning	<p>Find the location of the odor or sparks. If an appliance is plugged into the 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 electrical circuit.</p> <p><i>IMPORTANT NOTE: Immediately call the fire department if there is any possibility of a fire.</i></p>

<p>If there is no power in a bathroom, kitchen or outside receptacle</p>	<p>These receptacles may be connected to a Ground Fault Interrupt (GFI) device designed to interrupt the flow of electricity. Locate the nearest GFI outlet. If the reset button has tripped, press it in 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.</p> <p><i>IMPORTANT NOTE: The use of power tools and appliances in GFI outlets is not recommended. Do not plug an appliance with a separate transformer or an item with a timing device (such as an irrigation system) into GFI outlets.</i></p>
--	---

Heating and Air Conditioning

Symptom:	Solution:
<p>If your furnace malfunctions:</p>	<p>Be sure the furnace is turned on and plugged in. The gas lines must be turned on. The filter must be in place and the blower compartment door must be securely closed. The thermostat must be adjusted for the expected conditions.</p>
<p>If your air conditioning unit shuts down or will not start:</p>	<p>Make sure the thermostat is set to a temperature that is cooler than the room air. Then, turn the air conditioner off at the thermostat and inspect the circuit breaker. If the breaker is tripped, reset it and restore power to the unit. If it does not restart, check the air conditioner fuse to make sure it is usable and properly installed. This fuse is in the outside fuse box located near the compressor unit.</p>

<p>If your air conditioning unit continually runs:</p>	<p>Check the outside air temperature. Set your thermostat no more than 20°F below peak outside air temperature. On particularly hot days, it may run continually. Your air conditioning system is designed to cool your house no more than 18-20°F below the outside air temperature.</p>
--	---

Homeowner Maintenance Obligations

Your home has been built with natural and modern manufactured materials. It will require regular preventive maintenance by you to preserve its beauty and value. An understanding of how to care for each feature in your home will help prevent costly repairs and replacements later.

The features and systems in your home require routine maintenance. Refer to this Maintenance section in this Manual and, if necessary, please consult a professional for advice on your maintenance requirements.

Preventive maintenance on your home should begin when you move in. Read the following sections of this Manual to become familiar with the procedures for maintenance. The sections provide an overview of the features and materials in your home. Please study each section carefully so that you become familiar with the routine maintenance that your home requires. Some of the items may not apply to your particular home.

The care and maintenance information and obligations set forth in this section and elsewhere in this Manual are not exclusive. Various products and materials incorporated into your home have maintenance guidelines published by their manufacturers. In addition, your home could have features or items that are not listed in this Manual

The following pages have important facts about your home, the materials that may have been in construction and other details that will enhance your knowledge of the home. This information is provided for your convenience and is not intended to supersede or replace the information that was included in your purchase documents. Some of the following items may not apply to your home

Effects of Weather and Temperature

Natural building materials such as wood and concrete are subjected to constant expansion and contraction from day to day. This can result in minor warping of wood materials and hairline cracking of drywall, stucco, concrete and mortar.

You can minimize these effects by maintaining a constant temperature in your home. This allows the wood to dry at an even rate and may eliminate larger settlement cracks. Minor cracks and displacement of wood are a normal part of the aging process of your home and do not affect its structural integrity.

Settlement

All homes settle to some degree. Some adjustment in lumber and framing is normal and should be expected.

If the finish trim shows slight joint separation, fill the cracks with wood filler. If nails work out of position, reset them with a hammer and nail-set; then fill the holes with wood filler or spackle. Normal settling, expansion and contraction also may cause small interior wall cracks around doorways, archways and at wallboard joints.

Specific Homeowner Maintenance Requirements

Air Conditioning

See the "Heating and Air Conditioning" section, below.

Aluminum and Vinyl Window and Door Frames

Inspect the caulking and seals of your windows annually. Repair or replace missing caulk or damaged seals promptly. Inspect the interior and exterior paint on your windows and window trim annually. Use touch up paint as required. Repaint every two years or as necessary. This will protect your windows.

Keep the window and door tracks free of dirt and debris. The tracks are soft and can become damaged if they are not kept clean. Use a broom or a brush to loosen collected debris. Vacuuming thoroughly should be a part of your regular cleaning routine. Avoid using abrasive cleaners as they may scratch or damage the frame. If windows and doors do not slide freely, an oil-free silicone lubricant can be used on the tracks. Do not use any oil-based lubricant. Oil attracts dust and dirt that become embedded in the lubricant and may damage the frames.

Window and door frames have small weep holes at the bottom to permit water to drain from the tracks. Keep the weep holes open and free of debris. Avoid flooding window and door frame tracks. Excessive water can overflow the track and back up into your home.

Please note that your sliding glass doors are more difficult to slide during the last six to eight inches of movement. This is normal and is due to California environment requirements for a tight seal when the door is closed.

During high winds, air will penetrate your windows and door frames, especially through the weep holes. This is normal. The weep holes are necessary for proper ventilation and you should keep them clear at all times.

Window tinting can cause damage to the windows in your home.

Window glass should be cleaned with water and mild cleaning products designed for use on windows. Do not clean windows with solvents, abrasive pads, putty knives, or any products which can disintegrate the rubber gasket material. Doing so may result in deterioration of rubber gaskets and can result in leaks or fogging of dual pane windows. Do not clean windows with abrasive cleansers that may cause scratches. Window screens should be removed and cleaned every six months with water and a mild soap. Inspect window screens annually for holes, tears, or other deterioration. Window screens should be repaired or replaced when and if necessary.

Appliances

Appliances are warranted by their manufacturers, in accordance with the terms and conditions of the written warranties supplied by the manufacturers. These manufacturers' warranties, as well as any maintenance and preventative maintenance procedures provided

by these manufacturers and should be read and preserved for reference. Additional information about appliance operating can be found in the "Electrical" and "Plumbing" sections of this Manual.

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 serial and model numbers (found on a metal plate on side, back or bottom of appliance) and
- a description of the problem.

Dishwasher

Effective use of the dishwasher depends on proper loading, correct water temperature, and chemical content of the water. Experiment with several different dishwasher detergents to find the one that works best. Use each brand for a week to allow it to condition your dishes. Experiment with varying amounts of detergent to determine its effectiveness with the water in your area. If you find that your dishes still are not being cleaned properly, check the manufacturer's manual.

Before operating the dishwasher, be certain the garbage disposal is empty since the dishwasher drains into the disposal. Failure to do so may plug up the dishwasher drain and cause water to spray out the air gap located on top of the kitchen sink.

Water Heater

See "Plumbing" section of this Manual, below.

Garbage Disposal

Read and follow the manufacturer's instructions for proper operation of your garbage disposal. Do not load the disposal with food items before turning it on. For proper operation, turn on the cold water and start the disposal. Then, drop the food items slowly into the unit. When the unit sounds clear, turn the disposal off and leave the water running for several seconds. This allows the food waste to be carried into your sewer lines.

Replace stopper when disposal is not in use. This allows water to drain but prevent tableware or other objects from dropping into the disposal accidentally.

Bones, corn cobs, celery, onion, stringy vegetables, and other hard objects or fibrous foods should not be disposed of in the disposal. Large, bulky food waste should be cut up. This includes such items as melon rinds and grapefruit skins.

Bottle caps, hairpins, glass, rags, metal, paper, and other non-food items will jam the disposal and harm the blades. Never feed food waste into the disposal without first turning on the cold water and the disposal. Cold water helps keep the motor cool and works best if grease is put down the disposal. It will congeal the grease, allowing it to be cut up by the blades.

Keep the disposal clean by allowing cold water to run a minimum of 15 seconds after all food has been disposed. Do not use caustic drain cleaners or any harsh chemicals in the disposal under any circumstances. Occasionally clean and freshen the disposal by grinding a dozen ice cubes or a half of a lemon, cut into small pieces.

If the disposal jams, refer to the manufacturer's manual for instructions on freeing it. Always be certain it is turned off before any work is done to free a Jam.

Attic Access

The attic space is not intended for storage. Access is provided for purposes of maintaining mechanical equipment that may traverse the attic space. When performing any needed tasks in the attic, caution should be used not to step off wood members onto the dry wall. This will result in damage to the ceiling below, and could cause severe personal injury.

Balconies and Decks

Your home may feature balconies and decks. Do not install heavy equipment or nail anything to balcony or deck. The hole caused by the installation could allow water to enter your home and cause damage. The damage is your responsibility.

The flat surface of your deck has been treated with a sealant to prevent water penetration. It will require periodic application of a sealant to maintain its durability. A builder's supply, home center or hardware store can recommend a sealant.

If your balcony or deck has roof drains, they should be kept free of debris. This allows proper water flow from the balcony or deck. After rain, water may stand in small puddles for a short time before evaporating. This is to be expected of any flat surface and is normal.

If you place plants on your balcony, make certain that drainage from the plants does not accumulate on the floor of the balcony. Water can be trapped under potted plants and trays on your balcony or deck, which can deteriorate the balcony or deck surface.

Consult your Homeowners Association or a licensed contractor, in absence of an Association, before you consider making any structural or cosmetic changes to your balcony or deck.

Baths

CERAMIC TILE

See the "Ceramic Tile" section of this Manual, below.

FITTINGS

Your plumbing fittings are designed to stay new-looking with minimum effort. Avoid abrasive cleaners. Clean with a soft, damp cloth followed by a brisk polishing with a clean, dry cloth.

TUBS, SHOWERS AND SURROUNDS/ENCLOSURES

Given proper care, the smooth surface of a fiberglass tub or shower will remain beautiful and easy to clean. As with any highly polished surface, regular care and no

abrasives are the main rules to follow. Normal cleaning should be done with any liquid cleaner, detergent or foaming cleanser. Alcohol used as a cleaning agent may cause discoloration. Stubborn stains can be removed with acetone or household cleaning solvents used with a nylon-scouring pad. Never use metal scrapers or similar tools. If the surface becomes dulled by an abrasive cleaner or other harsh treatment, rub the dull area with a good automotive cleaning or rubbing compound and then wax it.

PORCELAIN

The delicate beauty and gloss of porcelain bathtubs and sinks are easily maintained by observing a basic rule: never use abrasive cleaners. They scratch through the glass-like surfaces quickly. Liquid dishwashing detergent on a moist cloth is preferred. Although porcelain is durable, be careful not to drop heavy articles on it that can cause chipping. Should scratching or chipping occur, contact a porcelain repair business.

SIMULATED (OR "CULTURED") MARBLE

This material, found in many homes, is easy to keep dean, and is far more resistant than natural marble to alcohol, food, acids, common household liquids and boiling water. Again, harsh abrasives should be avoided. Soap and water or common cleaning solvents would eliminate most stubborn stains. Liquid waxes will maintain a higher luster, but avoid paste waxes that may cause yellowing. Be careful not to drop heavy or sharp objects on simulated marble to avoid scratching or chipping, just as with natural marble. Should scratching or chipping occur, contact a simulated marble repair business.

CAULKING

See the "Caulking" section of this Manual, below.

SAFETY TIPS

It is possible to be accidentally locked into the bathroom. Keep the door key in a safe open place outside the bath, but nearby. If you lose it, a small screwdriver, ice pick, or similar tool can be used.

Cabinets

Your cabinets are made of finished hardwoods or laminated vinyl materials. To maintain the beauty and utility of your cabinets, proper care is required. Remove splashes and splatters promptly to avoid permanent stains. The beauty of the wood can be preserved by polishing with a furniture polish. Laminated cabinets require little care but can be protected with a light coating of suitable wax. Do not wash laminated cabinets with water or water- based cleaners.

The wood in your cabinets is a natural product. Some fading of the original color will occur. Wood is subject to drying and can warp. This could cause drawers to stick and prevent doors from dosing properly. After that, maintenance of cabinet drawers and doors is the responsibility of the homeowner. Minor scratches can be covered with a putty stick that matches the finish of your cabinets. Putty sticks can be purchased at paint or hardware

stores. Do not use abrasives on the finish of your cabinets. Direct sunlight can cause fading of the original color. Consider using window coverings to prevent direct sun on cabinets.

The hinges on your cabinet doors can be lubricated, if necessary, with an oil-based lubricant. Apply a very small drop of oil to the top of the hinge and work the door back and forth several times so the oil will penetrate into the hinge. Wipe the excess oil with a dry paper towel.

Caulking

Over time, and particularly during warm, dry weather, caulking will dry and shrink. When this happens, it no longer provides a good seal against moisture. As part of your routine maintenance, you should inspect the caulking around your sinks, showers, tubs, countertops, and ceramic tile, and should make any necessary repairs to the caulking every six (6) months or as needed. Caulking guns and applicator tubes, disposable caulking guns, and caulking compounds are available at hardware stores and home centers.

Ceilings

The ceilings in your home require occasional cleaning and periodic painting. Remove dust or cobwebs as part of your routine cleaning. When needed and as a part of your regular maintenance, you may want to repaint your ceiling.

Concrete

Concrete is a major structural material in your home. It provides strength and durability for the foundation. Your concrete requires minimal care. It should be kept free of accumulated dirt and debris. Oil and grease stains and standing water should be removed. Concrete cleaners are available at home centers and hardware stores.

Due to the extremes of weather, temperature and moisture and to the nature of concrete, masonry and stucco, it is normal for concrete to shrink and expand. This will result in normal, hairline cracks on the surface which are characteristic of concrete and which do not affect the strength, performance or purpose of the concrete, masonry or stucco.

Exterior Concrete Flatwork

The driveways and walkways in your home are designed for residential use. For your own protection, do not allow moving vans, lumber, concrete, landscaping and pool trucks, etc. to make use of your driveway.

Remove plant growth from the expansion joints when it appears. Left to grow, the roots of small plants expand and could crack or otherwise damage your concrete. If this happens, obtain patching cement from a hardware store or home center and follow the directions on the package for proper repair. Patches in concrete will vary in color from the original material. This is normal and cannot be avoided. Top soil, fertilizer and other chemical treatments for lawn care can discolor concrete and should be swept off immediately.

Do not run water, or allow puddles to occur, near concrete foundations, fences, walls, walks and driveways. Water can cause soils expansion and infiltration and reaction to soils chemicals such as sulfates that can cause concrete to fracture or deteriorate.

Foundation Slabs

By maintaining good drainage away from your home, you are protecting your home's foundation and the floor slab. Maintenance of drainage away from all concrete slabs will minimize cracking and other forms of movement. Cracks in slabs should be sealed with a waterproof concrete caulk to prevent moisture from penetrating to the soil beneath.

Post-Tension Slab

The concrete slab in your home may be designed with post-tension cable devices to add strength. The cables are under very high tension and must not be cut or broken. Do not drill or cut your slab in any way. This could result in severe damage to your slab and to you!

Counter Tops

The counter tops in your kitchen may be constructed of ceramic, porcelain and glass tile, marble, limestone, travertine, slate and granite, and other man-made or natural products.

Always use a cutting board to protect your counter tops when you prepare food. While minor scratches that can result from cutting food may not be noticeable at first, in time they will dull and mar the luster of the finish. This can happen to even the hardest ceramic tile.

Wipe up spills immediately. Some liquids, particularly hot ones, can cause almost imperceptible stains on granite. In time, the stains can accumulate and become unsightly.

Be careful to avoid dropping pots and pans and other kitchen items on your counter tops. This can break or chip the counter's surface.

Re-caulk separations that occur around sinks and along the backsplash of countertops, before water can enter into those separations and cause damage. See the "Caulking" section of this Manual, above.

Ceramic Tile

Glazed ceramic tile is known for its durability and the variety of colors and designs. Ceramic tiles are purchased in lots that have the same texture and color. Because an exact replacement match of ceramic tile can be impossible, we urge you to take special care to avoid breaking or damaging the ceramic tile on your counter tops.

Ceramic tile is brittle and can be broken by a sharp blow from a heavy object. The best way to avoid broken tiles is to use a cutting board and other protection for your ceramic tiles when you are at work in your kitchen. Wipe spills away promptly to avoid staining the grout. Soapy warm water, a detergent or a commercial tile cleaner can be used to keep your tile clean.

Sealing the grout between your tiles once a year or so will prevent stubborn stains from penetrating the grout and becoming unsightly. Routine scrubbing of the grout with warm soapy water will keep it clean and fresh. Strong cleaners such as Lysol can stain the grout. Sealers and cleaners can be found at your local hardware store. Sealing grout is a homeowner choice and maintenance responsibility.

Minor separation and looseness of ceramic tile grout on tubs, showers, counter tops and flooring, where it is joined with other materials, is inevitable. This is caused by the normal expansion and contraction of materials involved. Grout repairs are routine homeowner maintenance. Repairs of sealed grout may cause color variations.

Tile maintenance is the responsibility of the homeowner. Special care should be taken at ceramic tile areas that are exposed to water such as around bathtubs, showers and on kitchen and bath counter tops. If any grout becomes loose or gaps appear between the tub and the tile, apply a waterproof caulking material to prevent water from migrating behind the tile. If water is allowed to accumulate behind the tile; damage to the walls and to the structure of the home can occur, and mold may develop.

Cultured Marble

Proper maintenance of cultured marble is important. Routine care of cultured marble counter tops requires warm water and a soft cloth or sponge. If the surface of your cultured marble counter tops becomes dull, you might consider having the marble polished by a professional who specializes in marble polishing.

Use a cutting board to prevent scratches. Remove spills immediately to avoid stains. Do not use abrasive cleansers or scouring pads. Most food and drinks are acidic and can etch the finish. Do not place any items which may scratch or burn the surface directly onto the counter top.

Granite and Marble

Granite and marble are natural stone products. These surfaces can be scratched by knives or sharp objects, and they can be etched by some chemicals or food products. Use cutting boards to avoid scratches. Remove spills immediately to avoid stains. Do not use abrasive cleansers or scouring pads. Most food and drinks are acidic and can etch the finish on the marble. Do not place any items which may scratch or burn the surface directly onto the counter top.

Doors

Wood Doors

The doors and door frames in your home are made of painted or varnished wood. Wooden doors are subject to expansion and contraction with changes in heat and humidity. The result can be warping and sticking. This is normal and may correct itself as conditions change. You should allow your home to go through at least one dry and damp season before you make other permanent changes.

You can correct most sticking doors by the careful removal of small amounts of wood. Usually, this can be done with sandpaper. In most cases, it is not necessary to remove the door. Use sandpaper to lightly sand the door to remove a small amount of wood at a time until the door no longer sticks. Use touch up paint on the exposed wood promptly.

Planing is a drastic solution. Do it carefully and cautiously otherwise the door may refuse to close properly in drier weather. When the door closes to your satisfaction after planing, seal the raw wood with paint or varnish to reduce the chance of swelling or warping later.

Small cracks may also develop during a dry season and may disappear during wet winter months. If the cracks do not disappear over time, they can be easily filled with wood putty, caulking compound or filler. These materials may be obtained at your local hardware store or home center.

Avoid slamming doors because damage may result. Do not make hasty adjustments on new doors, since the condensation and humidity of a new home will affect them only temporarily. Occasional slight sticking is normal and even desirable for a weather-tight fit. To eliminate minor sticking, try paraffin, candle wax or commercial dry lubricant sticks.

If occasional lock sticking occurs, exterior locks can be easily freed with lubricant sold in most hardware stores. Locks may require adjustments of the strike plate on the door jamb. Remove the strike plate and carefully file the latch opening. Or move the strike plate by moving the screws into new positions.

The hinges and locks on your doors may require lubrication from time to time for proper maintenance and to prevent squeaks. Remove the hinge pin and rub it with a graphite tube or lead pencil and then replace it. Do not use oil because it attracts dust.

Door knobs that are used frequently can become loose. As soon as you notice such a condition, tighten any screws on the doorknob that are loose.

The shrinkage of insert panels in doors, showing raw wood edges is not uncommon due to temperature and humidity changes and can be corrected by repainting or restaining after the movement has stabilized.

Metal Doors

Metal doors require paint touch up but usually require little other care. Observe the lower edge of metal doors to inspect for rust. Remove the cause of the rust where possible and any rust stains, and use touch up paint to cover the exposed metal.

Interior Doors

It is a good idea to keep duplicate keys for the bathrooms and other locking doors. Children may accidentally lock themselves into a room and be unable to work the

lock. You may find that some interior locks can be opened with a small screwdriver, ice pick or similar tool.

Remove finger smudges from painted or varnished interior doors by washing with warm water and a soft cloth or sponge. Dry the surface thoroughly with a soft cloth or towel. Check your interior doors frequently and use touch up paint or varnish when necessary. These simple steps will keep your interior doors beautiful and in top condition.

If your closets feature sliding doors keep clothes and other items away from the doors so they do not obstruct the door's proper operation. The roller and tracks should be lubricated with an oil-free silicon lubricant. Oil and grease attract dust and dirt that become embedded in the lubricant and tracks.

Exterior Doors

Check the finish on your exterior doors several times a year. Doors that receive direct sunlight should be inspected more often. If you notice cracking or peeling, refinish the door promptly. Use touch up paint as needed and repaint once a year or as required. If left unattended, cracking and peeling will progress rapidly and destroy the surface of the door. Reposition sprinklers that spray doors and other wood or metal surfaces. Water can severely damage wood and metal surfaces.

Avoid slamming doors because damage may result. Do not make hasty adjustments on new doors, since the condensation and humidity will affect them only temporarily. Occasional slight sticking is normal and even desirable for a weather-tight fit. To eliminate minor sticking, try paraffin, candle wax or commercial dry lubricant sticks.

If occasional lock sticking occurs, exterior locks can be easily freed with lubricant sold in most hardware stores. Locks may require adjustments of the strike plate on the door jamb. Remove the strike plate and carefully file the latch opening. Or move the strike plate by moving the screws into new positions.

Planing is a drastic solution. Do it carefully and cautiously otherwise the door may refuse to close properly in drier weather. When the door closes to your satisfaction after planing, seal the raw wood with paint or varnish to reduce the chance of swelling or warping later.

Small cracks may also develop during a dry season and may disappear during wet winter months. If the cracks do not disappear over time, they can be easily filled with wood putty, caulking compound or filler. These materials may be obtained at your local hardware store or home center.

The shrinkage of insert panels in doors showing raw wood edges is not uncommon due to temperature and humidity changes and can be corrected by repainting after the movement has stabilized.

Inspect the weather stripping on your exterior doors frequently. Weather stripping should form a reasonably tight seal to prevent air and water from entering. Normal contraction of wood doors can leave a small gap in the weather stripping. This is normal. The small gap will close when the humidity increases and the door expands. Re-glue or replace rubber and synthetic weather stripping that has worked loose. Use an appropriate commercial weather stripping cement or glue. Do not use super glue type adhesives.

Metal weather stripping components can become unfastened. If this happens, carefully reshape the metal to its proper position and fasten it with small nails or tacks. Replace metal weather stripping that has been damaged beyond this simple repair procedure.

Before you make structural or cosmetic changes to your exterior doors, check with any Homeowner's Association to which you may belong to determine any restrictions or necessary procedures or permits in connection with such changes.

Garage Doors

Since the garage door is a large, moving object, periodic maintenance along with following the manufacturer's instructions will insure safe and reliable operation. Do not allow anyone except the operator near the door when it is in motion. Keep hands and fingers away from all parts of the door except the handle. Do not allow children to play with or around the door.

- Every three months, a 30 weight automobile oil or similar light lubricating oil should be applied to all metal moving parts: hinges, pulleys, and springs. Wipe away any excess oil. Do not lubricate the tracks or the surface of the nylon roller. If needed, you can adjust the tension on the upper and lower rods to compensate for any warping of the door. At this same three month interval, check to see that all hardware is tight and operating as intended without binding or scraping.
- It is a normal condition for the garage door to sag somewhat due to its weight and span. This will stabilize after the panels have dried thoroughly.
- The door springs are under a considerable amount of tension and require special tools and knowledge for accurate and safe servicing. Have the door inspected by a professional garage door technician after any significant impact to the door.
- If an electric door opener is installed, be sure the door is completely unlocked and the pull down rope had been removed before using the operator. The six month inspection and servicing described above is still needed even if an electric opener is installed.

If your home has a one-piece garage door that is made of wood, close your garage door during rain. If the garage door is left open during rain, water will collect on the door and cause severe warping and damage to the door and the door hardware.

If your home has a sectional garage door that is made of lightweight steel, the door is very susceptible to denting and scratching. Take care to avoid leaning objects such as bicycles or ladders against the door.

Adjustments to the garage door mechanism may be needed after extensive use or after painting or repairs. The mechanism is under high tension. Injury can result if the mechanism is improperly handled. Contact an authorized dealer or other garage door service provider if adjustments are needed.

Electrical System

The electrical system in your home is intended for normal residential use. We highly recommend that you consult a licensed electrician to make changes or additions to your electrical system. Please note that a permit may be required for changes and additions to your electrical system.

Circuit Breaker

During the New Home Walk Thru, the Customer Service Representative will point out the location of the circuit breaker panel. There will be one master circuit breaker and several individual circuit breakers.

Circuit breakers trip under excessive electrical load. 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 "on". Switching the breaker directly from "tripped" to "on" will not restore service. Reset tripped circuit breakers by moving them to the "off" position and then to the "on" position.

In the event of a loss of electrical power in your home, follow these steps:

If the power loss is in one area of your home and power is available in other areas of your home, it is likely that an individual circuit breaker has turned off. Unplug any appliances in the area that are without power and turn other appliances off. Check the circuit breaker and, if necessary, reset it. Plug your appliances back in. If the circuit breaker fails repeatedly, you have either a short circuit in one of your appliances or a short circuit in the electrical system in your home. Do not attempt further repair. Call a licensed electrician.

If electrical power is lost throughout your home, check the master circuit breaker. If the master circuit breaker has tripped, reset it. If the master circuit breaker trips repeatedly, refer the problem to a licensed electrician. If the master circuit breaker has not tripped, take a look around your neighborhood. If you notice a general electrical failure in your neighborhood, call your electric company to report the problem.

Ground Fault Interrupt Devices

During your New Home Walk Thru; the Service Representative will point out the location of ground fault interrupt devices (GFI outlets). Usually, GFI outlets are located in bathrooms near tubs and bathroom sinks, in kitchens, laundry rooms, and

garages, and on the exterior of your home. These are special circuit breakers that are designed to break the flow of electricity in the event of a short circuit. This will prevent dangerous electrical shock.

GFI circuits have a test and reset button. These are pointed out during the New Home Walk Thru. Once each month the test button should be pressed. This will trip the circuit. To return service, press the reset button. If a GFI breaker trips during normal use it may be an indication of a faulty appliance and some investigation is in order. Always check the GFI breaker before calling for Customer Service services.

Do not plug appliances such as air conditioners, refrigerators, and food freezers into GFI outlets. The electrical surge that occurs when these appliances cycle will trip the GFI outlets and break the circuit. Heavy electrical usage appliances such as power tools or even hair dryers can trip the GFI breaker. Atmospheric moisture, such as during rains or after a hot shower, may also trip the GFI breaker.

It is possible that some outlets that are connected to the GFI device are not so marked. If you have a failure at an outlet, reset the GFI devices as well as the circuit breaker.

Continued failures indicate a potentially dangerous electrical problem. Contact a licensed electrician for assistance.

Arc Fault Circuit Interrupter (AFCI) Devices

Also during your New Home Walk Thru, the Customer Service Representative will point out the breaker location of the arc fault circuit interrupter devices (AFCI outlets) in the main electrical panel. Each wall outlet in every bedroom is protected by an AFCI to mitigate against most arcing conditions as might be created by older appliances such as vacuum cleaners, etc. For instance, some older motors may create internal sparks while running which could trip the AFCI.

Conventional circuit breakers only respond to overloads and short circuits so they do not protect against arcing conditions that produce erratic current flow. An AFCI is selective so that normal arcs do not cause it to trip.

The AFCI circuitry continuously monitors current flow through the AFCI. Once an unwanted arcing condition is detected, the control circuitry in the AFCI trips the internal contacts, thus de-energizing the circuit and reducing the potential for a fire to occur. An AFCI should not trip during normal arcing conditions, which can occur when a switch is opened or a plug is pulled from a receptacle.

Presently, AFCI's are designed into conventional circuit breakers combining traditional overload and short-circuit protection. AFCI circuit breakers have a test button and look similar to ground fault circuit interrupter (GFCI) circuit breakers. To reset, simply press the reset button on the appropriate breaker in the electrical panel.

Exterior Lighting

The exterior lights on your home can have brass or painted finishes. Replace the light bulbs with the recommended specification. Protect the brass finish with a wax or protectant product to avoid corrosion and discoloration. Replacement globes can be purchased at home centers, lighting stores and hardware stores.

Interior Lighting

The lighting fixtures in your home are designed for standard wattage bulbs. To avoid excessive heat, you should not exceed the manufacturer's recommendations. If a luminous 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.

If a light fails to come on, check the bulbs to be sure they are not loose or burned out. Also, check to see that they are the correct wattage for the fixture. Next check the breakers. If this fails to solve the problem, you will then need to arrange for service.

Translucent panels can be cleaned by removing them. First push up slightly above the grid system (except attic access panels) then tilt and lower. Wash in a 1-2% solution of water and mild detergent. Do not rinse; the soap film will reduce static electricity.

Outlets and Switches

Electrical outlets can be found in every room in your home. Do not exceed the capacity for which the outlets were designed. Devices that increase the capacity of electrical outlets and multiple extension cords can cause a fire and severe personal injury or death.

If any electrical outlet does not have power, there are two possible explanations: Some outlets are controlled by a wall switch. Plug an appliance into the outlet and turn on nearby wall switches to see if the problem is corrected. If you find that an outlet is controlled by a wall switch, you might point this out to others who live in your home.

Check the circuit breaker. If the circuit breaker has been tripped, reset it and try the outlet again. Check the GFI devices and reset if necessary. If the circuit breaker trips repeatedly, call a licensed electrician.

CAUTION: Small children can be injured by poking small metal objects into wall outlets. You can prevent this by installing child proof devices on all floor level electrical outlets. These devices are available in grocery stores and drug stores as well as home centers and hardware stores.

Dishwasher/Disposal Units

Under the kitchen sink you will find an electrical outlet for the dishwasher and disposal. One half of this outlet is controlled by the wall switch and is used for the disposal; the other half is for the dishwasher.

Ceiling Fans

DO NOT hang a ceiling fan from an existing ceiling light box without adding additional support to carry the extra weight.

Expansion and Contraction

All building materials are subject to expansion and contraction caused by changes in temperature and humidity. This applies to everything in your home, even including the concrete. Dissimilar materials expand or contract at different rates. This results in separation between materials, particularly dissimilar ones. The effects of this expansion and contraction can be seen in such things as small cracks in the foundation, drywall, paint-- especially where moldings meet sheetrock, and mitered corners, where tile grout meets tub. or sink, etc. This can be alarming to an uninformed homeowner, but, in fact, it is very normal, even in the highest quality of construction. Especially in our dry western climate, shrinkage of wood members of your home is inevitable.

This will occur in your home. It will be most noticeable during the first year, but typically continues into subsequent years. In most cases, caulking and paint is all that is needed to repair this minor evidence of a very natural phenomenon. Even properly installed caulking will shrink and must be maintained.

Exterior Finishes

The primary exterior finishes on your home are wood and stucco. Because they are exposed to constantly changing weather conditions, the exterior finishes on your home require routine maintenance and care. We recommend that you inspect the exterior surfaces of your home every three months.

Stucco

Stucco is a brittle cement product that is subject to expansion and contraction due to environmental factors in this area. Minor hairline cracks will develop in the outer layer of stucco. This is normal and does not reduce the function of the stucco in any way.

The white, powdery substance that sometimes accumulates on stucco surfaces is called efflorescence. This is a natural phenomenon and cannot be prevented. In some cases, it can be removed by scrubbing with a brush and strong vinegar. Consult your home center or hardware store for commercial products to remove efflorescence.

Other rules for maintaining the stucco on your home are:

- Avoid spraying water from irrigation or watering systems on stucco surfaces. Check the spray from your lawn and plant irrigation system frequently to make certain that water is not spraying or accumulating on stucco surfaces.
- Keep dirt a minimum of six (6) inches from the stucco screed.
- Do not pour concrete or masonry over the stucco screed.

Wood

Wood is found throughout your home. Because wood is a natural, porous material, it requires protection with paint if it is exposed to the elements. Inspect your exposed wood surfaces every three months or after periods of inclement weather. If you find cracking or peeling of the paint, sand the area and repaint it promptly. The exterior wood on your home will require repainting every two to four years.

Surfaces that receive direct sun will require more frequent repainting. Inspect these surfaces every three months. Repaint every year or as needed.

A certain amount of splitting, cracking, or raised grain is normal for wood exposed to the weather, and does not indicate a defect in the wood or paint. Split or damaged wood, particularly on the ends of beams, should be repaired or repainted to avoid further damage. Such cracks can be filled with wood dough prior to repainting or staining.

Small splits on the ends of beams are called checking. This is normal and does not affect the structural integrity of the beams. The natural drying of wood can result in gaps and splits in wood molding and trim parts. Nails can work loose. Reset all popped nails and reposition trim parts that have been moved by natural drying of the wood. In cases of severe warping, replace the trim parts. Fill any cracks with commercial wood filler or caulking and use touch up paint.

Fencing

The fencing around your home is of the type and in the location mandated by city ordinance and/or the approved landscaping plans. It will need regular preventive maintenance along with the other components of your home. Do not allow sprinklers to spray fences and other exterior surfaces. Please note that fencing around your home may vary from that in the models and from homes with different grade elevations.

If you choose to add a fence to your property, we urge you to employ a professional fencing contractor. It is your responsibility to locate the property lines and to have your fencing installed according to local building codes, industry standards, manufacturers' specifications, and your CC&R's. Before you install fencing, refer any questions to local building authorities and your Homeowners Association for approval. Check with your Homeowners Association before you change the paint color of your wrought iron or wood fencing.

Stucco Over Wood Fencing

If your home features stucco over wood fencing, please take care to direct sprinklers away from fencing. Repeated exposure to irrigation water can stain the stucco.

An approximate 4" gap between the bottom of the fence and the dirt is an easy way to identify stucco over wood fence. This space should not be filled in with dirt when landscaping. Also, this type of fence is not designed to act as a retaining wall.

Stucco is relatively brittle so use care when working around stucco over wood fencing. Sharp blows from gardening tools or the lawn mower can chip stucco.

Wood Fencing

The natural finish of wood fencing should be maintained by yearly applications of a deck or wood sealer. If your fences are painted, repaint yearly or more frequently if necessary.

Wrought Iron Fencing

Some of the fencing on your property may be made of wrought iron. Wrought iron is subject to rusting if it is not maintained properly. Use touch up paint on nicks and scratches every few months or as needed. Areas with obvious rust should be sanded and repainted immediately with water resistant primer and paint. Repaint every one to two years. The frequency of maintenance depends on the exposure to sunlight and to dampness. Do not let water stand around the fence posts.

Fireplaces

The fireplaces in houses are amenities, and are not designed nor intended to heat the entire home.

Some fireplaces are gas-only appliances. The venting, clearances, and other construction features of these gas-only fireplaces do not accommodate the burning of wood, paper or other materials, and could cause a chimney fire or house fire to result if used improperly. Whether or not the fireplace in your home is gas-only will be reviewed with you at your New Home Orientation.

Here are rules for getting the maximum benefit from your fireplace:

- Fireplaces need a draft to function properly. You should open a nearby window about one inch before you light a fire. This is especially true if your heating system is operating at the time your fire is lighted. Failure to open a window and provide a draft could cause a down draft and smoke or gas may fill your home.
- Always use a fire grate or andirons in your fireplace to allow air to circulate around the fire.
- Never place the fire directly on the floor of the fire box.
- Be sure the damper is in the open position before you build a fire. Become familiar with the operation of the damper before you light the fire. Some homes have a fresh air vent installed with the fireplace, to provide combustion air. Like the damper, this fresh air vent needs to be opened prior to starting a fire. This procedure will be explained during your New Home Walk Thru.
- For wood-burning fireplaces, use firewood that is intended for a residential fireplace. The logs should not be too long for the fire box. Do not use green or water-soaked wood. Do not use construction lumber or other wood which has a

- high creosote or pitch content. The pitch will condense on the chimney and, in time, build up enough to become a fire hazard. Do not use pressed wood fireplace logs. Residues from these logs can damage fireplace equipment and stain the exterior chimney cap and the surrounding stucco. Store wood outside as it may be a home
- for unwanted insects.
- Close glass doors or fireplace screen doors when the fire is burning.
- Never leave the fire unattended. Extinguish the fire before going to bed and when leaving home.
- Never use your fireplace as an incinerator to burn trash, a Christmas tree, holiday decorations, or the like in a fireplace.
- After the fire is completely out and the embers are cold, close the damper to prevent heat loss through the chimney.
- Remove residual ashes after you are certain that they are cold. Hot coals in ashes can ignite if the ashes are dumped in a garbage can or other receptacle.
- Clean your fireplace and chimney regularly. The timing of cleaning will be determined by the frequency and way you use your fireplace, and (for wood-burning fireplaces) by the type of wood you burn. Heavy use with soft woods or improperly seasoned woods will result in the need for more frequent cleaning, probably once a year. Creosote and other wood-burning by-products accumulate inside the flues over a period of time. This build-up can be a fire hazard. A qualified chimney sweep should be hired for chimney cleaning.

Floors

In some instances, the floors, particularly in upper stories, can squeak. Squeaky floors are usually caused by a change in the weather, or by normal shrinkage of the wood materials and/or settlement of your home. This is normal in new house construction and is not considered a construction defect.

Please inspect your flooring carefully during your New Home Walk Thru. Any damage or defects in your flooring must be noted at that time. Subsequent damage, including broken tiles, scratched wood flooring, torn carpeting and scuffed vinyl, is your responsibility. If you retain an outside flooring contractor for installation of floor coverings at your home, either before or after close of escrow, installation of such flooring is your responsibility, and your outside flooring contractor must investigate and address their installation to any conditions or claimed imperfections involving the sub-floor or slab on which such installation occurs.

The subfloors of your home have generally been designed to support the weight of your home, plus a 40-pound per square foot furniture and occupancy load. Waterbeds and pool tables may exceed this limit.

We offer these steps for routine maintenance of your flooring. Please follow your manufacturer's recommendations.

Carpeting

Vacuum carpeting frequently to avoid the buildup of dirt and grime. High traffic areas should be vacuumed twice a week. Use a fixed brush attachment on your vacuum cleaner. If your vacuum cleaner has a beater type attachment, the beater should barely touch the tops of the carpet fibers.

Eliminate carpet shedding fibers as they appear. Loose carpet fibers will work their way to the surface for quite some time. This is known as fluffing or shedding. Vacuum these fibers as a part of your routine cleaning. If a tuft of carpet appears which is longer than the surrounding carpet, do not try to pull it out. It is probably attached to the backing and simply needs to be trimmed to the height of the surrounding tufts.

Visible carpet seams are to be expected and are not an indication of a fault in the carpet. Most rolls of carpet are produced in 12 foot widths. This dictates that most of your rooms will have at least one seam. Professional installers will attempt to install your carpet with the minimal amount of seams and without excessive waste. Seams are most visible in a home before it has been furnished and occupied. As your carpet wears, the fibers will blend together, eliminating many of the visible seams. Visible seams are not a defect unless they have been improperly made.

When moving furniture, lift rather than drag the pieces over carpeting, to avoid lumps and snags.

Doormats are an excellent way to save your carpets. Use them in high traffic areas with one on each side of exterior doorways.

Remove spills immediately. Stain removal is easier if it is done promptly. Consult your specific manufacturer's warranty information for stain removal. Cleaning products should be tested on a section of carpeting that is not in a high traffic area. Do not use cleaners that have not been recommended by the manufacturer for the carpeting materials in your home.

You may void your manufacturer's warranty using cleaners that have not been recommended by the manufacturer.

Thoroughly clean your carpets at least once each year. While do-it-yourself carpet shampoo devices can be effective, consider employing a professional carpet cleaner. You should refer to the manufacturer's recommendations on carpet care for additional information. Regular vacuuming and immediate treatment of stains will prolong the beauty and life of your carpeting.

Ceramic Tile and Stone

Ceramic tiles are available in a wide variety of colors, sizes and finishes. Generally glazed ceramic tile is used in residential installations. Consult your manufacturer's instructions for cleaning and maintenance.

If an outside flooring contractor is used, use of underlayment in installations of tile over concrete slabs should be considered. You and your outside flooring contractor are responsible for determining the appropriate installation.

Small bubbles or hairline cracks in the finish are common characteristics and will not affect the structural performance of ceramic tile, nor is it considered a defect. Chipping and cracking may occur if objects are dropped on the surface or if objects are slid across them. Grit particles can scratch the surface as well.

GENERAL CARE: Sweep up dirt and grit with a soft broom or dust mop to avoid grit abrasion. Frequency of cleaning must be based on traffic and grit build-up. Wipe up spills promptly to save cleaning time and work. Mop with clean, warm water.

GROUT: Grout is cement with color additives. Coloring can change with time. It is suggested that the grout be sealed with a penetrating sealant to prevent particles seeping into the pores. There are products designed for homeowner use such as grout color blender, stains and dyes; and grout cleaners, strippers and sealers. Application of grout sealant is a homeowner maintenance responsibility. Grout sealers may change color over time, and may change the color of your grout when applied. Grout color is not a warranted item.

The movement of metal thresholds against grout may cause the grout finish to crack. By placing a bead of clear silicone between the grout and the metal threshold, the silicone will act as a shock barrier and will minimize the powdering of the grout. Note: If a tile or any grout is replaced, there is no guarantee that the grout will match the existing; the new grout may dry lighter or darker than the original grout.

PAVERS: Unglazed floor tile (pavers) is an unsealed, porous tile. Dealers suggest that a penetrating sealant be used to maintain this type of floor, to prevent spills and stains from seeping into the pores (may require re-sealing after a one year period). Application of sealant is a homeowner maintenance responsibility.

MARBLE: Marble is a natural rock and not factory made or fired. No two pieces will be alike, as there is an inherent variance in all marble. Fusing is natural in marble and is not to be confused with cracking. Because 98% of marble is polished, it is recommended that a marble sealant be used to help eliminate the possibility of foreign liquids seeping in. There are several chemical preparations for marble treatment and polishing. **DO NOT USE** cleaners that contain grit or high alkaline compositions. If you have any questions, please contact your marble dealer or distributor.

GRANITE: Like marble, granite is not man-made, however it is less porous and more dense than marble. Unlike marble, granite has no veins. Granite can be used indoors and outdoors. A sealant is recommended to help eliminate the seepage of foreign matter.

Hardwood

Hardwood floors are typically covered by a warranty from the manufacturer. Please read your warranty for more information.

Wood floors will respond noticeably to changes in humidity level in the home, especially in the winter. A humidifier will help but will not completely eliminate this reaction. When new, small splinters of wood will appear; dimples or scratches can be caused by moving furniture, dropping heavy or sharp objects, etc. Some shrinkage or warping can be expected, especially around heat vents or any heat producing appliances.

Warping may occur if the floor becomes wet repeatedly or is thoroughly soaked even one time. A dulling of the finish in heavy traffic areas is likely; a white, filmy appearance is caused by moisture (often from wet shoes or boots). Color variations may develop from exposure to direct sunlight. Plank flooring will sometimes be adversely affected by moisture when installed over concrete and may pop due to slight variations in the surface of the concrete slab.

Follow these steps to care for your hardwood floors:

- Clean your hardwood floors frequently. Sweep the floors and mop with a soft, dry mop or doth. Vacuum regularly, when you vacuum household carpets.
- Do not use water or water-based cleaners, bleach or one-step floor cleaners.
- Do not flood hardwood floors with water. This will cause stains, warping and the destruction of the flooring.
- Do not permit water or other liquids to stand on hardwood flooring. Wipe up spills immediately.
- Use protective walk-off mats at the exterior doors to help prevent sand and grit from getting on the floor. Gritty sand is one of wood floorings worst enemies.
- Do not drag heavy appliances or furniture across hardwood flooring. Permanent scratches in the finish can result. Ladies' high-heeled shoes can dent hardwood flooring.
- Install proper floor protectors on furniture used on hardwood floors. Protectors will allow chairs to move easily over the floor while minimizing scuffing. Clean the protectors on a regular basis to remove any grit that may accumulate.
- Your hardwood floors should be maintained according to the manufacturer's instructions. Consider having this done by a professional.

Vinyl Flooring

The following are tips for proper care of your new vinyl floor:

- Because of its relatively soft texture, vinyl flooring can be damaged by heavy appliances, dropped tools and by rough use. This damage is permanent and cannot be repaired.
- Ladies' high-heeled shoes and furniture without proper casters are particularly damaging to vinyl. Gouging from sharp objects under pressure will cut any floor covering. All heavy furniture, appliances and chairs should be supported with wide weight-bearing glides or casters. When moving heavy appliances across the floor, protect your vinyl flooring.
- Do not use abrasive cleansers or full strength bleach on vinyl floors. Abrasive cleaners will dull the finish and cause permanent damage. Full strength bleach can etch and destroy the surface of the flooring.
- Clean vinyl flooring with a solution of warm water and a commercial vinyl flooring cleaner.
- Remove spills immediately to avoid staining and damage to the flooring. Excessive amounts of water on resilient floors can penetrate seams and get under edges causing the material to lift and curl. Use a sponge or soft cloth. Dry the floor after removing the spill.

Garbage Disposal

See "Appliances" section, above.

Gas Shut-Offs

There is a shut off on the gas line at or near its connection to each item that operates on gas. In addition, there is a main shut off at the meter.

Gutters and Downspouts

If your home is equipped with gutters, protect them by seasonal inspection. Clean them at least twice a year, especially after leaves fall on your roof. Make sure both gutters and down spouts are kept clear. Corners and joints should be checked and repaired at the same time, using readily available commercial sealers. Downspouts that are not tied into drains should be draining onto a concrete splash block or into a planted area to prevent erosion.

Hazardous Materials

Never put unwanted hazardous materials in the trash can or anywhere they could wash into the storm drain. The storm drains are not connected to the sewer system and pollution that enters goes directly into local waters. Take hazardous materials to local hazardous waste collection sites for safe disposal. If you accidentally spill hazardous material on a hard surface, use "kitty litter" or other absorbent material to soak it up. Then properly dispose of absorbents at hazardous waste collection sites. Please contact your city or county government for the nearest household toxics collection location.

Practice recycling of reusable materials and buy household products which are labeled "non-toxic" whenever possible. If you must use toxic products follow the directions carefully and store them properly. Use pesticides, herbicides and fertilizers sparingly according to the directions on the original container and avoid use if rain is forecast.

Heating and Air Conditioning

Your home is equipped with a heating system and perhaps an air conditioning system. Please read the instructions and become familiar with the heating and air conditioning systems before you use them.

Your heating and air conditioning systems can play an important role in the first year after you move in. It is best not to overheat a new home during the initial year of occupancy because this may cause excessive shrinking of framing lumber and other materials. Begin with as little heat as possible and increase it gradually. Attempt to maintain an even temperature between 68 and 72 degrees.

Carefully read and follow your manufacturers' warranties and instructions for use and care of your heating and air conditioning systems. Good maintenance of the heating and air conditioning systems can save energy dollars as well as prolong the effectiveness of those systems.

Please note you may experience smoke or the smell of dust and oil when the unit is turned on for the first time. This is typically caused by dust that has settled in the ducts and should pass quickly.

The following maintenance obligations are intended to assist you in getting the maximum usage from your heating and air conditioning systems:

- Inspect the filters at least once every sixty days; change or clean as needed during times of constant operation. In areas with heavy dust more frequent changes may be in order. During the first two months after you occupy your house, check the filters every two weeks, as they may clog more frequently from removing accumulated construction dust. Fresh filters can significantly reduce operating costs and will prolong the life of your system. A clogged filter can slow air flow and cause cold spots in your home, and can result in damage to the unit and increased energy costs.
- Check the operation of your system well in advance of peak operating seasons and correct any problems before seasonal service demands are the greatest. Annual inspections of your heating and air conditioning systems by a heating and air conditioning professional are recommended.
- Keep all vents and registers clean and free of dust, cobwebs and debris.
- Air registers can be adjusted to control the flow of air into individual rooms. Simply close down or open the registers in each room to your own desired preference. This helps to balance the system. You may enjoy different settings for winter and summer in a two-story house. Direct warm air to the lower floor in the winter and cool air to the

upper floor in the summer. Never close a register completely-even in an unoccupied room.

- Return air grilles allow for air to circulate back to the heating and air conditioning system. Be sure not to cover the return air grilles with pictures, furniture, or other objects that might block the flow of air.
- The air conditioning condensation discharge point and the water heater pressure relief discharge points were located and identified during the New Home Walk Thru. It is the homeowner's responsibility to keep these areas open so discharge points are free of obstructions. Check the flow of the discharge points every three months to assure that they are clear.
- The temperature in your home is controlled by a thermostat. In some cases, multiple systems may be installed, each with its own thermostat. Do not place a lamp or heat-producing appliance next to a thermostat, because heat generated by such an object may produce an incorrect reading.
- Your home air conditioning is a closed system, which means that the interior air is continually recycled and cooled until the desired air temperature is reached. Warm outside air disrupts the system and makes cooling impossible. Therefore, you must keep all windows closed when operating the air conditioning system. The heat from the sun shining through windows with open drapes is intense enough to overcome the cooling effect of the air conditioning unit. Drapes must be closed on these windows.
- Unlike a light bulb which reacts instantly when you turn on a switch, the air conditioning unit only begins a process when you set the thermostat. For example, should you come home at 5:30 P.M. on a day when the temperature has reached 90 degrees, and then set your thermostat to 75 degrees, the air conditioning unit will begin cooling, but will take much longer to reach the desired temperature. During the whole day the sun has been heating not only the air in the house, but the walls, carpet, and furniture. At 5:30P.M. the air conditioning unit starts cooling the air, but the walls, carpet, and furniture release heat and nullify this cooling. By the time the air conditioning unit has cooled the walls, carpet, and furniture, you may well have lost patience. If evening cooling is the primary goal, you should set the air conditioning unit at a moderate temperature in the morning while the house is cooler, allowing the unit to maintain the cooler temperature through the day. This temperature setting may then be lowered slightly further when you arrive home,
- with better results. Setting the thermostat at 60 degrees will NOT cool the home any faster and can result in the unit "freezing up" and not performing at all. Extended use under these conditions can damage the unit.
- A common cause of air conditioning trouble is turning it off at the thermostat, and then turning it back on a short time later. This can

cause an overload of the compressor motor which in turn can trip the breaker or blow the fuse and may shorten the life expectancy of the unit.

- The air conditioner compressor must be maintained in a level position at the original location. The compressor should not be enclosed. It is important to keep the area around the outdoor air conditioning unit clear of plants, grass, landscaping and/or debris. If good air flow is not available, the system will not function properly and damage to the mechanism can result.

If you find yourself with no heat or air conditioning, the checklist that follows may help identify the cause. You should also review the manufacturers' literature for additional hints. These are normal homeowner maintenance items; if your heating contractor makes a service call to repair one of the items listed, there will be a service charge.

1. Thermostat temperature setting and switches.
2. The ON/OFF switch to the outlet supplying the furnace or air conditioner.
3. ON/OFF switch on furnace or air conditioner itself, if any.
4. The fuse, if your furnace or air conditioner has one.
5. Breaker on the electrical panel.
6. Safety switch for the fan cover.

If none of these items correct the problem, consider calling a certified heating and air conditioning contractor.

Interior Walls

The walls in your home are constructed of wood and other materials which are subject to normal expansion and contraction. Molding and trim can shrink and warp in some cases. Routine maintenance on molding, trim and wall boards is the responsibility of the homeowner. Replace warped molding and trim. Reset nails that have popped out of position. Use touch up paint and, if necessary, the appropriate caulking material to complete the repairs.

Use care when you hang pictures and other decorative items. The wall board will be damaged if it is hit with a hammer. Costly repairs can be avoided by using picture hooks and other supplies from a home center or hardware store. Always repair nail holes with a dab of spackle or putty.

The walls in your home are textured. The texturing material is relatively soft and can be damaged by scrubbing with abrasive cleansers and rough brushes or cloths. The pattern in textured walls can vary and is difficult to duplicate when repairs are made.

Small finger smudges may be removed from the enameled walls with a solution of warm water and a mild detergent soap. Wash gently with a soft sponge or cloth. Rinse and wipe off the excess water carefully. Do not permit the wall board to become soaked with water. Larger spots, not easily removed by cleaning, will require paint touch up.

Kitchens

RANGE HOOD: Grease build-up in your range hood can present a fire hazard. Avoid this problem by cleaning both hood and filters at least once every six months (more frequently if required by heavy usage) with mild dishwashing detergent, drying thoroughly and reinstalling new filters.

VENTILATION: The exhaust fans provided in your home are designed to reduce odors, smoke, and moisture produced by cooking and bathing. Regular cleaning and inspection every six months (more frequently if required by heavy usage) will help keep them in working order. After cleaning is completed, lubricate the fan with a light household oil (and wipe up any excess oil from the surface).

CABINETS, COUNTERTOPS, APPLIANCES: See corresponding sections in this Maintenance section of this Manual.

Landscaping, Drainage and Grading

Your lot has been fine graded to provide for adequate drainage away from the structure that is your home. Failure to maintain drainage can result in damage to your home, your lot and to neighboring property.

The drainage plan of your lot has been designed to accommodate the soils, elevations and other factors of the lot. Small hills and valleys -called berms and swales- are used to direct the water away from your home and adjacent properties. These contours must be maintained to avoid severe water damage during heavy rains, and to avoid long-term problems which may arise from improper drainage. Berms which are designed to direct the flow of water away from slopes are especially important and must not be altered.

A system of underground drainage facilities may be provided in some lots. On these lots, a catch basin system may be installed at various locations in the yard to accept the water runoff. These catch basins, and the grates covering them, must be kept free of debris so that the flow of water is not impeded. Check and clear these grates monthly or more frequently as necessary especially in times of rainfall.

Proper irrigation control and drainage can mitigate the effects of expansive soils. Even with proper irrigation and drainage, some soils movement may occur due to expansive soils. Therefore, improvements should be designed with adequate reinforcement. A soils engineer or civil engineer should be retained to review your specific hardscape and landscape plans to minimize future problems. You are hereby advised that it is your responsibility and that of your contractors and consultants to properly design and install any improvements so as not to deter proper lot drainage and to protect those improvements from damage due to expansive soil.

Consult a soils engineer or civil engineer before you make any additions, changes or alterations to the drainage of your lot, and make sure that all landscaping contracts you enter into include language to insure safe and adequate drainage.

Prior to the installation of a pool or other permanent improvement, a soils report should be obtained so that soil conditions are taken into consideration in the design and engineering of your addition.

Many California soils are characterized as "expansive" or "highly expansive" in nature. "Expansive" soils expand or contract, often significantly, based upon the presence or absence of water in the soil. When expansive soils become wet they expand and can cause damage by lifting and cracking masonry walls, planters, patio slabs, walks, pools, decking and other concrete or masonry improvements.

Homeowner improvements must be constructed with adequate surface drainage being provided to avoid ponding. It is recommended that homeowners install roof gutters/downspout improvements and corresponding area drain systems. Particular care should be taken to provide adequate drainage away from areas adjacent to the house foundation and other improvements. Homeowners are advised to carefully design and control their landscape irrigation system to minimize soil moisture changes.

You are advised not to alter the grading and drainage design of the lot by re-grading or installing patios, planters, walls, pools, landscaping, irrigation or other improvements, that may redirect surface water flow towards your home or onto adjacent property, or trap water such that it ponds and floods improvements. Drainage devices such as concrete ditches, area drain lines, gutters, etc., should be carefully designed and installed with professional assistance as required. You are also advised to note the manner in which adjacent properties drain. Modifications to lot grading and drainage are subject to applicable government codes and recorded easements, covenants, conditions and restrictions.

Natural settling can also change the original grading. It is your responsibility to maintain the original grading of your lot and to preserve good drainage. Any changes to the grading or drainage features could damage your property as well as neighboring property.

A soils engineer has recommended the type and design of the foundation for your home, based upon their evaluation of the soils present at this project. Any changes in the foundation, the grading or the landscaping of your home and lot can result in severe damage to your property and to neighboring properties. Consult a licensed professional before any such changes are made. Please see the more detailed discussion of soils set forth later in this Manual under the caption "Landscaping Maintenance Tips-- Soils."

If a concrete patio slab or other slab is installed next to the foundation it must be constructed so that no water will penetrate the joint between the foundation and the slab. All slabs must be sloped so that water drains away from the home. Do not pour concrete directly against stucco screed or siding. Since the appropriate drainage swales were established when your home was finished, the area of the slab should be excavated to fit the existing grade. The soil removed from the area must be placed so that it doesn't destroy existing swales, or it should be removed from the property.

If your home is in a neighborhood that includes a Homeowners Association, consult the Covenants, Conditions and Restrictions applicable to your home to determine landscape and architectural improvement requirements. Generally, no homeowner may build, construct or plant any improvements on his property, including landscaping, until he has submitted plans

and specifications and obtained approval from the Homeowner Association's Architectural Committee. The Committee may collect a fee to review the plans and may require a cash deposit or bond to be posted to assure proper completion and clean-up in conformance with the provisions of the Declaration.

Please consider that any changes you make in the grading and drainage of your lot could affect neighboring properties. Damage to your property and to neighboring property will be your responsibility.

Landscaping

Prior to establishing landscaping, the soils should not be allowed to dry out, especially below a depth of approximately six (6) inches. Homeowners should periodically water the bare soil to help maintain moisture during this interval. Once the landscaping has been established, irrigation should be limited to the minimum needed to maintain plant life. Homeowners should check beneath dry-looking surface soil to see if the soil is still wet underneath. If the soil is saturated, watering should be reduced. The best method of reducing the effects of expansive soils is to maintain a constant level of soil moisture. This is especially important adjacent to the house foundation, driveway, and walkway/patio slab improvements.

Overwatering can swell expansive soils and result in damage to concrete and other components of the structure.

Check your irrigation system regularly. Look for clogged, cracked or broken heads, leaks and spray adjustment. Position sprinkler heads so that the water does not fall on wood, stucco or other exterior surfaces of your home. Automatic sprinkler systems should not be connected to a GFI circuit. Avoid ponding from excessive watering in low spots and next to structures. Identify the location of irrigation lines and avoid digging or trenching around the lines. If a line is broken, consult with a nursery person or irrigation professional for advice on repairs.

Observe the flow of irrigation water after each planting. If you notice pooling water or excessive flows in one area, construct drainage features to direct the flow of water away. Consult with a landscape contractor before such drainage features are begun. Always keep drains free of debris, leaves and lawn clippings.

Landscaping can change the grading of your lot. We suggest that you consult a professional landscape contractor when the time comes to landscape your lot. Provide ample room for growth between plants and your home. The ground next to your home should always slope away to prevent standing water. If water is allowed to stand or pool next to your home, damage to the foundation and plantings will result. The water also could seep into your home and damage the interior and furnishings.

If your landscaping projects require additional soil be added to your lot, be especially careful that the drainage is not altered significantly. Keep the surface of the soil at least six inches below the level of the stucco screed. This will assist in preventing wood rot and termites.

Flower beds can significantly change drainage patterns. We suggest that you consult a professional landscape contractor before you dig flower beds. In any case, keep plantings in

flower beds a minimum of two to three feet from the foundation. This will prevent excessive water from collecting at the base of the foundation.

Locate plants and irrigation heads out of the way of pedestrian/bicycle traffic, and car bumpers. When planting trees, allow ample distance from the foundation and other improvements so that the root systems will not cause damage as the tree matures. "Street" trees (typically located in median strips between the sidewalk and the street) are typically a city requirement, but must be maintained by individual homeowners (unless they are in common areas managed by a Homeowners Association). Depending on local soils conditions, trees may need to be deep watered once a week until they are well established. Provide simple guying (restraint) systems for trees for a minimum of two years.

Make provisions for efficient irrigation. Drain and service sprinkler systems on a regular basis, at least once per year. Conduct operational checks on a weekly basis to ensure proper performance of the system. Adjust any sprinkler that sprays any part of the structure or any painted fencing. Avoid overwatering that can cause ponding or infiltration of water next to, into or under concrete slabs, patios, walkways, walls, fences or driveways.

If your home is in a community that has a Homeowner's Association, be sure to check Association guidelines and/or requirements prior to landscaping or making changes in an established design.

Please consider that any changes you make in the grading and drainage of your lot could affect neighboring properties. Damage to your property and to neighboring property will be your responsibility.

Landscaping Tips

The following information is provided to assist you in the care of your yard, the planting, the landscaping and the irrigation system.

Grass Diseases

Most lawn diseases happen when lawns are over-watered and under-fertilized. Adjust your watering and fertilizer schedule when rust and other diseases appear. If diseased spots persist, discuss the problem with a nursery person.

Ground Cover

Water newly planted ground cover three times a day until the coverage has been established. Then water as you would lawn area.

Fertilizer

Apply fertilizer every two months year round. Use a balanced fertilizer. Water sufficiently after fertilizing to assure penetration of the fertilizer and to prevent burning your grass; but avoid ponding and puddling, especially near any concrete.

Insects

Tall fescue grasses are remarkably resistant to most insect infestations. Corrective measures should be taken only when large numbers of insects have been seen and damage is evident. At the first sign of damage to your lawn, take a specimen of the insect to a nursery person for advice.

Irrigation

Identify the location of irrigation lines and avoid digging or trenching around the lines. If a line is broken, consult with a nursery person or irrigation professional for advice on repairs.

Check your irrigation system regularly. Look for clogged, cracked or broken heads, leaks and spray adjustment. Make certain that the spray is not directed so that it falls on the house. Avoid ponding from excessive watering in low spots and next to structures.

Adjust your irrigation schedules according to the temperature, wind conditions and weather. Watering during rainy periods is wasteful and potentially damaging due to over watering.

Mowing

Maintain most grass at a height of 2 to 3 inches. Never cut more than 1/3rd the length of the blades of grass. Use a sharp mower blade to prevent damage to the fibrous blades of your fescue grass. Yellow or white tips on the grass indicate a dull mower blade.

If your home was provided with front yard landscaping, the sod is likely to be a tall fescue. This is considered to be a strong, hearty grass that thrives in this area. Certain maintenance procedures are important for its proper growth and maturity.

Seeding

If bare spots develop on your lawn, contact your nursery person for advice on seeding. Tall fescue grass seed is widely available in home centers and nurseries.

Soil

The soil within this project has "expansive" characteristics, which is not unusual in many areas in California. When this soil becomes wet, it is prone to expand, and when it dries, it is prone to shrink. This expansion and contraction may cause damage to improvements built on top of this soil in the form of tilting, lifting and cracking. Special precautions should be taken in the design and construction of homeowner improvements such as pools, spas, patios, walls, slabs, planters, decking, landscaping, irrigation, and the like. It is recommended that planters be kept away from the house

foundation. It is also recommended that, prior to landscaping or installing improvements, the homeowner contact a professional soils engineer and structural engineer to evaluate the soil conditions on the lot and, if necessary to carefully design improvements to account for those soils conditions.

Homeowner improvements should not be constructed without adequate surface drainage being provided to avoid ponding. It is recommended that homeowners install roof gutters/down spout improvements and corresponding area drain systems. Particular care should be taken to provide adequate drainage away from areas adjacent to the house foundation and other improvements.

Homeowners are advised to carefully design and control their landscape irrigation system to minimize soil moisture changes. Prior to establishing landscaping, the soils should not be allowed to dry out, especially below a depth of approximately six (6) inches. Homeowners should periodically water the bare soil to help maintain moisture during this interval. Once the landscaping has been established, irrigation should be limited to the minimum needed to maintain plant life. Homeowners should check beneath dry-looking surface soil to see if the soil is still wet underneath. If the soil is saturated, watering should be reduced. The best method of reducing the effects of expansive soils is to maintain a constant level of soil moisture. This is especially important adjacent to the house foundation, driveway, and walkway/patio slab improvements. Proper irrigation control and drainage can mitigate the effects of expansive soils. Even with proper irrigation and drainage, however, some soils movement may occur due to expansive soils. Therefore, improvements should be designed with adequate reinforcement. You are hereby advised that it is your responsibility and that of your contractors and consultants to properly design and install any improvements so as not to deter proper lot drainage and to protect those improvements from damage due to expansive soil.

Minor tilting, lifting and cracking can occur in improvements constructed by homeowners, but that the use of professional engineering can help minimize these conditions.

Trees and Shrubs

During the first year, your trees and shrubs will require more frequent watering. A good rule of thumb is to wait until the surface soil is dry between watering. After the first year, watering once or twice a week is normal. Use a pronged tool to cultivate the soil around your trees and shrubs. This promotes good water absorption. Plants that have yellowed or brown leaf tips may be under-watered. Consult your nursery person for information of specific watering problems.

Prune trees and shrubs as needed. Consult your nursery person for advice on pruning.

Watering

During the first few months, your yard requires frequent watering. We recommend slow, deep watering. This enables root systems to develop. Slopes may require shorter, more frequent watering because it is more difficult for the water to penetrate. In normal conditions, your lawn requires watering about twice a week in hot weather. A withered or limp appearance is a sign of a lack of water. Water in the pre-dawn hours for maximum effect and to prevent evaporation. After an initial start-up period, water minimally to sustain plant growth.

Lock Care

If occasional sticking occurs, exterior locks can be easily freed with lubricants sold in most hardware stores. Locks may require adjustment of the strike plate on the doorjamb. Two remedies are suggested: One is to remove the strike plate and carefully file the latch opening, the other is to move the strike plate by moving the screws into new positions.

Louvers and Vents

Attic ventilation and vents providing fresh air to furnace and water heater are required by code and therefore cannot be covered or obstructed. Occasionally, depending on the force and direction of the wind, moisture may infiltrate through these vents, and in the case of attic vents may cause spotting on the ceiling.

Mirrors

To clean your mirrors use any reliable liquid glass cleaner or polisher available at most hardware or grocery stores. Avoid splashing water behind and/or under the mirror. The moisture will cause the silvering to deteriorate.

Mold

What You Need to Know about Mold. According to the United States Environmental Protection Agency, mold can be found almost everywhere. Molds are microscopic organisms that are part of the fungi family, and are an essential part of the world's ecological system. Outdoors, many molds live in soil and are key to the natural breakdown and recycling of organic material, such as leaves, wood and plant debris. Lumber used in the construction of homes typically contains some level of molds, fungi, and/or spores. Because it may be impossible or impracticable to eliminate all indoor mold, indoor mold is an important topic about which a homeowner should become informed.

Mold spores are airborne and travel in and out of buildings as air is exchanged and with the movement of people and their belongings. When excessive moisture or water accumulation occurs indoors, mold growth will likely occur, especially if the moisture problem is not discovered. There is no practical method to eliminate all molds and mold spores in an indoor environment. The primary method to control indoor mold growth is to control moisture. The best course of action for any homeowner is to keep the indoor environment as "clean and dry" and free from dust and dirt as reasonably possible.

All molds are not necessarily harmful, but certain strains of mold have been shown to have adverse health effects in susceptible persons. Exposure to damp and moldy environments may cause a variety of health effects, or none at all. For those people who are sensitive to molds, the most common effects are allergic reactions, including skin irritation, watery eyes, runny nose, coughing, sneezing, congestion, sore throat and headache. Individuals with suppressed immune systems or chronic lung illnesses may risk serious infections. Research on mold and health effects is ongoing..

Information Available to Homeowners. For additional information, homeowners should contact the United States Environmental Protection Agency ("EPA"), applicable state agencies, or other governmental authorities. The EPA Web site contains information and publications regarding mold and other biological pollutants that may be of interest to homeowners. For example, see "Biological Pollutants in Your Home" and "Mold Resources" on the EPA Web site (www.epa.gov). Additional mold-related information is available on the Centers for Disease Control and Prevention Website (www.cdc.gov).

Limiting mold growth: A practical approach to limiting mold growth is early detection and prompt resolution of excessive moisture. If you can see mold or detect an earthy or musty odor, you can assume you have a moisture problem. Any moisture problem must be solved in order to arrest and eliminate mold growth. Part of the control of the indoor environment is controlling air moisture. Watch for water condensation on interior surfaces such as walls, windows and areas near air conditioning registers. Uses that have the potential of increasing relative air humidity are such things as habitation, bathing, cooking, plants, washing, and humidifiers, especially if not vented. Other moisture sources, which sometimes can go unnoticed, are water leaks from pipes in walls, and rainwater leakage through windows and roofs. Controlling air moisture is the most important action in controlling mold growth. Therefore, keep drip pans from refrigerators and air conditioners clean and dry; use exhaust fans or open windows when cooking, washing, drying clothes, and bathing. Irrigation system timers should be adjusted to reflect seasonal weather changes. A more complete list of homeowners' maintenance obligations relating to mold ("Mold Prevention Obligations") is set forth below.

HOMEOWNER MAINTENANCE. Homeowner shall take all appropriate steps to prevent conditions that may cause mold or mildew to develop in the Property, including compliance with the Mold Prevention Obligations. If a homeowner is a member of a Homeowners' Association, the homeowner shall promptly report to any such Homeowners' Association any evidence of moisture accumulation or mold in portions of the project which the Association is responsible to maintain.

Mold Prevention Obligations

- 1. To keep the home free of dirt and debris that can harbor mold (dirt/dust/animal hair and dander are all very efficient hosts for mold);*
- 2. To regularly clean and sanitize, windows, bathrooms, kitchens, and other home surfaces where water, moisture condensation, mildew and mold can collect;*

3. *To use dry towels or bath mats when stepping out of shower or tub;*
4. *To use bathroom fans while showering or bathing. If no fan exists, open a window to allow proper ventilation and moisture to escape;*
5. *To use exhaust fans whenever cooking, dishwashing or cleaning. If no fan exists, open a window to allow proper ventilation and moisture to escape;*
6. *To maintain regular air flow and circulation throughout the home;*
7. *To use all reasonable care to close all windows and other openings in the home to prevent outdoor water from penetrating into the interior home (i.e. rain, irrigation water, etc.);*
8. *To clean and dry any visible moisture on windows, walls, ceilings, floors and other surfaces including personal property, as soon as reasonably possible. (Note: Mold can grow on damp surfaces within 24 to 48 hours.);*
9. *To limit the indoor watering of houseplants (total number of plants indoors is also an important variable);*
10. *Do not hang wet clothing on indoor drying line;*
11. *The use of humidifiers is not recommended (includes both whole house and room specific types);*
12. *Properly maintain your dryer vent exhaust line (clean/remove lint at least once a year or sooner as may be needed);*
13. *To maintain caulking around tubs, showers, toilets, sinks and other interior water receptacles at least once a year and more frequently if needed;*
14. *To maintain caulking around windows, doors and other exterior openings at least once a year and more frequently if needed;*
15. *To maintain window tracks and weep holes at least once a year and more frequently if needed (keep tracks and weep holes clean of debris/dust to allow proper egress of water when rain or irrigated water gets in them);*
16. *To maintain positive drainage and grading away from the foundation and walls of the home;*
17. *To maintain gutters and downspouts in a clean and operable condition at least once a year and more frequently if needed;*
18. *To prevent penetrations of exterior surfaces (i.e., stucco, siding, brick) and roof of home from post construction additions (i.e., trellises, patio covers, awnings, satellite dishes, etc.);*

19. *To maintain and not obstruct fresh air supply to furnace, air conditioner or heater;*
20. *To maintain and not obstruct air conditioning primary and secondary condensate lines;*
21. *To maintain and not obstruct ventilation in attic, basements, crawl spaces or other locations in the home;*
22. *To prevent irrigation systems from exposing exterior surfaces of the home to water or over saturating/flooding ground/soil near and around foundation of the home;*
23. *To properly use and maintain appliances containing water and other liquids;*
24. *To prevent clogging of plumbing;*
25. *To identify and repair within 24 hours of identification of:*
 - a. *any non-working fan, heater, air conditioner or ventilation system;*
 - b. *plumbing leaks, drips, sweating pipes, wet spots;*
 - c. *overflows from bathroom, kitchen, or home laundry facilities, especially in cases where the overflow may have permeated walls or cabinets;*
 - d. *water intrusion of any kind;*
 - e. *any mold or black or brown spots or moisture on surfaces inside the premises;*
 - f. *broken irrigation systems or standing water near structures;*
 - g. *any adverse health conditions or symptoms related to or suspected to be related to actual or potential mold growth;*
 - h. *any discovery of allergies, predisposition to or heightened risk of adverse health reactions or hypersensitivity, to mold, mildew, or other related organic organisms; and*
 - i. *any musty or unusual odors.*

Paint

The paint on exterior and interior wood surfaces must be maintained in good condition at all times. Chips, scratches and other breaks in the surface of the paint must be repainted promptly, or serious damage to the underlying wood could result.

Please be aware that all paint is subject to yellowing and discoloration. The action of the sun usually minimizes yellowing on exterior surfaces. However, yellowing can be noticeable on

interior surfaces. Yellowing is caused by the natural drying and aging of the paint and by exposure to certain chemicals such as ammonia fumes and others that are found in some household cleaners. Light colors and white painted surfaces are more subject to yellowing than darker colors.

Yellowing of oil-based paints is unavoidable. Because yellowing tends to take place over time and relatively evenly on given surfaces, it may not be noticeable until you use touch up paint. Your local paint store can assist you in choosing a touch up paint that will be a close match for yellowed paint.

Always dispose of paint and other hazardous materials properly.

Interior Paint

Interior woodwork, as well as the bathrooms and kitchen walls, are generally painted with semi-gloss latex paint. These areas may be wiped down with a soft sponge and soapy water.

Painted interior walls are not “scrub-proof”. Scrubbing or harsh cleaners will remove paint. Also, you should avoid washing newly painted interior surfaces for at least three months after you move into your home or after re-painting, to allow the paint to fully set.

When doing paint touch-ups, use a small brush, applying paint only to the spot needing attention. Spackle may be used to cover any small defects prior to paint touch up. Touch-ups will sometimes be visible. When it is time to repaint a room, prepare the wall surfaces first by cleaning with a mild soap and water mixture or a reliable cleaning product.

For stain touch-ups, products such as Old English Furniture Polish and Scratch Cover are inexpensive, easy to use, and blend in with the wood grain. Follow directions on the bottle.

Exterior Paint

Check the painted/stained surfaces of your home's exterior annually. If you repaint before there is much chipping or wearing away of the original finish, you will save the cost of extensive surface preparation. It is a wise maintenance policy to plan on refinishing the exterior surface of your home approximately every two to four years (or as often as your paint manufacturer suggests for your area and climate).

The chemical structure of the paint used on the exterior is governed by the climatic conditions. Over a period of time, this finish will fade and dull a bit. Wood trim painted white or light colors will more readily show grain and cracks and will therefore require additional maintenance.

Do not allow sprinklers to spray water on the exterior walls of your home. This will cause blistering, peeling, splintering and other damage to the home.

Color names, numbers, and paint brands used in the original construction of your home are provided with this Manual or are usually available upon request to your Homeowners' Association. Please note that any exterior painting, and any variations from the original colors of your home, may require approval of your Homeowners' Association (if any).

Patios

We suggest that before you begin any addition to your home, you check with your Homeowners Association and local building officials. This is to make certain that your plans are in compliance with state and local building codes and the CC&R's. It is likely that building permits will be required. A licensed contractor is best qualified to perform this work.

If you install patio covers, consult a professional for proper methods of affixing the covers to your house. Improperly-installed patio covers can cause water leaks which can result in severe damage to your home and its contents.

If you install patios or patio covers, you need to have them designed and installed in a manner which does not disrupt proper lot drainage and which will accommodate soil expansive movement, lateral fill extension and/or "slope creep." Please see and reference the Grading, Drainage and Landscaping sections of this Manual. You should consult with a professional engineer and contractor to make sure these issues are properly addressed.

Pests

New home construction on previously undeveloped land creates an environment that attracts many unwanted pests. Unwanted insect pests and rodents may enter any home at any time through open doors, unscreened louvers, etc. Professional exterminators are recommended, especially in the case of insects.

Termites are a special problem and prevention is easier than eradication. Fight termite invasion by making sure the wooden portions of your home do not touch soil directly, and by keeping all exposed exterior wood painted. In certain areas, an annual professional termite inspection is a relatively inexpensive preventive measure. Your grading was a minimum of 6 to 8 inches below the wood sills when the home was completed. Maintain this grade as it will help keep termites and insects out.

If your yard includes slopes, gophers, ground squirrels, mice and other burrowing animals may be present. These animals can wreak havoc with slopes by creating tunnels or burrows. These burrows, while only a few inches in diameter, allow soil erosion to begin deep in your slope. During a rain or with the use of irrigation, water may enter the burrow and carry loose soil away. Over time, the burrow can enlarge and collapse, destroying your slope. It is important that a professional pest control expert be contacted for proper removal of burrowing animals.

During construction of nearby neighborhoods, other animals may attempt to invade your home. These may include coyotes, opossums, raccoons, skunks, mice, ants, birds, bees, snakes, and other wildlife.

Phone jacks

Each home is equipped with telephone jacks. Initiating phone service is the Homeowner's responsibility. Moving outlets for decorating purposes or convenience is an owner responsibility and expense.

Plumbing System

We recommend that you become familiar with your plumbing system as soon as you move in. You should know the location of the main shut off and individual shut offs in all the bathrooms and the kitchen. In the event of a plumbing emergency, you must close the main water shutoff for the house at once. Flowing water can cause severe damage to your home and its contents. The main water shutoff for the house is normally located on the garage wall towards the front of the garage or on the side exterior wall.

A shutoff valve for the property is also located at the water meter. Please make certain that everyone in your household knows the locations of the main shutoff valves.

Other water shutoffs are located under the sinks in the bathrooms and the kitchen. Each toilet has a shutoff valve behind the toilet bowl. Another water shutoff is located on the top of the water heater. It controls the flow of water to the water heater and should be closed in the event of a leak in the water heater. You and others in your home should know where these water shutoffs are and how they work.

Each plumbing fixture in your home has a drain pipe specially designed to provide a water vapor barrier between your home and the sewer. The drain pipe or trap is the U-shaped area of pipe directly under the sink. The trap holds water which prevents the airborne bacteria and odor of sewer gas from entering your home. If any of your faucets are used infrequently, we suggest that they be turned on occasionally to replace the water in the trap lost to evaporation. Because of their shape, the traps are the most likely area to become clogged. Periodically check under kitchen and bathroom cabinets for leaks.

If you detect the odor of sewer gas from a sink after you have ensured there is water in the sink trap, contact a licensed plumbing contractor.

The following rules apply to your plumbing system:

Fiberglass or Acrylic Bathtub and Shower Stalls

Fiberglass or acrylic are lightweight materials which add beauty and style to bathroom tubs and showers. You can preserve the original high gloss finish by regular cleaning with a liquid soap or detergent. Do not use abrasive cleansers. Always rinse the walls and the door of the shower after each use.

Fixtures

Polished brass and other special finishes plumbing fixtures are susceptible to damage and staining if water is permitted to stand on the surfaces and by the use of an abrasive cleansing product. Most of the plumbing fixtures in your new home are plated with polished brass, bright chromium, or other finishes that are resistant to water corrosion. The plating materials forming these finishes are, however, relatively soft, and can be damaged with abrasive cleansers, scouring pads and tools. Clean the fixtures with warm soapy water and a soft sponge or cloth. Rinse with clear water and wipe dry to prevent spotting and soap buildup.

If water is permitted to accumulate and stand at the base of the fixtures, corrosion and tarnishing can result. Always wipe the area dry.

Hard water can spot and damage bright chromed plumbing fixtures. While this is not entirely preventable, you can minimize the staining and discoloration by drying the fixtures after each use.

Avoid using excessive force when you turn your faucets on and off. The seals in the faucets can be damaged by such abuse in a short time.

Faucets are equipped with aerators which mix air with the stream of water to prevent splashing. They need to be cleaned occasionally to remove a buildup of mineral deposits. When you notice that the stream of water has lessened, unscrew the aerator from the mouth of the faucet. Remove the debris and rinse the washers and screens. Replace the parts in their original order and screw the aerator onto the faucet. Perform this homeowner maintenance as needed, usually every few months.

Toilets

Toilets are made of vitreous china, a glasslike material that is highly resistant to staining. Clean your toilets with a toilet bowl cleaner and a brush or cloth. Vitreous china is brittle and will easily break or shatter if hit with a hard object.

Water conservation regulations have mandated the use of low flow or water-saving toilets in new homes. These toilets use less water so they are important elements in the area's water conservation program. However, at times you may notice an incomplete flush. When this happens, allow the tank to refill, and then repeat the flush. Feminine products, diapers and baby wipes should not be flushed in toilets.

Always keep a plumber's plunger on hand to use in the event of a stoppage of a toilet. If a stoppage occurs, close the shutoff valve on the back side of the toilet. Usually, a few vigorous pumps with the plunger will free the obstruction. Stoppages that are not construction related are the responsibility of the Homeowner. If you are unable to clear the obstruction yourself, we suggest that you call a licensed plumbing contractor.

Most blockages in plumbing drains, including toilet drains, are progressive - they begin slowly and get worse over time until the drain is completely blocked. Use a plunger at the first sign of a slow drain. This simple step can prevent most serious drain blockages.

Do not use drain cleaners for toilets. The harsh chemicals in drain cleaners can damage the toilet seals and cause a leak.

If the flush valve fails or begins to leak, you can purchase a new flush valve at a home center or hardware store. If you are not entirely comfortable with this do-it-yourself project, a licensed plumbing contractor can perform this task.

Shower Doors/Tub Enclosures

Always rinse the walls and door of the shower after each use. Inspect every six months, or at any sign of leakage, for proper fit and for deterioration of the rubber "sweep" at the bottom of the door. Adjust the door and replace the sweep if necessary. At the same times, inspect the caulking, and re-caulk where any separations appear.

Water Heater

Your Water Heater is covered by a Warranty from the Manufacture. Please read the Operating Instructions that the Manufacturer provides.

If you discover you have no hot water, check the temperature setting on the front panel of the appliance and the water supply valve before calling for Service. Refer to the Manufacturer's literature for specific locations of these items and other information about operating your Tankless Water Heater.

To raise or lower the temperature of the water, adjust the temperature at the hot Water Heater by following the Manufactures instructions. If you have small children, do not set the temperature high enough that the children might accidentally burn themselves.

Repair and maintenance should be performed by a qualified Services Technician. The appliance should be inspected annually by a qualified Service Technician.

Water Lines

Water pressure is regulated. The water pressure regulator valve is usually located at the front side of the house. Contact a licensed plumbing contractor for advice on how to change the water pressure in your home. Copper tubing in plumbing systems should be maintained by running water through each faucet for approximately one minute each week, to minimize stagnation.

In the event of water leaks, consider this advice:

- The main shutoff valve is located in the meter box in the front yard.
- Shut off the main water supply to the house.
- A shutoff for the house supply is located in the garage along an outside wall or outside the house along a garage wall.
- Individual shutoffs are located adjacent to the kitchen and bathroom sinks, the water heater, the washer outlet and the toilets. Use these shutoffs for local leaks.

Clogged Drains

Many plumbing clogs are caused by improper garbage disposal use. Always use plenty of cold water when running the disposal. Supplied with a steady flow of cold water, grease congeals and is cut up by the blades. If you use hot water, grease remains a liquid, then cools and solidifies in the sewer line. Allow the water to run a minimum of 15 seconds after shutting off the disposal.

Clogged traps can usually be cleared with a plumber's helper (plunger). If you use chemical agents, follow directions carefully to avoid injury or damage to the fixtures or personal injury.

Clean a plunger drain stopper usually found in bathroom sinks, by loosening the nut under the sink at the back, pull out the rod attached to the plunger and lift the stopper out. Clean and return the mechanism to its original position.

Roofs

The roof on your home may be made of concrete tile or other roofing materials, such as asphalt composition or cedar shake shingles. While all of these materials will provide years of service and weather protection for your home; a few reminders on the maintenance of your roof could save a great deal of expense and discomfort in the future.

Do not walk on the roof of your home. The weight of a person can easily break the tiles and destroy the masonry tile on the roof. Leaking may occur and costly repairs could be necessary. Access to your roof is not necessary under normal conditions. If access to your roof is required, call a professional roofing contractor for advice and assistance. Inspection of your roof by a roofing professional at least once per year, and after severe weather or upon any sign of water intrusion through the roof, is recommended.

Do not nail anything to your roof. Television antennas, cable dishes, and other potential attachments may not be allowed in your neighborhood, depending on the applicable CC&R's. You will need to check with your Homeowners' Association (if applicable). If allowed, any such attachment should only be made by a licensed roofer.

Remove fallen limbs and other debris from your roof promptly. If large limbs have fallen onto your roof, visually inspect the nearby tiles for signs of damage. Repairs should be made by a professional roofing contractor.

Rain gutters, downspouts, valleys and roof to wall flashings should be kept free of debris such as leaves, twigs, bird defecation, and litter. Bird defecation and other such debris can block drainage and cause water to pool on your roof, and can result in the deterioration of underlayment and other components of your roofing system.

Inspect the gutters, downspouts, valleys, roof to wall flashings, and vent pipe flashings at least once each year and after each heavy rain or windstorm.

Downspouts should be directed so that erosion of the soil is prevented. Connection to a yard drainage system is strongly recommended.

At least once per year, and after severe weather or upon any sign of water intrusion through the roof, you should have a maintenance inspection and "tune-up" of your roof by a roofing professional. Yearly inspections and maintenance by a roofing professional will help prevent or eliminate conditions which commonly result in roof failures.

Settlement

All homes settle to some degree. Your home has been constructed with the goal of making such settling as even as possible. Some settling or adjustment in lumber and framing members is normal and should be expected.

If moldings show slight joint separation, fill the cracks with wood filler. If nails work out of position, reset them with a hammer and nail set; then fill the holes with wood filler or spackle. Normal settling, expansion and contraction also may cause small interior wall cracks around doorways, archways, and at wallboard joints. The best time to fill and sand such cracks is when you repaint. It is best to wait at least two years before repairing minor cracks, until most of the settling and shrinkage is complete. If your home has lath and plaster, cracks and blemishes are common, and should be left alone for two years to allow for drying and curing before filling and repainting.

Smoke Detectors

One or more smoke detectors have been installed in your home. The type of smoke detector, the installation procedure and the location(s) of the smoke detector(s) are selected to meet the requirements of local and state building codes. Do not move or disable the smoke detector. If you feel the need for additional protection, consider purchasing additional smoke detectors to be installed at additional locations.

If your smoke detector requires batteries, the batteries should be replaced every year. You should conduct monthly testing of the smoke detector and other care or maintenance as provided in any manufacturer recommendations.

Storm Water Pollution Prevention

Rainwater and irrigation pick up pollutants from many sources and carries them through the storm drain system and into local waters because the storm drains are not connected to the

sanitary sewer system. The California Environmental Protection Agency prohibits anything other than rainwater entering the storm drain. Sediment from erosion is not allowed in the storm drain system at any time. Stockpiles of sand, dirt or other landscaping materials that could be washed into the street and storm drain system are not allowed.

Pesticides, herbicides and fertilizers should be used sparingly, according to the directions and kept in the original containers. Recycle yard waste or compost it.

Try to use non-toxic or biodegradable products whenever possible, especially on the exterior of your home.

Use water sparingly on the exterior of your home and when washing your car. Sweep concrete driveways and sidewalks, rather than cleaning them with a hose. For further information regarding pollution prevention, please call your local city or county government.

Stucco (see also "Exterior Finishes")

Small cracks in stucco are normal. They should be patched and repaired whenever you repaint your home, or more often if necessary. Stucco batches will vary in color.

Stucco can discolor from exposure to wind, rain, environmental pollutants and landscaping irrigation and improvements made after construction. Prompt landscaping can minimize the discoloration of stucco. Homeowners should consider steam cleaning of stucco by a professional annually or as needed.

Walls

Your home has two types of interior walls: bearing and non-bearing. Non-bearing walls can be altered without structural damage, but alteration of a bearing wall must be done carefully to avoid reducing its bearing capacity. This should be done under the supervision of a licensed contractor.

Some slight cracking, nail "pops" and/or seams may become visible in plaster, gypsum wallboard, drywall or sheetrock walls and ceilings. These occurrences are caused by the shrinkage of the wood and normal deflection of rafters to which the sheetrock is attached, are considered normal, and are a maintenance responsibility of the Homeowner. They can be repaired by filling with spackling compound, smoothing with fine sandpaper, and then painting the entire surface. Popped nails do not alter the strength of the wall and should be left alone until time to repaint.

Water Conservation

In the home, water conservation saves both water and energy, since energy is needed to heat water and run appliances.

Every time a toilet is flushed, about 1.6 gallons of water goes into the sewer. Do not use the toilet for things that should go into the wastebasket.

A partially full tub uses far less water than a long shower, while a short shower uses less than a full tub. Your home has been equipped with a water-saver showerhead.

Always load your dishwasher to capacity before turning it on. Most models use between 15 to 25 gallons per run. The same rule applies to an automatic washer, which uses 40 or more gallons for each load.

Repair all faucet leaks promptly to avoid letting valuable water run down the drain. Just a slow drip can add up to 15 to 20 gallons a day while 1/16 inch faucet leak wastes 100 gallons in 24 hours! Turn off the water while brushing your teeth or shaving to avoid wasting more water.

Outside the home, the basic principle of lawn and garden watering is not to give the grass and plants more than they need. Water only when plants show signs of needing moisture. Water in the cool of the day to avoid excessive evaporation. Use herbicides and fertilizers sparingly according to the direction on the original container and avoid use if rain is forecast.

Do not let the hose run while washing the car, use a bucket and biodegradable soap. Sweep down sidewalks and driveways rather than hosing them off. The storm drains are not connected to the sewer system and everything that enters goes directly into local waters.

Windows

Window glass should be cleaned with water and mild cleaning products designed for use on windows. Do not clean: windows with solvents, abrasive pads, putty knives, or any products which can disintegrate the rubber gasket material. Doing so may result in deterioration of rubber gaskets and can result in leaks or fogging of dual pane windows. Do not clean windows with abrasive cleansers that may cause scratches.

Do not apply window tinting materials made of film to double-glazed windows and doors. The use of these materials can cause a buildup of heat between the panes of glass. This excessive heat will destroy the seals and permit water condensation to form between the panes.

Aluminum foil also causes a heat buildup between window panes and should not be used.

Window screens should be removed and cleaned every six months with water and a mild soap. Inspect window screens annually for holes, tears, or other deterioration. Window screens should be repaired or replaced when and if necessary.

Consider your Homeowners Association regulations before you install window coverings that are visible from the street or other areas of your neighborhood.

Inspect the caulking and seals of your windows annually. Repair or replace missing caulk or damaged seals promptly. This will protect your windows. Window tracks and weep holes must be kept clean and free of debris, to facilitate proper drainage and to help prevent leaks and other problems resulting from standing water. See the discussion under "Aluminum and Vinyl Windows and Doors," above.

Inspect the interior and exterior paint on your windows and window trim annually. Use touch up paint as required. Repaint every two years or as necessary.

Wood Trim

See the discussion under "Painting," above.

Recommended Maintenance Schedule

<i>Every Month</i>	
GFI Outlets	Test for proper operation.
Irrigation	Check for leaks and for improperly functioning irrigation heads (especially any spraying the house, fencing, etc.).
Kitchen Fan Filter	Clean filter and fan housing. Eliminate built-up grease.
Plumbing	Check all sinks, toilets, showers, and tubs, and the water heater, for any leakage.
Smoke Detector	Test for proper operation.
Windows	Vacuum tracks. Confirm weep holes clear and open.
Wood Cabinets	Apply a proper wood protection product (for example, lemon oil) to all surfaces. Review cabinet manufacturer recommendations as to proper products.

Every Three Months	
Caulking	Check condition of caulking at sinks, bathrooms, tubs, showers, etc., for gaps or other deterioration. Re-caulk where needed to prevent water intrusion.
Concrete	Clean all oils and grease. Confirm no ponding of water against concrete foundation or flatwork.
Exterior Doors	Inspect finish for peeling and cracking; touch-up where required. Polish tarnished hardware. Lubricate hinges and locks if required, Adjust weather stripping as needed.
Furnace/Forced Air Unit	Clean or replace filter as needed. NOTE: Do this check every month for the first six months, due to effects of leftover construction dust and debris.
Garage Door Interior Doors	Inspect mechanism for smooth operation. Lubricate hinges, hardware and opener chain/drive, as needed. Lubricate hinges. Tighten knobs, as necessary. Check doorstops for proper operation.
Landscaping	Confirm maintenance of proper and effective drainage, with no persistent puddles after irrigation or rain.
Windows	Lubricate rollers and latches. Check caulking, and re-caulk as appropriate. Check all window sills and baseboards for any signs of leaks or mold.

Every Six Months	
Countertops	Inspect for separations at sinks and backsplash. Re-caulk where necessary.
Faucet Aerators	Check water flow. Clean screens if needed. NOTE: Do this check every two months for the first six months.
Garage Doors	Adjust travel and tension.
Gutters	Clean out debris and confirm water is exiting to an appropriate drainage device or location away from the structure.
Shower Doors	Inspect for proper fit and leaks. Inspect caulking and re-caulk where necessary.
Tiled Areas	Inspect for loose or missing grout or caulking. Re-grout or re-caulk where necessary.
Tub Enclosures	Inspect for proper fit and leaks. Inspect caulking and re-caulk where necessary.
Water Heater	Flush to remove accumulated sediment. Confirm no leaks.
Weather-Stripping	Inspect, adjust and replace if necessary at all exterior doors.

<i>Every Year</i>	
Exterior Doors	Re-finish or re-paint, if necessary due to peeling or deterioration of paint or door. Check weather stripping and replace or adjust as needed.
Exterior Paint	Inspect for cracked or peeling paint. Re-paint and repair damaged areas as needed.
Fireplaces	Check for proper operation of fireplace; check for loose or missing mortar. Clean chimney, if wood-burning.
Garage Door	Adjust tension rods.
Laundry Room Floor Drain	Check and clean for proper drainage operation.
Patios, Decks And Balconies	Re-seal all surfaces in a manner consistent with sealant manufacturers' recommendations.
Plumbing Shut Off Valves	Check for proper operation by closing, testing, and then re-opening.
Roofs	Visually inspect for dirt and debris in valleys, flashings, gutters and downspouts. Clean and have roof inspected by a roofing professional before the storm season.
Smoke Detectors	Replace batteries.
Stucco	Check for efflorescence and remove. Check for leaks, and repair leaking conditions. Clean and seal, if desired.
Tiled Areas	Check all grout and caulking; re-grout or re-caulk as needed.
Wood Fencing	Inspect posts, rails and boards. Eliminate earth to wood contact. Adjust sprinklers to prevent saturation. Re-seal or re-paint as needed

Utility Contact Information

Electricity for this property is provided by:
Service Provider Southern California Edison
Phone 1-800-655-4555
Internet www.sce.com

Water, Recycled Water and Sewer for this property is provided by:
Service Provider Irvine Ranch Water District
Address 15600 Sand Canyon, Irvine, CA 92618
Phone 949-453-5300
Internet www.irwd.com

Natural Gas for this property is provided by:
Service Provider Southern California Gas Company (The Gas Company)
Phone 1-800-427-2200
Internet www.socalgas.com

Garbage/Trash removal for this property is provided by:
Service Provider Waste Management
Phone 949-642-1191 or 714-558-7761
Internet www.wmorangecountry.com

Public Transportation
Regional and local public transportation options, including address, phone and web addresses are provided below.

Irvine Transportation Network (ITN) http://www.cityofirvine.org/cityhall/pw/itn_new/default.asp
Orange County Transportation Authority (OCTA) 714-560-OCTA (6282) www.octa.net
Metrolink 800-371-LINK (5465) www.metrolinktrains.com
Biking Octa.net/cs-bike.aspx
Carpool Go511.com www.octa.net/commuters2011.aspx
Rideshare 714-636-RIDE (7433) CommuterSmart.info