

The Villages at Timber Oak

Maintenance Standards

Approved June 27, 2016

Interior General:

1. Occupants shall regularly (every few months) check all caulking around tubs, showers, toilets, and sinks to ensure that moisture does not penetrate walls. If caulking is compromised, remove old caulk and replace.
2. Occupants shall keep the heat in their Units at a minimum of 55 degrees in the winter, even while they are away, to ensure that pipes do not freeze. Air conditioning shall be kept on and set below 80 degrees during the summer even while homes are vacant to ensure that humidity levels do not encourage mold growth.
3. Internal dryer lint screens shall be cleaned between each use. Dryer vents and ducts shall be cleaned out annually. If a dryer booster fan is installed, it shall be cleaned out and serviced annually. If a dryer booster fan is not installed, any replacement dryers must be able to vent the full length of the duct.
4. Steel braided water lines are the Timber Oak standard on washing machines, ice makers, dishwashers, dryers with the steam accessory; sinks and toilets. Only steel metal braided hoses or properly installed copper tubes and connectors are permitted to be used (plastic tubing and or rubber hoses are not acceptable). Water lines connected to washing machines shall be turned off when a Unit is vacant or if the occupants are away for more than a three days.
5. Occupants may not leave running water unattended, therefore avoiding overflows and conserving water usage.
6. All leaking pipes, valves, and toilets must be promptly repaired. To facilitate minimum damage from leaks, occupants must be aware of where local valves are located as well as the main water shutoff for their unit.

Interior Basement:

7. Basement air handlers shall be replaced as needed. Inside and outside of the HVAC systems should be serviced every spring and fall.
8. Hot water heaters shall be replaced within one year of the warranty expiration date or sooner. Although not a requirement, hot water heaters operate more efficiently and will last longer if a hose is attached to the outlet bib and a portion of the tank is drained into the floor drain at least annually, removing rust and other sediment.



9. A dehumidifier shall be run in any basement or unfinished portion of a basement in the summer months.
10. Occupants shall ensure that in-line humidifiers (if installed) are turned off during the summer months and turned on during the winter months. If condensation appears on the inside of windows, the humidifier must be turned down. The humidifier filter shall be cleaned at least annually and replaced every two years.
11. If a sump pump is present in a Unit, it must be operational and plugged in at all times. Occupants shall pour water in the sump pit once per year in order to ensure that the pump is working.
12. Exhaust outlet pipes, booster fan motors and humidity moisture sump pumps (and associated tubing) attached to hot water heaters and furnaces should be inspected annually.

Fire Safety:

13. Every Unit shall have a working and current fire extinguisher in an area where all occupants can easily find it. The expiration date of the extinguisher shall be checked twice a year when daylight savings time begins and ends. Expired units shall be recharged on a timely basis.
14. Occupants shall insure batteries are replaced in all smoke and carbon monoxide detectors twice a year when daylight savings time begins and ends.
15. Unit Owners, tenants and occupants of Units shall not use charcoal grills or other devices such as chimeraas, fire pits or propane heaters which operate with an open flame, anywhere in The Villages at Timber Oak. Propane tanks may not be stored inside the building structure including the garage. Extra propane tanks may be stored only next to barbeque unit or removed from premises.

No Unit Owner, tenant or occupant of a Unit may place a gas grill so close to the siding of a building or to deck posts as to cause damage (Plastic siding is easily melted by heat) or create a fire hazard.

Unit Owners, tenants and occupants of Units shall not use grills within garages.

Exterior:

16. Occupants shall immediately contact the Association's management company if they become aware of any drainage issues such as ponding of water against the foundation, clogged exterior drains, ice dams, clogged gutters on the roof or if they become aware of any evidence of running or seeping water either inside or outside of the unit.



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17. Occupants shall keep snow and ice from accumulating against the exterior doors on their decks, and, in addition, shall contact the management company to remove any snow that is higher than the exposed concrete on the foundation or that is against their front doors.
18. Occupants shall adjust the height of the threshold plate on the bottom of the exterior door frame (4 screws), if necessary, to ensure there are no gaps that would allow air or water infiltration at least every spring and fall.
19. Occupants shall turn off the interior shutoffs (usually located in basement or under kitchen sink) for all hose bibs prior to November 1st, shall remove all hoses and shall open the hose bibs from the exterior to drain any excess water.
20. Occupants shall not use sodium chloride (rock salt) on any exterior concrete surfaces such as walks and stoops to melt ice since the freeze/thaw cycle it creates will cause damage to the surface of the concrete.
21. In the event an Occupant receives approval from the Executive Board for the installation of anything on the exterior of the building such a satellite dish, antenna, flagpole, planter, etc., it is the responsibility of the Occupant to ensure that any penetrations are properly caulked or flashed against water infiltration.
22. In the event an Occupant receives approval from the Executive Board for the installation of a storm or screen door, it is the responsibility of the Occupant to ensure that “weep” holes are installed to prevent moisture build-up between the two doors.

General:

23. Occupants shall be liable for any loss or damage and HOA insurance deductible, caused by non-compliance with Timber Oak standards or repairs and installations that are not performed by licensed and insured professionals.
24. Following notice, Unit Owners will allow the Association or their assigned agent access into their unit for visual examination in order to confirm that homeowner is in compliance with Maintenance Standards. Failure to comply with this program may result in fines and/or fees for special scheduling of the inspection.