

BRADDOCK & LOGAN MAINTENANCE MANUAL

Braddock & Logan Group III, L.P. (“Builder”) is providing to each purchaser of its homes (“Homeowner”) the following maintenance manual (the “Maintenance Manual”) that specifies the required maintenance procedures that Homeowner and its successors in interest must follow in order to assure that the design and construction of the home will continue to meet the Warranty Performance Standards to which Builder has built the subject home (the “Property”). Homeowner, on its behalf and on behalf of its successors in interest, (a) agrees to perform all required and recommended inspection and maintenance procedures and schedules set forth below, and (b) agrees to provide copies of the Maintenance Manual to any subsequent purchaser of the Property. Builder shall not be responsible for any deficiencies to the extent (a) caused by Homeowner or its successors in interest’s failure to comply with the requirements of the Maintenance Manual, (b) that were avoidable by following the recommended inspection and maintenance procedures detailed in the Maintenance Manual, or (c) that were worsened by Homeowner or its successors in interests’ failure to comply with the requirements of the Maintenance Manual (but only to the extent such deficiencies were worsened by such failure to comply).

IN CASE OF EMERGENCY SEE EMERGENCY PROCEDURES IN SECTION 47 BELOW AND THE EMERGENCY PROCEDURES SECTION OF THE CUSTOMER SERVICE PROCEDURES PROVIDED BY BUILDER.

Maintenance Standards

1. Doors

- 1.1 Lubricate interior and exterior door hinge hardware and latches monthly. This helps the door to operate easily and prolongs the life of the hinges and guide assembly. Silicone spray works well for this.
- 1.2 Every 6 months check for ease of operation when opening or closing interior and exterior doors. Determine if the knob latches securely and if the “dead bolt” seats easily. Normal settling can cause a misalignment of the heavy entry door in its jamb opening. This will cause the door to bind and the lock to operate stiffly or not at all. Tighten all door knobs that feel loose throughout the house and adjust as necessary.
- 1.3 Every 6 months check weather stripping at exterior doors for proper operation. Replace as necessary.
- 1.4 Every 6 months tighten nuts and screws of garage overhead door and lubricate all moving parts. Lubricate tracks and rollers at this time. You may wish to have a licensed contractor perform this service. The vibration of opening and closing the garage overhead door causes the fasteners to loosen. Eventually, the door may become unhinged.

- 1.5 Every 6 months inspect interior and exterior doors for general wear and tear. If the door is made of wood it may need to be treated with paint or lacquer more often than the rest of the house.
- 1.6 At least annually apply a lubricant into the door lock. Use only a lubricant specifically designed for locks.
- 1.7 If exterior door trim and joints between the door frame and the exterior wall surface are caulked, inspect caulking annually and re-caulk as necessary to maintain a water tight seal. A polyurethane caulk is recommended.
- 1.8 Do not hang anything heavy on doors or doorknobs. This can pull the top hinges out of adjustment and negatively affect the door swing.
- 1.9 Do not slam the doors.
- 1.10 Do not use abrasive products on door hardware.
- 1.11 Never drill into the track of a door for any reason. For example, do not install an alarm system that requires penetrations through doors.
- 1.12 Do not permit water from hoses or sprinklers to spray on exterior walls, doors or windows. Inspect sprinkler heads at least monthly to insure that they have not become twisted and point towards the house. As landscaping grows, spray heads should be raised, relocated or eliminated to keep moisture away from the house.
- 1.13 Homeowner should report any leaks to Builder immediately. Failure to give timely notice can result in additional damage not covered by Builder.
- 1.14 Follow all manufacturer recommendations.

2. Windows, Sliding Glass Doors

- 2.1 Homeowner should inspect all windows, glass doors and other glass surfaces prior to delivery of the Property to ensure that there are no scratched glass surfaces. Builder will not be responsible for scratches reported after the closing.
- 2.2 Homeowner should never use abrasive cleaners or metal scraping tools on glass.
- 2.3 Vacuum dirt/sand from all window and door tracks, and lubricate with silicone spray at least monthly. When fine sand or grit collects in the window or door tracks, it will cause them to bind and drag, which will soon cause permanent damage.
- 2.4 Check weep holes monthly to ensure that they are free from debris that may block them. If blocked, clean out weep holes.
- 2.5 Lubricate latches monthly. This helps the mechanism to operate easily and prolongs the life of the mechanism. Silicone spray works well for this.

- 2.6 Every 6 months adjust and tighten (if necessary) the screws on sliding screen door guides. The sliding screen doors are guided from adjustable nylon guides. The screws that hold guides in proper adjustment will over time become loose. If not re-tightened, they will cause the door to drag or bind and will eventually cause damage to the unit.
- 2.7 Window screens should be cleaned every 6 months or more often as necessary. Use caution in the removal of window screens. They can be easily bent out of shape or the screening can be torn.
- 2.8 Homeowner should never tint or cover with plastic or film a dual pane window unless it is specifically approved by the window manufacturer. Tinting of dual pane windows may cause them to fail.
- 2.9 Never drill into the track of a window or door for any reason. For example, do not install an alarm system that requires penetrations through windows and doors.
- 2.10 Do not permit water from hoses or sprinklers to spray on exterior walls, doors or windows. Inspect sprinkler heads at least monthly to insure that they have not become twisted and point towards the house. As landscaping grows, spray heads should be raised, relocated or eliminated to keep moisture away from the house.
- 2.11 Homeowner should report any leaks to Builder immediately. Failure to give timely notice can result in additional damage not covered by Builder.
- 2.12 Follow all manufacturer recommendations.

3. Condensation Past Windows

- 3.1 Homeowner should always use the ventilation fans provided in bathrooms, laundry rooms and kitchens whenever moisture may be present (i.e., when showering, bathing, cooking, laundering or drying clothes, or when signs of moisture appear). Never disconnect kitchen, bathroom or laundry vent fans. Failure to use the fans can result in water vapor being trapped inside the structure leading to mold, mildew, fungus and rot. Moisture appearing on windows as condensation is a symptom of excess moisture in the home. If this occurs, open windows and use fans to reduce interior humidity.
- 3.2 Homeowner should open windows in conjunction with use of fans to permit fresh air into the home to replace moist air vented by the fans.
- 3.3 Homeowner should open window coverings daily to permit air circulation to occur. If windows are always covered with drapes or blinds then air will not circulate over the glass surface of windows.
- 3.4 Do not place plastic deflectors or other objects on warm air supply grills in front of a window or slider door (either in the floor or ceiling). These devices are designed to sweep the air from these areas and mix it with the

air in the center of the room. By placing these deflectors over the grills or otherwise blocking the flow of fresh air, the Homeowner creates a space of stagnant air with high humidity during the rainy months. Moisture condenses on the glass surfaces and can cause mold, mildew, fungus and rot.

- 3.5 Limit the use of humidifiers or atomizers.
- 3.6 Always clean off any moisture condensing on windows immediately.

4. Roofs

- 4.1 Never walk or stand on the roof of your home.
- 4.2 Only experienced roofers should be allowed on your roof.
- 4.3 Do not make any penetrations or install anything on your roof, including without limitation, holiday lights, solar heating panels or TV antennae/dishes. Any items attached to the roof should be completed by a licensed roofing contractor.
- 4.4 Every 6 months (or more often if necessary) clean gutters, downspouts, drains and valley flashings clear of debris (such as leaves, tree limbs and bird debris) or anything that would cause them to overflow. Cleaning of gutters should be done from a ladder and not by walking on the roof.
- 4.5 Every 6 months inspect the roof. Inspect gutters, vents, pipe penetrations and sheet metal flashing for cracks and gaps. Fill any openings or separating seams if detected. Also inspect for loose, cracked or slipping tiles. Generalized inspections can be done from the ground (with binoculars if necessary) or from ladders at the edge of the roof. You should hire a professional roof contractor to perform this service at least annually. All repairs should be made by a licensed roofing contractor.
- 4.6 Keep all vents and louvers free from obstructions. Do not permit birds or other creatures to nest in vents, louvers, gutters or any other area of the roof. Bird droppings can cause long-term damage to roofing materials and roofing paper.
- 4.7 Visually inspect attic area annually to ensure that all heat ducts and insulation are in place as designed, and that all vents are operational. Also determine that no leaks are occurring.
- 4.8 Homeowner should have a qualified roofing contractor conduct a roof tune up every five years.
- 4.9 Galvanized sheetmetal roof gutters, downspouts, and flue tops should be painted when you paint the rest of your house, but may require touch-ups before you are ready to paint the rest of the structure.
- 4.10 Homeowner should report any leaks to Builder immediately. Failure to give timely notice can result in additional damage not covered by Builder.

5. Decks, Balconies, Exterior Stairways

- 5.1 Sweep all exterior features at least monthly.
- 5.2 If a drain is installed, check drain monthly to insure it is free of debris.
- 5.3 Do not place furniture, potted plants or other items on top of drains.
- 5.4 Do not place potted plants directly on the surface of exterior amenities. They should be placed on stands to circulate air beneath them. Plant stands with metal legs should be avoided to protect the surface from penetration.
- 5.5 Exterior amenities that have a coated surface should be refinished by a professional. The life of the coating can vary depending on exposure to the elements and general care given.
- 5.6 Inspect for cracks and signs of deterioration annually and have preventative maintenance done if needed.
- 5.7 Keep all areas underneath decks, balconies, etc. free so that air can circulate underneath.
- 5.8 Do not place rugs or other non-breathable coverings over wood and synthetic surfaces. By placing non-breathable coverings over wood and synthetic surfaces, moisture will be trapped. This can result in rot, mildew and fungus.
- 5.9 Promptly repair any physical damage and re-coat visible membranes according to the timetable in the manufacturer's recommendations.
- 5.10 Follow all manufacturer's recommendations.

6. Water Within Decks.

- 6.1 See Section 5 above and other applicable sections of this Maintenance Manual.

7. Water Through Foundations, Slabs, Etc.

- 7.1 Homeowner should not allow landscape/rain water to pool at slab/foundation area.
- 7.2 Homeowner should report any leaks to Builder immediately. Failure to give timely notice can result in additional damage not covered by Builder.
- 7.3 See Section 9 below and all other applicable sections of this Maintenance Manual for more information on this topic.

8. Flooring.

- 8.1 Use only products and methods for cleaning and maintaining flooring that have approved by the manufacturer and/or trade association whose products have been installed.
- 8.2 Homeowner should inspect all flooring prior to delivery of the Property to ensure that there are no irregularities, stains, gouges or abrasions. Builder will not be responsible for such problems occurring after the closing.
- 8.3 Do not overload floors. Do not place exceptionally heavy objects on a floor. Builder will not be responsible for any damage or loss as a consequence of loading of floors or roof structure which exceeds design loads including, but not limited to, water beds, pianos, pool tables, weight lifting equipment or other furnishings or equipment which are excessive in weight, and for which the home was not designed. Consult with a qualified engineer prior to placing exceptionally heavy objects on a floor to ensure the floor load capacity will not be exceeded.
- 8.4 Use a bathmat outside the shower/tub enclosure to protect the flooring from excessive moisture. Please note that some bathmats may cause discoloration of vinyl.
- 8.5 Do not allow any spills or liquids to remain on floors. Any standing water in any amount on flooring of any kind should be removed immediately. No flooring is designed to hold water for any length of time. Do not clean flooring of any type by spraying or pouring water on it.
- 8.6 Do not allow humidity to become excessive. Excessive humidity can damage flooring. Use fans and open windows to control humidity.
- 8.7 Flooring will change color and dry out when exposed to heat and sun. If your flooring receives direct sunlight, be sure to keep the draperies drawn and do not let sunlight continuously beam on flooring. This will help to keep these conditions to a minimum.
- 8.8 Variation in color, veining and texture is to be expected in natural flooring materials. In addition, these materials can change over time. This is not a defect and is a natural process of the materials.
- 8.9 If Homeowner intends to change the type of flooring after occupancy of the Property, the installer of the new flooring should investigate and verify that the intended installation method is compatible with the construction of the home. If the Homeowner installs a finish floor and makes any changes to the subfloor or slab, the Homeowner assumes responsibility for the condition of the subfloor or slab at the time of installation and thereafter.

Carpet

- 8.10 If carpeting is installed, always consult an expert in the area of carpet cleaning or "spot cleaning". Some carpet manufacturers require specific

cleaning methods and these methods must be used to maintain the manufacturer's warranty.

- 8.11 Carpeting should be vacuumed often, per the manufacturer's recommendations. The upright type vacuum with brushes and beater bar is best for carpet. The agitation of the beater bar causes soil particles to move freely in fibers and to move into the air flow of the cleaner. Suction-only vacuums tend to move surface soil only. The brushes of your upright vacuum or the power head of the tank type cleaner must be checked periodically for pins, paper clips or any type of hard object that can lodge in the beater bar. These objects can snag, cut or tear the face yarn that produces a fuzzy or beard-like surface and reduces the life of the carpet. Also, threads and hair must be removed from the bearings to ensure the brush is rotating freely.
- 8.12 Floor length draperies should be raised off the carpeting by at least ¾" to increase air flow over the carpet surface and prevent soil filtration lines. Soil filtration lines are dark soiled areas that develop gradually on carpet. They are most common around the edges of a room next to the wall, under floor length draperies and under doors. However, they can develop anywhere there is an air space such as between floorboards or between small spaces in a building.
- 8.13 Leave bedroom doors open when not in use. Closing doors off permanently reduces the air passage and forces the air through the carpet pile with more force. Closed doors increase the potential filtering effect of the carpet pile yarn and can increase soil filtration lines.
- 8.14 Inspect and clean your furnace filter and air conditioning filters monthly and clean or replace them as needed. A dirty filter will increase the amount of airborne particles being circulated through your home and will accelerate the deposit of filtration soils onto your carpeting.

Vinyl and Resilient Flooring

- 8.15 Monthly, Homeowner should conduct routine inspections of vinyl and other resilient flooring to insure the caulking between tub or shower pan and floor is secure and does not allow water penetration. If seam lifting should occur in resilient flooring, it may be due to water seeping through the mastic (especially obvious in bathroom areas where the flooring meets the tub). Be sure to keep the proper seal intact.
- 8.16 Do not walk on resilient floors while wearing stiletto/high heel shoes.
- 8.17 All furniture placed on resilient flooring should be used with casters or leg protectors.

Wood Flooring

- 8.18 Do not use water or a water solution to clean wood/plank flooring. Use only a manufacturer recommended prepared cleaner.
- 8.19 Refinish floors only with a professional flooring contractor.

- 8.20 Do not walk on wood floors while wearing stiletto/high heel shoes.
- 8.21 All furniture placed on wood flooring should be used with casters or leg protectors.
- 8.22 If Homeowner covers a wood floor with an area rug, Homeowner should inspect the condition of the wood flooring underneath the area rug monthly. A tightly woven rug or rubber backed rug or rubber pad can trap moisture and cause fungus, mildew, rot, discoloration or other damage to wood flooring.

Ceramic Tile

- 8.23 Do not place or drop heavy items on tile floors. Tile is brittle and can be cracked, chipped or broken.
- 8.24 Tile products have not been sealed. Should you choose to apply sealer, please follow manufacturer's recommended instructions for application and cleaning.
- 8.25 Grout is porous and should be sealed by the Homeowner upon occupancy if desired. Should you choose to apply sealer, please follow manufacturer's recommended instructions.
- 8.26 Inspect grout monthly and touch-up grout as required. The grout between tiles and marble is subject to natural occurrences of shrinking and expansion with varying environmental conditions, as is the tile itself. If the installer has left a sample of the grout used in your home, Homeowner may use this to complete repairs. Grouting compound does have a shelf life, and colored grout will vary in color when applied at different times. Color shade will vary from original selections depending on drying time, amount of color agent in the mix, and other conditions beyond Builder's control.

Granite, Marble and Stone Flooring

- 8.27 Do not place or drop heavy items on stone floors. Stone is brittle and can be cracked, chipped or broken.
- 8.28 Stone and granite products have not been sealed. Should you choose to apply sealer, please follow manufacturer's recommended instructions for application and cleaning.
- 8.29 Grout, many stone products and granite are porous and should be sealed by the Homeowner upon occupancy if desired. Should you choose to apply sealer, please follow manufacturer's recommended instructions.
- 8.30 Inspect grout monthly and touch-up grout as required. The grout between tiles and marble is subject to natural occurrences of shrinking and expansion with varying environmental conditions, as is the tile itself. If the installer has left a sample of the grout used in your home, Homeowner may use this to complete repairs. Grouting compound does have a shelf life, and colored grout will vary in color when applied at different times.

Color shade will vary from original selections depending on drying time, amount of color agent in the mix, and other conditions beyond Builder's control.

- 8.31 See Section 9 below and all other applicable sections of this Maintenance Manual for more information on this topic.

9. Site Drainage

- 9.1 Homeowner should not alter the finished grade around the home unless done according to the applicable building code and as directed by a licensed landscape architect and/or engineer. When completed, the earth around the outside of your home is graded so that it slopes away from the foundation providing positive water drainage away from the foundation. Swales (drainage ditches) are often provided to make certain water drains away from your home. It is the Homeowner's responsibility to maintain and keep positive drainage of water away from the foundation and allow no pooling of water on the Property. Failure to do this may cause unequal expansion of soil around the foundation causing stucco, concrete or sheet rock cracks to occur.
- 9.2 Homeowners should exercise extreme care in constructing concrete walks, borders, planter borders, or flowerbed edging around the home. These features can sometime create unequal soil moisture conditions around the foundations by creating water traps. When such features are installed Homeowner must take into consideration the necessity of water draining positively away from the house. Accordingly, Homeowners should consult a licensed soils engineer or landscape architect before commencing any such construction activities around the home.
- 9.3 Homeowners must water evenly and not to excess around the entire perimeter of the foundation to minimize the soil contraction and consequent foundation movement. The soil beneath your foundation is protected from the sun's rays and retains its moisture. As a consequence, there is a tendency for your inner foundation to maintain its height level constant and your outside walls to fall in relation to the inner soil. If you do not maintain uniform moisture conditions in the soil around your home, one portion of your foundation may move differentially from other portions. Thus it is important to water evenly around the foundation. This should be every three to five days, rather than very heavy watering for longer periods. Do not over water or allow water to pond around the foundation. Turn off your irrigation system while there is rain.
- 9.4 Homeowner should inspect the perimeter of the foundation monthly to check for proper drainage and uniform moisture conditions in the soil around the home. Normal erosion is the Homeowner's responsibility to repair.

- 9.5 Check all drainage at front and rear yards monthly for proper operation. On new yards, silt and erosion may restrict flow at swales and drain pipes if left unattended. Also, check for proper flow away from foundation at this time, and remove any dirt against wood or painted surfaces. Make sure debris is removed from ditches and swales. Clean all drains at this time.
- 9.6 Prior to the rainy season and monthly thereafter until the rainy season ends, check the operation of all drains, catch basins, storm drains, storm drain outlets and pipes. Use a hose to run water through all aspects of the drainage system to determine if system is functioning properly.
- 9.7 Maintain the finished grade at least 6 inches below the house slab.
- 9.8 Maintain a minimum slope of at least 2% away from the house on both soil and hard surfaces.

10. Water Past Exterior Walls.

- 10.1 Do not permit water from hoses or sprinklers to spray on exterior walls. Inspect sprinkler heads at least monthly to insure that they have not become twisted and point towards the house. As landscaping grows, spray heads should be raised, relocated or eliminated to keep moisture away from the house.
- 10.2 Do not allow landscaping to grow against the outside surface of the house.
- 10.3 Homeowner should conduct an annual visual inspection of the exterior of the home to insure that the exterior of your home is properly caulked and maintained and that exposure to earth, water and other elements are properly controlled. Check for peeling paint, gaps in caulking; paint and caulk as necessary. Any old caulking should be removed before re-caulking.
- 10.4 If the exterior is siding Homeowner should maintain the siding by painting and caulking as needed, with complete painting when paint shows signs of wear and in any event every five (5) years.
- 10.5 If exterior walls are stucco, do not block the weep screed (the metal band at the bottom of the stucco just above the ground) with dirt, or any other substance and do not allow vegetation to overgrow the weep screed. Do not install a concrete patio or walkway over the weep screed.
- 10.6 Do not fasten any objects, including without limitation decks, trellises, lanais or fence posts, to the exterior of the house unless the object is properly flashed, counter-flashed and sealed.
- 10.7 Do not allow ivy or other vines to grow on the side of the house.
- 10.8 The appearance of a white powdery substance (known as efflorescence) that appears on stucco walls and bare concrete slabs is not a defect.

Efflorescence is caused by lime in the cement reacting with moist air. If desired the Homeowner can remove efflorescence with water and a brush.

- 10.9 See Section 9 above and all other applicable sections of this Maintenance Manual for more information on this topic.

11. Condensation Past Exterior Walls, Etc

- 11.1 Do not block or limit ventilation provided by louvers or vents in any manner.
- 11.2 Condensation should not be allowed to form on any interior surfaces as this will cause water damage to paint and underlying surfaces.
- 11.3 See Sections 3, 9 and 10 above and all other applicable sections of this Maintenance Manual for more information on this topic.

12. Water Past Retaining Walls

- 12.1 Homeowner must monitor retaining walls monthly and keep soil or other materials from blocking berms, swales and/or outflows for drainage system installed in retaining walls, if any.
- 12.2 Homeowner should not change drainage patterns to cause additional water to flow towards, on, under or over retaining walls.
- 12.3 Homeowners should not modify retaining walls in any way.
- 12.4 The appearance of a white powdery substance (known as efflorescence) that appears on stucco walls and bare concrete slabs is not a defect. Efflorescence is caused by lime in the cement reacting with moist air. If desired the Homeowner can remove efflorescence with water and a brush.
- 12.5 See Section 9 above and all other applicable sections of this Maintenance Manual for more information on this topic.

13. Water Flow Around Retaining Walls

- 13.1 See Sections 9 and 12 above and all other applicable sections of this Maintenance Manual for more information on this topic.

14. Plumbing, Sewer And Utility System Leaks

- 14.1. Check all “shut-off” valves under sinks and behind toilets at least monthly. Normal use of hot and cold water can occasionally cause enough expansion and contraction of valves to cause minor leaks at the packing nut. Open and close all valves monthly to ensure continued operation.

- 14.2. Annually, check the operation of water main by shutting off and turning back on.
- 14.3. In an emergency situation, Homeowner should immediately shut off the water. Homeowner should be familiar with the location of shut-off valves, including main shut-offs and room shut-offs. Tubs and showers do not have individual shut-offs and, therefore, the main shut-off must be used when working on these fixtures.
- 14.4. Homeowner should report any leaks to Builder immediately. Failure to give timely notice can result in additional damage not covered by Builder.
- 14.5. See Section 29 below and all other applicable sections of this Maintenance Manual for more information on this topic.

15. Plumbing, Sewer And Utility Line Corrosion

- 15.1 Homeowner should report any corrosion that is observed to Builder immediately. Failure to give timely notice can result in additional damage not covered by Builder.
- 15.2 See Section 29 below and all other applicable sections of this Maintenance Manual for more information on this topic.

16. Sewer System

- 16.1 Do not place any objects in your toilet other than sewage and toilet paper. NEVER use your toilet to dispose of non-soluble or bulky matter such as diapers or sanitary products of any type. Such waste must be discarded with other rubbish rather than through sewer lines. Some toilet paper brands may not be compatible with low volume toilets.
- 16.2 All toilets installed in California since 1992 have a maximum capacity of 1.6 gallons of water per flush. Therefore, for some solids, you may need to flush more than once. Flush at least once every time the toilet is used.
- 16.3 Never pour grease down a drain or a toilet.
- 16.4 Do not landscape over your sewer clean out.
- 16.5 To prevent grease stoppage in the kitchen sink, run a steady flow of hot water through the drain for a period of 15 minutes at least monthly.
- 16.6 Use a drain cleaner (approved for ABS plastic drain pipes only) on all drains every three (3) months to prevent buildup of hair, toothpaste, etc.
- 16.7 Each plumbing fixture in your house has a drain trap. This is a specially shaped piece of pipe designed to provide a water barrier between your home and the danger of sewer gas. The trap holds water, which prevents the airborne bacteria and odor of the sewer gas from entering the house. If

any fixture is used infrequently, it should be turned on at regular intervals to replace evaporating water and ensure that the barrier remains intact.

- 16.8 Homeowner should report any leaks or back-ups to Builder immediately. Failure to give timely notice can result in additional damage not covered by Builder.
- 16.9 See Section 29 below and all other applicable sections of this Maintenance Manual for more information on this topic.

17. Shower And Bath Enclosure Leaks.

- 17.1 Check shower and bath enclosure monthly for cracks in the grout between bath and shower tile and for a proper seal along the joint at bottom of tub and vinyl floor and along vinyl to sliding door transitions. If allowed to go unsealed, moisture can get behind tile or shower enclosure and cause damage. Cracked grout should be caulked with a caulk specifically made for filling grout. Seal the joint between the bottom row of the tile or shower enclosure and the top of the shower floor or tub with caulking compound or grout made for bathroom use. Old caulk or grout should be dug out and discarded. Do not apply fresh caulk over old caulk. One hundred percent silicone caulk is recommended.
- 17.2 Inspect the rubber waterproof stripping around the door of the shower at least every six months and replace as needed.
- 17.3 Inspect the weep holes in the shower enclosure at least every six months and clean as needed.
- 17.4 Inspect the shower pan dam at least every six months and clean as needed.
- 17.5 Use a bath mat outside the bath and shower enclosure every time the shower and bath are used.
- 17.6 Do not allow water from the shower to flow directly against the door of the shower enclosure. Exercise caution when changing shower heads to ensure that head does not direct water outside of shower enclosure or at door of enclosure.
- 17.7 Homeowner should report any leaks to Builder immediately. Failure to give timely notice can result in additional damage not covered by Builder.

18. Ceramic Tile and Other Countertops

- 18.1 Follow all manufacturers' and/or installers' care and cleaning instructions for specific countertop materials. Do not use abrasive cleaners unless specifically recommended by manufacturer or installer.
- 18.2 Homeowner should inspect all countertops prior to delivery of the Property to ensure that there are no stains, scratches, chips or other

irregularities. Builder will not be responsible for such defects occurring after the closing.

- 18.3 Do not place hot objects, such as pots or pans, on countertops.
- 18.4 Do not permit standing water to remain on tile, granite, stone or similar countertop surfaces. These surfaces have not been made to be waterproof and damage may occur to the underlying construction as a result. Countertops are not designed to hold water for any length of time.
- 18.5 Do not allow any spills or liquids to remain on countertops. Clean up spills immediately.
- 18.6 Do not overload or place or drop excessively heavy items on countertops. Countertop materials are brittle and can be cracked, chipped or broken.
- 18.7 Tile, granite and other stone products have not been sealed. Should you choose to apply sealer, please follow manufacturer's recommended instructions.
- 18.8 Grout is porous and should be sealed by the Homeowner upon occupancy if desired. Should you choose to apply sealer, please follow manufacturer's recommended instructions.
- 18.9 Inspect countertops monthly and touch-up grout and/or apply caulk as required, especially at backsplash and sink openings.
- 18.10 Inspect grout monthly. The grout between tiles and marble/stone is subject to natural occurrences of shrinking and expansion with varying environmental conditions, as is the tile itself. If the installer has left a sample of the grout used in your home, Homeowner may use this to complete repairs. Grouting compound does have a shelf life, and colored grout will vary in color when applied at different times. Color shade will vary from original selections depending on drying time, amount of color agent in the mix, and other conditions beyond Builder's control.
- 18.11 Inspect area where countertop and cabinets join monthly. Cabinets expand and shrink depending on atmospheric conditions. Homeowner should maintain the cracks with caulk or grout.
- 18.12 Materials such as tile, cultured marble, marble and granite tiles often vary greatly in shading and veining or marblization. Homeowner can expect these conditions to exist in the home.

19. Foundation And Slab Cracks

- 19.1 Homeowner must have a licensed contractor review the building plans before beginning any work that would involve any drilling or penetration of the slab (i.e. remodeling, installation of a floor safe, room additions, etc.). It is absolutely necessary that the location of the cables and rebar in the slab be known before beginning any work of this type. Accidental breakage of a cable in a post tension foundation can result in severe

property damage and/or personal injury to yourself, workers on your property, or in the case of attached housing, property damage or personal injury to adjacent homes or persons.

- 19.2 See Sections 7 and 8 above and all other applicable sections of this Maintenance Manual for more information on this topic.

20. Structural Safety Of Foundations and Load Bearing Components

- 20.1 Do not store household goods on the garage and attic trusses. These trusses are designed to support the weight of the roof and ceiling and are not designed to support any additional weight. If a Homeowner wishes to use this space for storage, Homeowner should consult a structural engineer to determine if additional reinforcement is necessary.
- 20.2 Do not overload floors. Do not place exceptionally heavy objects on a floor. Any damage or loss as a consequence of loading of floors or roof structure which exceeds design loads including, but not limited to, water beds, pianos, pool tables, weight lifting equipment or other furnishings or equipment which are excessive in weight, and for which the home was not designed. Consult with a qualified engineer prior to placing exceptionally heavy objects on a floor to ensure the floor load capacity will not be exceeded.
- 20.3 See Sections 7, 8 and 19 above and all other applicable sections of this Maintenance Manual for more information on this topic.

21. Soils/Chemical Deterioration Of Foundations And Slabs

- 21.1 The appearance of a white powdery substance (known as efflorescence) that appears on stucco walls and bare concrete slabs is not a defect. Efflorescence is caused by lime in the cement reacting with moist air. If desired the Homeowner can remove efflorescence with water and a brush.
- 21.2 See Sections 7, 8, 19 and 20 above and all other applicable sections of this Maintenance Manual for more information on this topic.

22. Earthquake and Wind Load Resistance

- 22.1 See Section 20 above and all other applicable sections of this Maintenance Manual for more information on this topic.

23. Soils Damage To Structure

- 23.1 See Sections 9, 12 and 13 above and all other applicable sections of this Maintenance Manual for more information on this topic.

24. Soils/Structural Safety

24.1 See Sections 9, 12 and 13 above and all other applicable sections of this Maintenance Manual for more information on this topic

25. Soils And Land Usable For Represented Purpose

25.1 Homeowner should not install any swimming pools, ponds, accessory structures or other major improvements on the Property without first consulting a soils engineer to determine the compatibility of the Property for the proposed structure.

26. Fire Protection Generally

26.1 Test smoke detectors every six months using the test button on the detector.

26.2 Annually, have the fire sprinkler system (if installed) professionally tested.

26.3 Do not paint any fire sprinkler heads or covers or hang any objects from the head.

26.4 Annually change batteries and vacuum smoke detectors. Dust or a dead battery may cause smoke detectors to chirp unintentionally.

27. Wood-Burning Fireplaces and Chimneys

Please note the following information pertains only to wood-burning fireplaces. Gas appliances do not require the following maintenance, but are subject to each manufacturer's instructions and other recommendations in this manual.

27.1 Before using your fireplace, check to insure that it draws properly. To do this, always verify that the damper is open. Then light a newspaper on the andirons and see if the smoke is carried up the chimney. In order to create a proper draw you may have to leave a window slightly open in the room where the fireplace is located. Please keep in mind that during the operation of your fireplace, oxygen will be consumed. Your fireplace has a combustion air vent that aids in air flow.

27.2 Homeowner should cure a new fireplace by building a series of small, low-heat fires before fully using the fireplace.

27.3 Do not create high heat fires with items such as wrapping paper, composition logs, composite wood material, particle board or lumber scraps. An excessively large or hot fire may cause abnormal cracking of mortar joints, tiles, fireplace liners and bricks.

27.4 Before lighting any fire, always check to ensure that the damper is open.

- 27.5 Keep the damper closed when the fireplace is not in use so that warm air in winter or cool air in summer will not escape. Be certain there are no live coals or embers in the fireplace before closing the damper. Otherwise poisonous gases could enter the room.
- 27.6 Do not build a fire directly on the fireplace floor. Use andirons or grates.
- 27.7 Do not overload the firebox with too much fuel or improper fuel and do not burn trash or rubbish in your fireplace. Use only the fuel that is approved by the manufacturer (e.g., a gas log fireplace is not suited to burn wood or paper). Caution should be used when burning manufactured logs. Manufactured logs may produce an excessive amount of creosote (soot) which may restrict air flow through the flue and cause discoloration around your exterior chimney and cap. This may require the cleaning of the chimney flue more often.
- 27.8 Never use kerosene, gasoline, or other highly explosive liquids to start a fire.
- 27.9 Always place logs into the fireplace using metal tongs. Logs thrown into the firebox may cause damage.
- 27.10 If installed, glass doors should be closed during fireplace operation.
- 27.11 Always be sure the fire is out each night before retiring or leaving the home.
- 27.12 If the damper becomes rusty, the hinges can be sprayed with a rust removing lubricant. Do not use an excessive amount of lubricant. Do not spray lubricant when there is a fire or hot coals present as the lubricant may be flammable.
- 27.13 Store firewood outside, clear of the structure, as it may harbor insects.
- 27.14 The fireplace flue must be cleaned in accordance with the amount of use of the fireplace and pursuant to the manufacturer's recommendations. This should be performed by a trained professional chimney sweep. Failure to keep the chimney clean can result in dangerous fires in the chimney. Adding a handful of salt to the fire occasionally may help prevent the accumulation of soot.
- 27.15 Under certain weather conditions wind-driven rains may force water into the firebox. This is a normal experience and not considered defective construction.
- 27.16 Follow all manufacturer recommendations.

28. Electrical/Mechanical Systems and Fire Safety

- 28.1 Remove kitchen hood filters at least 4 times per year (depending on use) and wash with a grease removing cleanser.

- 28.2 Remove bathroom and laundry room fans at least annually and vacuum clean.
- 28.3 See Sections 26, 27, 30, 34 and 35 and other applicable sections of this Maintenance Manual.

29. Plumbing And Sewer Systems

- 29.1 At least monthly check all faucets and toilets for drips or continuous running, and adjust as needed.
- 29.2 Clean the aerators on all faucets at least monthly. This attachment to the faucet aerates the water as it leaves the faucet, reducing splashing and providing some savings because less water is used. To clean the aerator, unscrew it from the mouth of the faucet, remove any debris, remove and rinse the washers and screens, replace them in their original order, and put the aerator back on the faucet.
- 29.3 Every 3-4 months add a small amount of drain cleaner (approved for ABS plastic drain pipes only) to all drains. Hair build-up in bathtub, shower and lavatory drains, and food waste in kitchen sinks can be eliminated with a regular dose of drain cleaner.
- 29.4 Once each year drain the water out of your water heater until it runs clear. This prevents mineral buildup that can damage the unit. Use extreme caution in this operation as the water being drained is very hot. Water heater manual will provide information on this operation.
- 29.5 Washers and cartridges for faucets and hose bibbs should be replaced immediately when dripping is first noticed.
- 29.6 Do not close faucets too tightly. Turn them just enough to stop the flow of water.
- 29.7 Do not clean sinks, shower pans or tubs with abrasive cleaners or harsh chemicals.
- 29.8 Do not hang heavy objects such as shower caddies on the shower head pipe.
- 29.9 If toilet tank runs continuously, toilet should be inspected and repaired. If Homeowner is unable to complete this repair, then Homeowner should contact a licensed plumber.
- 29.10 Close the water supply valves for the washing machine after each use. This will reduce pressure on the hose connections to the washing machine and prevent a water leak at this point.
- 29.11 Before entering a shower or tub, check the water temperature to ensure that it is a safe and proper temperature. Homeowners with children may want to turn the temperature of the water heater down to prevent accidental scalding.

- 29.12 If a faucet is not used frequently, allow water to run in the drain for a few minutes at least once per month. This will prevent water in the trap from evaporating and permitting sewer gas from entering the home.
- 29.13 Plumbing fittings and fixtures should be treated with care. Follow all manufacturers' recommendations and the following maintenance standards: do not use any chemicals (cleaners) or detergents; do not use any solvents; do not use any abrasive cleaning cloths or pads; do not allow water to stand around the drain (wipe out) or on the fixtures; do wipe down after every use with a soft cloth; always dry off all water spots.
- 29.14 Homeowner should report any leaks to Builder immediately. Failure to give timely notice can result in additional damage not covered by Builder.

30. Electrical Systems

- 30.1 Do not overload circuits with multiple appliances and add-on outlets. Do not exceed the rating of GFI circuits as failure of the circuit may occur. If wires feel warm to the touch, they should be unplugged and inspected by authorized personnel prior to use.
- 30.2 Annually check the operation of all circuit breakers at main service and sub panel, if applicable. Turn them off then back on to test.
- 30.3 If a circuit breaker trips, it must be reset all the way. When frequent tripping occurs, it is a sign that the circuit is being overused. If, after you have reset the breaker, it immediately trips again, call a licensed electrician and do not use the circuit until the problem has been corrected.
- 30.4 Never allow anyone except a licensed electrician to work on the wiring in your home.
- 30.5 Do not replace a fuse or circuit breaker with one that has a higher rating or one made by a different manufacturer.
- 30.6 Push "test" button on GFI circuit and reset with "Reset" button or switch monthly. This is a sensitive, vital safety feature of your electrical system. If the GFI circuit is not properly working, it should be addressed by a licensed electrician.
- 30.7 Electrical fittings and fixtures should be treated with care. Follow all manufacturers' recommendations and the following maintenance standards: do not use any chemicals (cleaners) or detergents; do not use any solvents; do not use any abrasive cleaning cloths or pads; always dry off all water spots.
- 30.8 Do not use a light fixture box in the ceiling to install a ceiling fan. Ceiling fans have a special mounting box that requires a different mounting system.

31. Cracks In Sidewalks, Driveways, etc.

- 31.1 Do not permit heavy equipment such as concrete trucks or moving vans to drive on your concrete driveways, sidewalks, patios and pathways. Any concrete damage resulting from heavy trucks, machinery or other unusual heavy loads are the Homeowner's responsibility.
- 31.2 Use the appropriate cleaners to keep oil and grease removed from exterior concrete surface. Do not use acidic products not recommended for concrete surfaces.
- 31.3 Do not create excessive landscape and irrigation moisture on or under the concrete.
- 31.4 Inspect all concrete surfaces every 6 months for cracks and erosion underneath the support of the concrete. If Homeowner detects any cracks that occur at the control joints, Homeowner should fill these cracks with a suitable concrete caulk. Homeowner should maintain the area around concrete so that soils will not be washed away and reduce the support for the concrete, for example, by irrigation.
- 31.5 Do not place trees so that their roots will cause concrete to heave or crack over time. The Homeowner should seek the advice of a licensed landscape architect or contractor.
- 31.6 Because concrete is composed of natural materials, it may vary in color and shading and change over time.
- 31.7 Maintain the soils moisture content around your home at a uniform level. This prevents rapid expansion and contraction of soil that may also cause concrete to crack.
- 31.8 Follow all recommendations regarding soils set forth in Section 9 above and elsewhere in this Maintenance Manual.

32. Cracks and Separations In Stucco, Siding, Walls, Etc.

- 32.1 Homeowner should conduct an annual visual inspection of the exterior of the home to insure that the exterior of your home is properly caulked and maintained and that exposure to earth, water and other elements are properly controlled. Check for peeling paint, gaps in caulking and paint and caulk as necessary.
- 32.2 If the exterior is siding Homeowner should maintain the siding by painting and caulking as needed, with complete painting when paint shows signs of wear and in any event every five (5) years.
- 32.3 Do not fasten any objects, including without limitation decks, trellises, lanais or fence posts, to the exterior of the house unless the object is properly flashed, counter-flashed and sealed.

- 32.4 Stucco is subject to some cracking. Minor cracks should not cause leakage. These cracks can be repaired by the Homeowner. Do not attempt to repair these minor cracks during the first two (2) years of occupancy. Wait until that amount of time has passed so that shrinkage should have ended and cracks can be permanently filled and repainted. Be sure that you consult a professional painter with regard to the type of paint to use on your stucco.

33. Installation Of Manufactured Products

- 33.1 Homeowner shall promptly register all appliances with the manufacturer.
- 33.2 Homeowner shall read and follow all manufacturers' operating and maintenance instructions. Homeowner must perform all recommended or required maintenance.
- 33.3 Homeowner should contact manufacturer directly regarding defects in appliances. Any defects in appliances unrelated to installation performed by Builder should be addressed directly with the manufacturer.

34. Heating System

- 34.1. Homeowner should test run the system upon move-in.
- 34.2. The heating and cooling system in the home has been designed with the expectation that insulating drapes and/or shades will be installed. It is Homeowner's responsibility to install such furnishings to prevent heat loss, particularly over large window areas.
- 34.3. Do not place large pieces of furniture or rugs or otherwise block heat vents.
- 34.4. Do not overheat your new home. Overheating can cause excessive shrinkage in the drywall. When you first move in, use as little heat as possible, increasing it gradually when needed.
- 34.5. Homeowner should check furnace filter, and replace or clean monthly or more frequently should local conditions require. Keeping your furnace filter clean helps to maintain the efficiency of the unit. For proper changing instructions for the filters in your warm air furnace, consult the written directions provided by the manufacturer. Be sure that the filters are clean.
- 34.6. At least annually, Homeowner shall visually inspect the attic area to ensure that all heat ducts and insulation are in place as designed, and that all vents are operational.
- 34.7. Homeowner should have the heating system inspected by a professional annually.
- 34.8. Clean condensation lines every six months.

34.9. Follow all manufacturer recommendations.

35. Air Conditioning and Title 24

- 35.1 Homeowner should test run the system upon move-in.
- 35.2 The heating and cooling system in the home has been designed with the expectation that insulating drapes and/or shades will be installed. It is Homeowner's responsibility to install such furnishings to prevent excess solar heating, particularly over large window areas.
- 35.3 Homeowner should check air filter, and replace or clean monthly or more frequently should local conditions require. Keeping your filter clean helps to maintain the efficiency of the unit.
- 35.4 Clean condensation lines twice per year, at the beginning of the air conditioning season and at the end. If water is observed dripping in front of a window or patio door, or onto a garage floor, it is likely that the primary condensate line is plugged. If this occurs, shut off the air conditioner and have the system serviced.
- 35.5 Start air conditioner twice in the winter months for at least 30 minutes to keep all mechanical parts in operational condition.
- 35.6 Homeowner should have the cooling system inspected by a professional annually.
- 35.7 The air intake vent of the outdoor unit must be kept free of any debris that might clog the grill, impeding proper air flow. Maintain manufacturer's recommended clearance between the condenser and any landscaping, fencing or other structures.
- 35.8 If the air conditioning system stops operating because of a power failure or overloaded electrical circuit, please exercise caution in restarting your system. Do not reset the unit for one-half hour following a power failure in order to give the unit sufficient time to decompress.
- 35.9 Follow all manufacturer recommendations.

36. Noise Transmission

- 36.1 Do not make any changes that affect the assembly of sound insulating walls or ceilings. Do not make new openings in walls and floors.
- 36.2 Do not disconnect or fail to use the bath, kitchen or laundry fans because they create an annoying noise. Fans must be operated while these rooms are in use.
- 36.3 See all other applicable sections of this Maintenance Manual.

37. Irrigation Systems and Drainage

- 37.1 Properly install and adjust irrigation systems so that they provide the proper watering of landscaping materials and do not spray onto external improvements such as wood decks, fences or fixed outdoor furniture or against the side of the home or against windows and doors. Do not allow water from the irrigation system to collect in low areas or cause surface flow across planted areas sufficient to displace soil or mulch materials.
- 37.2 Do not permit water from hoses or sprinklers to spray on exterior walls. Inspect sprinkler heads at least monthly to insure that they have not become twisted and point towards the house. As landscaping grows, spray heads should be raised, relocated or eliminated to keep moisture away from the house.
- 37.3 Observe the spray patterns of the irrigation system 3-4 times per year and adjust the sprinklers so they do not spray on wood elements or the hardscape. Check irrigation sprinklers and adjust or clean clogged heads as needed.
- 37.4 Check timer (if provided) every 3 months for correct operation.
- 37.5 Inspect for unusual moisture conditions monthly to determine if irrigation lines have leaks.
- 37.6 See Section 9 and 12 and all other applicable sections of this Maintenance Manual.

38. Untreated Wood Posts

- 38.1 Homeowner should not change the finished grade around untreated wooden posts to permit untreated wooden posts to come into contact with soil.
- 38.2 Do not permit water from hoses or sprinklers to spray on untreated wooden posts or boards. Inspect sprinkler heads at least monthly to insure that they have not become twisted and point towards fences. As landscaping grows, spray heads should be raised, relocated or eliminated to keep moisture away from fences.
- 38.3 Do not permit plants to grow in direct contact with untreated wood products.
- 38.4 Inspect wood posts and fences annually to determine condition and remedy any defects observed resulting from changes in condition.

39. Steel Fences

- 39.1 Do not permit water from hoses or sprinklers to spray on fences. Inspect sprinkler heads at least monthly to insure that they have not become twisted and point towards fences. As landscaping grows, spray heads should be raised, relocated or eliminated to keep moisture away from fences.
- 39.2 Do not permit ivy or other vines to grow in contact with steel fences.
- 39.3 Every 6 months the Homeowner should inspect steel fences to ensure coverage of paint and to look for rust. It is important for the Homeowner to perform needed maintenance in these areas to ensure the life of the fence. Paints first begin to show signs of wear in limited areas. Maintenance and touch up should be undertaken before paint degradation proceeds too far. Remove any rust discovered immediately and repaint affected area with rust-resistant paint.

40. Painting Building Surfaces

- 40.1. Every 6 months the homeowner should inspect the exterior elements of the home, including painting, caulking and wall surfaces. It is important for the Homeowner to perform needed maintenance in these areas to ensure the life of the home. Paints first begin to show signs of wear in limited areas. Maintenance and touch up should be undertaken before paint degradation proceeds too far.
- 40.2. Maintain exterior surfaces in a clean and well ventilated condition and free from all debris and dirt. Do not permit plants to grow in direct contact with painted surfaces.
- 40.3. Any growth of fungus or mildew should be addressed by proper cleaning and application of products that will kill the organisms and retard their return.
- 40.4. Homeowner should keep all varnished and lacquered surfaces free of excessive moisture, heat, dust and other damaging conditions. Homeowner should perform frequent maintenance and re-coating (at least annually) of exposed varnished surfaces with a high quality marine spar varnish.
- 40.5. Homeowner should re-coat all stained and painted surfaces at an interval no longer than that which is recommended by the manufacturer, and in any event no less often than every five (5) years.
- 40.6. All paints and stains applied by the Homeowner should be compatible with the surface that the Homeowner is covering. Check with a painting professional before applying any coatings on your home. Apply according to the methods and thickness recommended by the manufacturer.
- 40.7. Flat paint is not washable. Stains on flat paint should be retouched. Homeowners should not scrub or scour painted surfaces

41. Falling Roofing Materials

- 41.1 See Sections 4 above and all other applicable sections of this Maintenance Manual for more information on this topic.

42. Landscaping

- 42.1 All landscaping should be maintained properly to ensure the healthy growth of the plants. Consult an expert such as a nursery, landscape architect, licensed landscape contractor, for specific advice.
- 42.2 Apply proper nutrients (i.e. fertilizer, mulch, humus and minerals) at the recommended rates and frequencies.
- 42.3 Keep weeds and invasive plants from overwhelming the installed plant materials.
- 42.4 Operate installed irrigation systems to provide the intended water amounts. Homeowner shall seasonally adjust the amount of water applied to the plant materials with relatively more water required in warm, dry periods compared to cooler, damper ones. Do not over water plants.
- 42.5 The first mowing of the lawn should be approximately one to two weeks after the date of installation of sod. Mow when the grass blades are dry. Measuring on a flat, hard, level surface, set your mower blades 2 inches to 3 inches high from ground level. Never cut more than 1/3 of the total leaf off at any one time. Remove all clippings and do not scalp the lawn. Start to fertilize approximately one (1) month after installation, and on a monthly basis thereafter, using a complete balanced fertilizer recommended by your local nurseryman or licensed landscape contractor.
- 42.6 See Section 37 above and all other applicable sections of this Maintenance Manual for more information on this topic.

43. Ceramic Tile

- 43.1 See Sections 8 and 18 above and all other applicable sections of this Maintenance Manual for more information on this topic.

44. Dryer Ducts

- 44.1 Check exterior dryer vent for lint buildup monthly to prevent fire danger. The vent should be cleaned professionally as needed.
- 44.2 See all other applicable sections of this Maintenance Manual for more information on this topic.

45. **Health Hazards**

Pests, Vermin

- 45.1 Inspect the perimeter of the home (including the roof from a ladder) and the attic at least every 6 months for insects, mice, birds and other vermin. Contact a licensed pest removal service to handle any problems discovered.
- 45.2 Store firewood away from the home in a structure or container that is not in contact with the ground.
- 45.3 Do not let vines grow on the sides of the house.

Mold

- 45.4 The Homeowner must follow all maintenance requirements to avoid mold and other fungus, especially as set forth in Section 3 above. Mold is a naturally occurring substance that exists indoors and outdoors and functions to degrade organic material. Regular household cleaning will control minor surface molds in the home, however, more severe infiltrations of mold may occur if the right conditions are present. Mold cannot exist without two simple ingredients: Organic material and most importantly, moisture. Household items that frequently form the basis of common household mold include: Rotten food, wood, paper, drywall, carpet or garbage, or over use of humidifiers. Due to the growing implementation of energy efficiency requirements, modern homes allow for less ventilation of air and water than they ever did in the past. As a result, homeowners must perform routine maintenance and properly ventilate new homes in order to control the levels of moisture that exists within the home, and to keep humidity levels inside the home consistent with outside levels. For more information regarding mold and/or the potential health effects of mold exposure, visit the U.S. Environmental Protection Agency mold web site at www.epa.gov/iaq/pubs/moldresources.html, or the U.S. Centers for Disease Control and Prevention at www.cdc.gov and search for the keyword “mold”.
- 45.5 If mold or mildew begin to grow around the edges of window frames due to condensation, remove it promptly with a soap/water mixture and a disposable rag and treat the effected area with a fungicide or bleach/water solution.
- 45.6 Promptly dry any damp or wet areas, including shower and tub enclosures.
- 45.7 Repair all leaks as soon as they appear. Proper inspections and maintenance as set forth elsewhere in this Maintenance Manual is essential.
- 45.8 Do not store organic materials (i.e. paper, wood, clothes, foodstuffs) in damp locations.

- 45.9 See all other applicable sections of this Maintenance Manual for more information on this topic.

46. Other Building Functions and Components

- 46.1 Do not overload closet poles with heavy items. This will cause the pole to deflect and pull out of the fitting on the wall.

Cabinets

- 46.2 Do not overload upper cabinets or cabinet drawers. This can result in sagging shelves or even detachment of the cabinets from the walls. Cabinet drawers that are overloaded can damage the plastic guides resulting in difficulty pulling the drawers. Do not stand on shelves or drawers.
- 46.3 Do not allow water or other liquids to stand on cabinets for any period of time. Steam from cooking or showering should be removed immediately from cabinetry. Avoid using wet hands to open and close cabinets. Wipe up all excess liquids immediately. Moisture from flooring should not be allowed to touch the cabinetry. Moisture may damage the finish of your cabinets.
- 46.4 Clean cabinets only with furniture cleaning solutions. Do not clean wooden cabinetry with water.
- 46.5 Stained cabinets should be treated monthly with an application of lemon oil or furniture polish to preserve their beauty and extend their life.
- 46.6 Metal drawer guides should be lubricated every year.
- 46.7 Do not slam, hang objects from or pull on the cabinet door, as this will cause hinge mechanisms to weaken.
- 46.8 Once per year inspect cabinet door hinges and retighten if necessary.

Moldings and Trim

- 46.9 Inspect moldings and trim every 6 months. Repair as needed with putty and/or caulk, sand and refinish to prevent any further separation or splitting. All cracks must be sealed to prevent moisture from migrating to the unprotected interior of the wood.

Telephone and Cable Service

- 46.10 If the telephone or cable provider informs you that service is not working in all or part of your home, have the provider install the service to your home and contact the Builder to correct any problems within the home. The Builder is not responsible for costs incurred by the service provider within the Home.

47. EMERGENCY PROCEDURES

Plumbing

- 47.1 Severe Water Leak - Turn off local control valve under sink, if applicable, or main water valve at front of house, which is usually located near the hose bib. Alternatively, you may shut the water off at the meter box.
- 47.2 Sewer Plugged Up - If all waste water and sewage in house will not flow, stop using the plumbing.

Electric

- 47.3 No Electricity in House - check main breaker in meter box. If main breaker is ON, check to see if circuit breakers in sub-panel are all in ON position. If breakers are OFF, switch to ON. Then switch OFF then back ON. This will reset the breaker.
- 47.4 No Electricity at a Plug, Appliance, or Switch - check all breakers in sub-panel. If OFF, switch to ON. Refer to electrical section for instructions on resetting tripped breakers. The most common complaint we encounter in this area is one of no power to kitchen and bathroom plugs. These plugs are on the special GFCI circuit. Be sure to check this breaker, which may be located in the house or in the sub-panel. If RESET button has popped out, push it back in, or if a breaker has tripped reset it. Please note that certain plugs are “half-hots” and one plug is controlled by a switch. If this is the case, make sure the switch is ON.
- 47.5 If Homeowner smells smoke or something burning after energizing electrical system, turn main outside breaker at the meter to OFF position and do not turn back ON until you call Builder and received further instructions.

Heating

- 47.6 Furnace Will Not Operate - A) Check thermostat to see that it is in the HEAT mode and that desired temperature is set and the fan mode is set to AUTO; B) Check to see that furnace unit is plugged in. If a fuse is used at plug location, make sure it is not blown. If it is, replace with a new one of comparable rating; C) Check circuit breaker marked furnace at sub-panel to see that it is in ON position; D) Make sure filter access door is secure (a loose door will activate safety switch causing furnace to stop).

Smell Gas

- 47.7 Leave the home. Do not return until the problem is fixed. Turn off gas at main shut-off valve located on the outside of the home. Do not touch any electrical switches or light any appliances. Do not use any phone in your home. Immediately call the gas supply company from a neighbor's phone or cell phone outside the home. Follow the gas supplier's instructions. If you cannot reach the gas supply company, call the Fire Department.