THIS MANUAL PROVIDES GENERAL GUIDELINES regarding Association maintenance obligations; it is not an instruction manual for conducting inspections or making repairs.

For best maintenance results, the Association should hire licensed professional contractors to perform all inspections and repairs. Multiple contractors will be required to cover the variety of Association maintenance obligations.

Employing competent and qualified painters, plumbers, electricians, pest controllers, landscapers, fire safety advisors, and other specialists to monitor a well-planned maintenance program will also protect the Association from certain forms of liability.

To help maintain property values and protect the Association from liability, individual homeowners must promptly inform the Board of any hazardous, unhealthful, or unsightly conditions in the Common Area.

Please retain this sheet for your records acknowledging that you received this Association Common Area Maintenance Manual.

___________________________________  _________________________
HOA Officer                                    Date

___________________________________  _________________________
Authorized Agent                                Date

___________________________________  _________________________
Buyer                                          Date
ASSOCIATION COMMON AREA MAINTENANCE MANUAL

VILLA BELLA

ACKNOWLEDGEMENT RECEIPT
(SELLER COPY)

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Date

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___________________________________
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___________________________________
Seller
___________________________________
Date
This manual is not intended to replace the detailed information contained in any other warranty or contract, including an insurer’s homeowner or common area warranty. Employees or agents of Pacific Paradise Condominiums, LLC. are not authorized to extend, modify, or change the insurer’s warranty in any way.

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PART I
MAINTENANCE OF MATERIALS

THE PRIMARY MATERIALS USED IN THE COMMON AREA are metal, wood, and paved hardscapes. In general, these materials require similar basic maintenance and repair wherever they are used.

The Association is responsible for maintenance of materials located in the Common Area and any additional areas set forth in the Declaration of CC&Rs. Individual homeowners are responsible for maintenance of materials located within their exclusive use boundaries, subject to exceptions set forth in the Declaration of CC&Rs.
HARDSCAPE SURFACES

THE ASSOCIATION IS RESPONSIBLE for maintenance and repair of all hardscape surfaces located in the Common Area. Typical hardscapes include walls, driveways, walkways, roadways, patios and parking areas, most often composed of concrete, asphalt, stucco, plaster, brick or other paving material.

All hardscape surfaces must be inspected regularly and treated based upon the individual needs and conditions of the material. Surfaces exposed to extreme weathering and wear will require more frequent repair than surfaces in more protected areas. Surface treatments for cleaning, waterproofing, and other repairs vary according to their material composition and other factors.

Hardscape surfaces must be kept clean and free of debris and graffiti. Safety hazards must be dealt with immediately. Broken pavement, slippery surfaces, obstructions and other potential hazards must be marked and barricaded until repairs are made.

Water is the main threat to hardscape surfaces. Water can undermine pavement, deteriorate asphalt, seep into stucco, erode subterranean support, invade cracks, promote mold, and render surfaces slippery for cars and pedestrians. Hardscapes must kept as dry as possible. Rainwater should drain off promptly and efficiently, not form puddles that need to evaporate. Adequate drainage and efficient sprinkler patterns are fundamental to minimizing water damage. (Irrigation and drainage guidelines are set forth in the Landscape Maintenance section of this manual.) Any observations of water leaks, broken fixtures or hardscape problems should be reported and action to repair should be taken.

WEEKLY

Landscaipers should sweep and clean all concrete, asphalt, and paved surfaces. Any graffiti or other defacement must be cleaned or painted over promptly.

EVERY SIX (6) MONTHS

Inspect all hardscape surfaces in the Common Area. Repair cracks, fissures, lifting, settling, erosion, and any potential safety hazards. Power wash paved surfaces to remove stains as needed.

ANNUALLY

Clean, paint, waterproof, patch, and treat hardscape surfaces as needed. Repaint parking space stripes, fire lanes, and other markings as needed. Parking wheel stops must be securely fastened and unbroken. Some surfaces may require periodic waxing or buffing. Apply sealant and waterproofing as needed.
WOOD SURFACES

THE ASSOCIATION IS RESPONSIBLE for maintenance and repair of all wooden surfaces and fabrications located in the Common Area. Typical wood surfaces include doors, door frames, window frames, fences, gates, posts, decks, and trellises.

All wood surfaces must be inspected and treated based upon individual needs and conditions. Scheduled maintenance of wood surfaces should be adjusted according to environmental conditions. For example, more frequent maintenance is necessary in high moisture environments such as near the coastline. Surfaces exposed to sunlight, wind, heat, salt and other elements will require more frequent repainting and replacement than surfaces in more protected areas.

Regular applications of paint, stain, waterproofing and other protective coatings will help preserve the wood, retain structural integrity, and enhance aesthetic appeal.

To minimize dry rot and termite infestations, wood should not make direct contact with soil.

EVERY SIX (6) MONTHS

Inspect all wood surfaces and fabrications in the Common Area. Look for signs of deterioration, instability, faded color, splitting, dry rot, termites and other pest infestations. Repaint and repair as needed for protection and beauty. Caulk gaps and cracks around door and window frames. Lubricate hinges, fasteners, knobs, locks and other related hardware and replace as needed.

NOTE: For wood sealers or other waterproofing coatings, maintenance guidelines of the coating manufacture must be followed.
THE ASSOCIATION IS RESPONSIBLE for maintenance and repair of all metal surfaces and fabrications located in the Common Area. Metal includes all forms of iron, sheet metal, stainless steel, aluminum, wire mesh, chain link, and similar materials. Typical metal surfaces include doors, door frames, window frames, fences, gates, handrails, furniture, vents, pipes, drain covers and other appurtenances.

All metal surfaces must be inspected and treated based upon individual needs and conditions. Surfaces exposed to moisture, sunlight, wind, heat, salt and other elements will require more frequent repair and replacement than surfaces in more protected areas.

To minimize corrosion and instability, metal surfaces should not make direct contact with soil.

If rust or corrosion is observed, corrective action should be taken to avoid structural failure.

EVERY SIX (6) MONTHS

Inspect all metal surfaces and fabrications for signs of corrosion, deterioration, instability, rust, chipped paint, and general wear. Clean, repair, touch-up, repaint, and replace as needed. Caulk any cracks and check the weather stripping around doors and windows. Lubricate door and gate hardware, bolts, latches, locks, hinges and knob components. Check handrails for secure support. Inspect all vent surfaces and roof spark arrestors to ensure they are unobstructed and properly secured.

Complete repainting, waterproofing, repaving, and other treatments may not be needed every year, however the water proofing system for the building must be completely overhauled at least every three (3) years. The condition of materials should dictate their repair and replacement needs, based on regular inspections and recommendations by a competent maintenance technician or licensed contractor. The Association should anticipate that major restoration or complete replacement of some material structures and surfaces may be needed after years of use.
THE ASSOCIATION'S OBLIGATION TO MAINTAIN COMMON AREA IMPROVEMENTS includes all structures, appurtenances, and additions to the Common Area as defined in the Declaration of CC&Rs. Because your Declaration of CC&Rs may also require the Association to maintain areas that are exclusively used by one or more homeowners, you should carefully review and follow the part of the Declaration that defines or allocates maintenance obligations between the Association and owners.

To help maintain property values and protect the Association from liability, individual homeowners must promptly inform the Board of any hazardous, unhealthful, or unsightly conditions in the Common Area as well as any area of disrepair.
The concrete slab that supports the structure may include a hot rubberized asphalt membrane, a pre-formed drainage mat, and a concrete topping slab over the membrane. Leakage can occur from cracks in the membrane or damage caused by long-term exposure to the elements.

Sealant that develops a crack, loses elasticity, or detaches from substrate materials must be replaced. Sealant life varies according to the elements.

Planters located on the concrete slab must be monitored regularly to ensure adequate waterproofing and drainage.

EVERY WEEK

All drains and plumbing lines should be kept clear at all times. Remove debris, organic matter, and any blockages from planter drains, grates, and pipes.

EVERY SIX (6) MONTHS

Inspect concrete surfaces, planters, and slabs for cracks, fissures, or settling. Seal and repair immediately. Inspect and clear all plumbing lines and drains prior to the start of the rainy season. All drainage systems should be tested, including drainage of planters.

ANNUALLY

Inspect inside each planter to ensure that the exposed protection and drainage materials are in good condition. Repair and replace as needed. The soil level in the planters must always remain lower than the exposed waterproofing membrane. Remove excess soil and other plant material as needed.
INDIVIDUAL HOMEOWNERS ARE RESPONSIBLE for maintaining walls located within the exclusive use area of their unit. Homeowner maintenance obligations are not contained in this manual.

The Association is responsible for maintaining all walls, fences and enclosures located in the Common Area.

Common Area walls and fences can divide areas of the property, provide privacy, restrict noise, keep soil in place, support structures, and serve other functions. They may be made of wood, brick, stucco, metal, cement, tempered glass, or other materials.

Every wall and fence requires an individual maintenance assessment based upon its construction, purpose, exposure to sunlight, moisture, wind, and other conditions.

Particular attention must be paid to maintaining walls and fences designed to prevent unwarranted access to a potential physical hazard.

Retaining walls may fail if exposed to loads they were not designed to withstand. Excessive loads can build up from moisture due to improper irrigation or insufficient drainage. Retaining walls are generally designed to allow water to pass through. Regular checks should be scheduled to ensure drains, weep holes or other load relieving systems are not clogged or otherwise impeded.

All inspections, painting and repairs must be performed by a licensed contractor.

EVERY SIX (6) MONTHS

Conduct a systematic inspection of all Common Area walls and fences. Check for signs of erosion, movement, or cracking. Determine if wall surfaces require patching, painting, caulking, or other restorative treatment to retain appearance and resist weathering.
WALKWAYS AND DRIVEWAYS

The Association must maintain and repair all walkways and driveways located in the Common Area. The Board must implement a plan of regular inspections and repairs and also respond promptly to reports of danger or damage.

Walkways and driveways are a potential hazard if not properly maintained. The services of an independent inspector can provide supporting documentation regarding safety and repairs.

EVERY WEEK
Dirt and debris should be removed by the landscaping maintenance contractor. Sweep and clean the sidewalks and driveways, as needed. The landscaping maintenance contractor should promptly report any cracks, lifting or other tripping hazard to the Board.

EVERY SIX (6) MONTHS
Inspect walkways for cracks, lifting and tripping hazards. Barricade safety hazards until appropriate repairs have been made. Correct the source of the problem, for example, trim intruding tree roots or repair a drainage issue.

ANNUALLY
A washing service should power-wash walkways and driveways to remove entrenched dirt and stains, as needed.

EVERY TWO (2) YEARS
The stamp cement on all walkways and corridors must be sealed with appropriate sealer.
Preventive maintenance is the best way to avoid costly roof repairs. Roofs can suffer damage from normal deterioration, inappropriate foot traffic, inclement weather, improperly trimmed trees, and vandalism.

Repairs should be made immediately upon discovery of any problem with the roof system. Leaks, cracks, splits, blisters, punctures, and missing or damaged roof coverings must be repaired immediately.

For best results, do not permit anyone, including contractors, to walk or place heavy objects on the roof. A crane or other mode of access is recommended to promote long-term integrity of the roof system.

No antennas, cables, or wiring should be attached to or penetrate through the roof. All vents, skylights or equipment penetrating through the roof must be sealed to prevent water damage, and inspected regularly to ensure roof system integrity.

Exhaust fan vents may protrude through roofs. A regular maintenance schedule must be followed as set forth in the operations manual for the type of exhaust system installed. Due to high voltage, only a qualified technician should service this system.

Water should not be permitted to pool on the roof or remain stagnant in a gutter. Standing water is a sign that a roof is in need of immediate drainage correction.

Visual inspections should be performed after significant rainstorms and high wind events. Promptly repair or replace any damaged roof areas, even if the damage appears to be minor.

PERIODICALLY AS NEEDED

Based on conditions, any accumulation of leaves, plants or debris should be cleared from the roof, gutters, valleys, joints, and related roofing elements. Trees and branches should be trimmed away from roof areas in anticipation of potential hazards during severe wind and storm conditions.

ANNUALLY

A licensed professional roofer with a C-39 contractor's license should perform a comprehensive roof inspection and make necessary repairs. Inspections should include all elements of the roofing area and supporting elements, caulking in structural joints, masonry walls, cap flashing joint covers, and bird-stops. Examine joints, flashings, terminations, and roof membrane laps for integrity and water tightness.

THE DRAINAGE SYSTEM
THE COMMON AREA DRAINAGE SYSTEM must be able to efficiently transport large amounts of rainwater away from roofs, hardscapes and landscape areas. Inadequate drainage can result in flooding and extensive water damage to the property.

Individual owners are responsible for the pipes and drainage within their unit and exclusive use boundaries. The Association is responsible for all other elements of the drainage system.

The following guidelines set forth basic maintenance obligations for the drainage system. Regular landscape maintenance should include drain debris clearance.

Preventive maintenance is crucial. Clogged drains force runoff water to back up and overflow, potentially damaging building foundations, plant root systems, paved areas, and other property.

Annually

Inspect the entire drainage system before the rainy season begins to ensure unimpeded water flow. Clear and flush the system as needed.

ROOF GUTTERS AND DOWNSPOUTS

Roofs direct rain into a system of gutters and downspouts. Water must be able to funnel freely through all gutters and downspouts. All maintenance and repairs should be performed by a qualified contractor.

Every Three (3) Months

Clean out all roof gutters and downspouts and flush water through the system to ensure unimpeded flow. Repair any unattached, disconnected, leaking, or missing parts. Trim tree branches at least two feet (2') away from the nearest roof gutter or downspout at all times, including during high wind conditions.

CURBS AND GROUND GUTTERS

Curbs and ground gutters direct water into conduits that transport water to discharge points off the property. Curbs and gutters must be kept clean and free of debris. The landscape maintenance contractor should include curb and ground gutter cleaning in regular weekly service.

STORM DRAINS

Storm drains are the street drains that transport runoff water from paved areas into a channel system that ultimately flows into the ocean. Storm drains should not be used for dumping anything other than runoff rainwater. The landscape maintenance contractor should include storm drain clearance in regular weekly service.

Flooded pavement and marshy landscape conditions are signs of storm drain blockage. Blockages must be unclogged promptly, as they occur.
Every Three (3) Months

Perform an inspection to ensure that all drains and grates are clear and free flowing. Remove accumulations of mud and any other obstructions.

Area and Landscape Drains

Area and landscape drains are located in hardscape areas, planter boxes, lawns, slopes and other areas where natural drainage is insufficient to absorb a heavy accumulation of water.

Clogged landscape drains can destroy plants by depleting the soil of nutrients and causing root rot. Excessive water can also erode substructural support under walkways and other hardscape areas, weakening pavement integrity and requiring costly restoration.

Landscaping often includes planter boxes adjacent to a structure. Failure of a planter box to drain can cause water intrusion damage to the structure and mold damage.

Every Month

Remove debris and other obstructions from all drain covers. Replace broken or missing covers. Cut back plant growth that may obstruct water drainage.

Prior to rainy season, clean water drain near alley at the rear of the Common Area.

Every Six (6) Months

Inspect slope areas to verify adequate drainage. A two percent (2%) slope pitch is recommended for the first five feet (5') around all structures to help water migrate away from foundations.

Brow Ditches and Drainage Swales

Brow ditches and drainage swales channel excess surface water into storm drains and gutters. These V-shaped troughs are usually made of concrete and commonly located at the top and bottom of sloped landscape areas to help prevent soil erosion.

The two primary maintenance concerns are cracks and debris. Plant growth, mud or debris can impede clear drainage flow. Small cracks in the concrete can quickly erode during a rain event, compromising the surrounding area.

Every Month

Inspect brow ditches, drainage swales, and sub-surface drain outlets. Clear out plant growth, mud and debris, as needed. Make sure all outlet drains are clear in anticipation of rainstorms. Promptly repair any cracks in the concrete.
SUMP PUMPS

Sump pumps drain water from basements, garages, swimming pools, sump pits, and other low spots where natural drainage does not occur. There are sump pumps located in the trash room and outside the building.

Maintenance guidelines vary according to the type of pump. Routine preventive maintenance and repairs must be performed by a qualified contractor familiar with the specific system.

Sump pump screens must be kept unclogged to prevent flooding.

Every Rainy Day

Monitor sump pump function whenever it rains, including the intake flow amount and noise level. Contact the service contractor immediately if the sump pump is not functioning properly.

Every Month

Clean the pump screen. Make sure the impeller is in good condition and pump is functioning properly.

Every Six (6) Months

Flush water through the entire pump assembly. The buoys should be kept clean and unimpeded.

Annually

Prior to the start of the rainy season, clean the sump pump and sump pit. Replace gaskets, seals, rings and oil as needed.

SEWER AND DRAIN LINES

The sewer line for the building and drain lines in the garage should be cleaned out at least annually, to keep the lines clean and verify that they are in good condition. Over time, roots from plants above these lines can enter the lines and clog them.

Annually

Have the sewer and garage drain lines professionally cleaned and inspected by a licensed plumber.
A CLEAN FRESH WATER SUPPLY is the highest priority. Regularly scheduled inspections, maintenance and repairs to the Common Area plumbing system should be performed by a licensed C-36 plumbing contractor.

Maintenance obligations for the landscape irrigation system and pipeline are detailed in Part III of this manual, including inspections mandated by the State of California for backflow preventer devices.

In addition to irrigation, the Common Area plumbing system includes pressure reducing valves (PRVs) that control residential and landscape water pressure. The PRVs are located near the shutoff valve or water main. Failure to maintain the PRVs in good condition and at proper levels could result in unreliable water pressure and damage to appliances, pipes and fixtures.

A water heater that serves the Common Area may be located in the utility room. Water heaters should be replaced as needed for maximum efficiency. When the water heating system is being serviced, the circulating pump for the system must be turned off to prevent damage to the pump.

EVERY MONTH

Check the water heater temperature settings, pilot light ignition and pressure relief valve function. Note any signs of leakage or dripping. Make adjustments and repairs as needed.

ANNUALLY

Drain and flush out the water heater to remove sediment from the bottom of the tank. Remove scaling from the heating elements as needed. Clean the wye strainers.
THE LIGHTING SYSTEM

PROPER COMMON AREA LIGHTING is essential to safety and security. Inadequate lighting can lead to preventable accidents and potential Association liability.

The lighting system includes all walkway lights, street lights, timer-controlled lights, photocell-controlled lights and emergency lights located in the Common Area.

Individual homeowners are responsible for lighting elements attached to their residences and located within the boundary of their exclusive use area.

Burned out bulbs must be replaced immediately. Replacement bulbs must be the appropriate wattage, size and style for the fixture.

Repairs to fixtures and wiring must be performed by a licensed C-10 electrician or professional lighting contractor. Bulb replacement and other common services may be performed by maintenance personnel.

EVERY MONTH

Perform an after-dark walk-through inspection of all Common Area lighting areas and make repairs and replacements immediately. Test all emergency lights to ensure proper function. Adjust lighting timers to fit changing day/night hours.

EVERY THREE (3) MONTHS

Monitor the timers to ensure accurate function at the specified on and off times. Clean photocell eyes for clear light reception.

EVERY SIX (6) MONTHS

Inspect all fixtures, gaskets, caulking, poles, and other support devices for cleanliness, sturdiness and safety. Replace worn parts and perform paint touch up as needed.
THE FIRE SAFETY SYSTEM

IN CASE OF FIRE, CALL 9-1-1 IMMEDIATELY.

The fire safety system includes any smoke detectors, fire alarms and fire extinguishers located in the Common Area, and the fire-suppression sprinkler system.

The Association must maintain a fire-safe environment and conform to all fire safety codes and ordinances. An effective and reliable fire suppression system can save lives and preserve property.

Follow the guidelines of the National Fire Protection Association (NFPA) regarding scheduled maintenance, repairs, inspections, tests, and other fire prevention programs and procedures (NFPA 13, 13D, and 13R).

Inspections and repairs should be performed by the original installer of the equipment or a licensed C-16 fire protection contractor familiar with the existing equipment.

The Association should maintain a record of all maintenance, tests, and inspections, including repairs and recommendations regarding preventive maintenance or modifications to improve the system.

SMOKE DETECTORS AND FIRE ALARMS

A smoke detector or fire alarm alerts occupants to exit the building if there is a fire. A fire alarm does not alert the fire department. In case of fire, exit to safety and call 9-1-1.

IMPORTANT:

Notify the local fire department prior to any alarm test that could trigger an unnecessary fire department response to the test.

Every Month

Test all smoke detectors and fire alarms in the Common Areas. Replace batteries as needed.

FIRE EXTINGUISHERS

Fire extinguishers must be maintained, tested, and replaced as set forth in the owner manual and as recommended by NFPA Standard 10 regarding portable fire extinguishers.

If the extinguisher is used, promptly clean the chemical retardant off all surfaces to prevent corrosion.
Every Month

Fire extinguishers should be unobstructed and secure. Check the unit to make sure it is not leaking. Gauge pressure must remain in the operable range.

Annually

Most fire extinguishers need to be recharged every year, or according to manufacturer recommendations.

FIRE SUPPRESSION SPRINKLER SYSTEM

The Association is responsible for maintaining and testing any fire suppression sprinkler system located in the Common Area.

The sprinkler system includes all related pipes, valves, drains, sensors, and sprinkler heads. Defective elements of the sprinkler system could permit water to seep into the structure, causing extensive damage and expensive repairs.

Sprinkler heads may be covered with a bag temporarily while the surrounding area is being painted. Bags must be removed from the sprinkler heads immediately after the area is painted.

All inspections and repairs must be performed by a certified specialist or licensed fire prevention company in accordance with specifications set forth in NFPA 130.

Annually

Inspect the entire sprinkler system for leaks. Replace sprinkler heads that are bent, broken or painted. Make sure all valves are in their proper operating position.
EMERGENCY GENERATOR

AN EMERGENCY GENERATOR MAY NOT BE USED VERY OFTEN but it is a cherished asset during a power outage. Generators must be kept in operating condition and ready to function whenever an emergency arises.

Regularly scheduled maintenance checks should be performed by an authorized technician. Each generator's operating manual describes the specific tests and maintenance timetables appropriate to the specific model.

All emergency and safety devices must be maintained in good working order to ensure proper function, prevent public danger, and minimize liability to the Association.
ALL SIGNS IN THE COMMON AREA must conform to applicable laws and ordinances. Caution signs should be posted anywhere a reasonable hazard exists.

Signs may designate street names, direct traffic, restrict vehicle height, delineate parking spaces, set speed limits, post towing policies, and convey other important information and regulations.

A sensible sign plan instructs and informs homeowners in trash and recycling areas, laundry facilities, pool rules, safety tips, and other notices deemed helpful and appropriate by the Board.

A maintenance technician or qualified sign company can perform regular inspections and sign repair as needed. Landscapers must keep plant growth and tree branches trimmed away from signs and sightlines.

EVERY SIX (6) MONTHS

Perform a systematic inspection of every sign in the Common Area to ensure that all are securely mounted, easily readable, entirely visible, and in good condition. Unreadable or missing signs must be repaired or replaced immediately.
ENTRY GATES AND GARAGE GATES

THE ASSOCIATION SHOULD CONTRACT with a qualified service technician to ensure proper maintenance and repair of all entry and garage gates. All gates must be kept in good operating condition for convenient owner access and the benefits of security. A consistent preventive maintenance plan is essential for reliable performance and to minimize replacement costs.

Entry gates may be opened by remote control units, digital entry codes, or an electronic signal connected to the residences. The entry gate system may include a radio or telephone system and an access box for emergency vehicles. Guidelines and service schedules set forth in the original maintenance manuals must be followed.

EVERY MONTH

Inspect all garage and entry gates for damage and wear. Ensure that all safety features function.

EVERY THREE (3) MONTHS

Check for proper operation of the automatic gates, drive systems, gate safety and exit devices and verify proper operation of all entry devices such as radio receiver, telephone entry system, key switches and entry codes.

Check and adjust the gate clutch as needed

EVERY SIX (6) MONTHS

Lubricate, grease or oil hinges, chains, and other moving parts. Adjust chains and belts for excess slack. Inspect the entire gate system to ensure that all wire connections are secure and all parts function smoothly. Make repairs promptly as needed. Adjust drive clutch tension and lubricate where necessary.

DISCONNECT ALL POWER SOURCES BEFORE PERFORMING ELECTRICAL REPAIRS.
THE AIR CONDITIONER CONDENSER, OR HEAT PUMP, should only be serviced by a qualified technician. The schedule of maintenance set forth in the manufacturer’s maintenance manual should be followed. A maintenance agreement with a qualified contractor should provide routine service.

EVERY MONTH

Check the air conditioner filter for cleanliness and replace as needed.

ANNUALLY

Air conditioner condenser or heat pump: Clean the coils, drain pans, drain lines, blower wheel, housing and motor. Make sure all wires and other connections are securely attached. Check the system to confirm adequate working condition and make repairs as needed.
MAILBOXES

MAILBOXES MUST BE SECURE AND WELL-MAINTAINED. Mailbox keys are the responsibility of the individual homeowner but the Association is responsible for maintenance of the mailbox exteriors, the functioning parts, and the surrounding Common Area.

Cleaning the mailboxes and surrounding area should be included as part of regular janitorial maintenance obligations.

ANNUALLY

Inspect mailbox doors, locks and hinges for ease of operation and secure closure. Lubricate, repair and repaint as needed.
UTILITY CLOSETS

UTILITY CLOSETS ENCLOSE THE METERS, pumps, timers, and power supplies for the property. Utility companies are responsible for the function and repair of their utility meters. Any malfunction or irregularities must immediately be reported to the applicable utility company.

The Association is responsible for maintaining the area around the meters. Utility closets are intended for utility purposes only. Non-utility items should not be stored in utility closets.

Cleaning the interior of utility closets should be included as part of regular janitorial maintenance obligations.

IMPORTANT:
The emergency gas shutoff valve must remain accessible at all times in case of fire or earthquake.

EVERY SIX (6) MONTHS

Inspect utility rooms for access, cleanliness, and evidence of vermin and pest infestation. Any unauthorized or inappropriate storage of equipment or personal possessions must be removed immediately.

ANNUALLY

Inspect door locks and hardware to confirm proper function. Lubricate moving parts and repaint the doors and closet as needed. Change locks if any keys are missing or unaccounted for.
TRASH CHUTES

TRASH CHUTES MUST BE WELL-MAINTAINED and regularly cleaned and serviced by a qualified maintenance technician.

AS NEEDED

Cleanliness is essential to eliminating odor and vermin from trash areas. For health reasons, disinfect the chute regularly according to manufacturer recommendations. The disposal area at the base of the chute must be kept clean and free of debris.

EVERY SIX (6) MONTHS

Clean the trash chute doors and jambs. Lubricate hinges and all moving parts. Examine the chute interior walls to eliminate grime and blockages.
ELEVATORS

HYDRAULIC ELEVATORS ARE HIGHLY SPECIALIZED MACHINES that require regular safety checks and preventive maintenance. A service agreement with a qualified elevator technician should include all routine maintenance needs and safety tests. A further agreement should provide for emergency elevator assistance as circumstances warrant.

Preventive elevator maintenance includes cleaning, adjusting, lubricating, and repairing the many parts that keep an elevator operating smoothly, safely and efficiently. Elevator parts include, but are not limited to, motors, pumps, valves, hydraulics, cables, guide rails, brakes, shoes, rollers, lamp signals, the carriage, and the pit at the bottom of the shaft.

Cleaning the interior of the elevator car should be included as part of regular weekly janitorial maintenance obligations. Any act of vandalism should be reported.

NOTE:

Periodic safety tests must be performed as required by A.S.M.E. Code A-17.1 and any other ordinances governing elevator operation.
COMMON AREA BALCONIES/DECKS REQUIRE REGULAR MAINTENANCE for safety and durability. Proper waterproofing is crucial. Special attention must be paid to signs of water seepage into the adjoining structure via beams and other points of contact between structures and balconies/decks.

Damage to an owner's exclusive use balcony/deck is the responsibility of the Owner. However, based on the structural relationship between a building and its balconies and decks, the Association may choose to perform periodic maintenance, inspection and repair functions, in compliance with the CC&Rs and other governing documents.

Wood, metal, and hardscape balcony/deck areas should be inspected, maintained and treated according to guidelines set forth for those materials in Part I of this manual. All inspections and repairs should be performed by licensed professional contractors.

Balcony/deck drains and overflow outlets must be kept free of debris. Rainwater should drain completely and not be allowed to. The Association should inspect balconies/decks after the first rain event of the season to evaluate proper drainage.

Owners must not puncture or damage the balcony/deck surface. Avoid sharp legged furniture and include pads or caps on table and chair legs to avoid scratching waterproof system, metal pans under barbecues, restrictions on plant watering, and limitations on large planters and other heavy items that could block the drainage system, endanger the waterproof surface or threaten structural integrity. Avoid placing large planters on decks as water from platers may damage the deck. Plants must not be placed directly on decks and must have barrier underneath plant to avoid water on deck.

Owners must notify the Association promptly of any problem that may affect or result from damage to the balcony/deck, such as rainwater that forms standing puddles or any damage to the waterproof membrane, regardless of the cause of damage. To encourage Owners to report such damage, and to eliminate disputes over cause, the Association may choose to grant no-fault repairs to waterproof membranes whenever the damage is properly reported by the Owner.

EVERY SIX (6) MONTHS

Inspect all balcony/deck surfaces for signs of wear, cracks, moisture seepage into the structure, and weakness of structural integrity. Repaint, waterproof and perform repairs as needed.

ANNUALLY

Before the rainy season, inspect balcony/deck waterproofing for surface integrity. Repair blisters, cuts and tears immediately. After the first rain event of the season, check all balcony/decks for proper drainage.
ASSOCIATION LANDSCAPE MAINTENANCE OBLIGATIONS include all Common Area lawns, trees, plants, vines, shrubs, flowers, groundcover, soil and related irrigation and drainage systems.

These guidelines are intended to assist the Association in establishing and monitoring a comprehensive and cost-effective landscape maintenance program to preserve and enhance the original landscape design.

For best results, the Association should hire a licensed professional landscape contractor to monitor and sustain plant quality and perform all landscape maintenance duties.

A comprehensive written record of all landscaping work should be maintained, including results of soil tests, water usage rates, fertilization dates, repairs and replacements, and any other matters related to landscape maintenance.

The developer should have provided the Association with a diagram showing the location of plants and irrigation system elements and a written list of all plant material located on the property, including their botanical names. If not available from the developer, the Board should have such a diagram and list prepared by a landscape contractor.
PLANT CARE

PROPER PLANT CARE requires a systematic strategy of maintenance and beautification, with periodic watering, mowing, pruning, testing, fertilizing, replacement, and pest control.

To maintain a clean and safe living environment, litter and debris must be removed promptly and regularly from all landscape maintenance areas.

TREES

Healing sick trees and replacing dead trees is expensive. To avoid such unnecessary costs, a licensed C-27 landscape contractor or a certified arborial engineer should regularly examine all trees on the property and perform all necessary preventive tree care.

Local weather conditions must be taken into account when planting and pruning trees. Windstorms, wildfires, rain, mudslides, and earthquakes can topple weak or damaged trees onto persons or property, causing potential liability to the Association.

At Least Four (4) Times Per Year

Conduct a comprehensive tree inspection, including the root drainage system. Prune trees of their dead, broken or diseased branches. Remove diseased trees if necessary. Stake and tie young trees as needed to promote growth and prevent bark abrasion. Remove stakes and ties when the plant is self-supporting. Cut back lateral branches around walkways to permit unobstructed view and unimpeded pedestrian traffic, with a vertical clearance of at least seven feet (7').

Tree Pruning: Trees should only be pruned to correct structural weakness, direct improper growth, eliminate hazards, and improve the health and appearance of the tree. Pruning should be performed according to ISA (International Society of Arboriculture) Guidelines and adhere to ANSI A300 specifications, except in cases where such provisions conflict with restrictions set forth in local ordinances regarding trees.

Pruning Seasons: Pruning seasons differ according to plant species and weather conditions. Evergreens and lower palm tree branches should be pruned in early autumn, before the windy season. Deciduous species should be pruned during the winter.

Tree Root Care: Trees require adequate root drainage to avoid root rot and other problems that are not immediately apparent above-ground. Palm trees are particularly susceptible to instability due to inadequate root drainage. Roots that emerge above ground and interfere with maintenance, walls, and walkways should be removed, but DO NOT CUT OR REMOVE buttressing or supporting roots that anchor a tree, thereby making it vulnerable to toppling in extreme weather conditions.

Tree Fertilization: A cleared radius of twelve inches (12") to eighteen inches (18") should be maintained at the base of trees to avoid nutrient competition from lawn and ground cover areas. Most trees are located in regularly fertilized areas and therefore do not require additional fertilization. Trees should be monitored to ensure they receive proper nutrition and do not suffer from soil compaction or over-fertilization. Trees located in unfertilized remote areas should be fertilized individually one (1) time per year.
IMPORTANT NOTE:

Check local ordinances before removing any mature trees. Some cities restrict removal based on age, size, or species of tree.

LAWN CARE

The aesthetic contrast between a healthy green lawn and a patchy neglected lawn is profound. Maintaining a lush lawn requires consistent care and is often the most expensive item in a landscaping budget. A licensed landscaping contractor should be hired to perform all lawn care, including periodic fertilization, dethatching and aeration as needed.

Every Week

Mow the lawn. Grass height should be determined by a landscaping contractor and may vary according to season. Sweep clippings from gutters, driveways, walkways, and other paved areas.

Every Two (2) Weeks

After mowing and before sweeping, edge the lawn around walls, walkways, paved areas, sprinkler heads, planters, and other fixtures and appurtenances.

Lawn Applications: Healthy lawn growth is enhanced by periodic application of fertilizer as recommended by a lawn care professional. Approved herbicides may be needed to control weeds, crabgrass, and other unwanted growth.

Pest Control: Infestations of aphids, snails, fleas, and other pests must be treated promptly. Any pesticide, insecticide, fungicide, or other chemical application must be approved on the State of California list of acceptable products. Pest treatment may only be applied by a person with an active State Pesticide Applicator's License and a County Pest Control Business License.
NOTICE:

One (1) week prior to spraying, notice of the date and time of the scheduled application of pesticides must be posted on mailboxes and other common areas to inform residents of the procedure. Spraying should be performed at a time and in a manner that causes the least possible inconvenience to residents.

SHRUBS AND GROUNDCOVER

A well-groomed yard decorated with ornamental shrubs and attractive groundcover plants enhances the beauty of the landscape area.

IMPORTANT:

Shrubbery, groundcover, trees, and all other plant growth around driveways, walkways, and parking areas must be trimmed back to provide unimpeded visibility for drivers and pedestrians. Plant growth must not create blind spots or public hazards, nor impede pedestrian traffic.

In addition, all ordinances regarding brush clearance for fire safety must be strictly followed.

Every Week

Inspect shrubs and groundcover areas for damage, pest infestation and watering irregularities. Remove any dead branches, weeds and debris.

Every Month

Trim and shape shrubbery as recommended by a landscape contractor. Plant material must be trimmed away from walls, walkways, driveways, sprinkler heads, valve boxes, controller units, and other appurtenances and fixtures.

Two (2) Times Per Year

Apply a pre-emergent herbicide for weed control and fertilize shrubs and groundcover areas every spring and autumn, or as recommended by the landscape contractor.

VINES

Vines must be neatly trimmed, regularly pruned, and appear orderly. Vines must not be permitted to sprawl onto areas not intended for vine coverage. Surfaces that require painting or other maintenance should not be overgrown with vines.
Every Month

Prune, shape and stake vines as needed. Confirm proper watering patterns. Check for snail and pest infestations.

As Needed

Pesticides and insecticides should be applied as recommended by a pest control professional and administered by a person with an active State Pesticide Applicator's License and a County Pest Control Business License.

Application of Fertilizer: Vines growing near fertilized groundcover areas should not require special fertilizing. Vines located apart from fertilized groundcover areas should be tested and fertilization as needed.

FLOWERBEDS

Flowerbeds require particular care to ensure proper growth and beauty. Seasonal planting, watering, and fertilizing patterns vary by species. Planting should be performed by a licensed landscaping engineer or horticulturalist. An expert will provide the best plans and advice regarding floral combinations based on conditions of sunlight, soil, and climate. New flowers should be planted and old flowers eliminated as needed.

Every Week

Remove unsightly litter, debris, weeds and dead or withered plant material from flowerbeds.

Every Three (3) Years

Remove and replace all planters, vegetation and soil after waterproofing system has been overhauled.

SOIL TESTING

Maintaining proper chemical balance in the soil is essential to healthy plant growth and efficient water usage. Excessive fertilizing or over-watering can adversely affect salt and pH levels in the soil. It is worthwhile to periodically hire a laboratory to perform a soil test to measure nitrogen, calcium, magnesium, potassium, salts and pH levels. Make chemical soil corrections as indicated by the results of the tests. Maintain comprehensive records of all tests.

Every Six (6) Months

Test soil conditions in the landscape areas to establish proper aeration and fertilization. A soil probe should be used to check root and soil moisture depth. Do not fertilize soil unless necessary.
GENERAL IRRIGATION GUIDELINES

IRRIGATION REQUIREMENTS VARY according to plant species, soil conditions, weather, and other factors. Sensible water management is an essential part of an efficient landscape maintenance plan. For best results, contract the services of a licensed landscaping expert specializing in cost-saving irrigation practices.

Every Week

Water meter readings should be noted in a chronological water usage log. The log should also document irrigation operating times and water consumption rates for long-term comparison.

Every Month

Check the entire irrigation system for proper function and make repairs as needed.

WATER CONSERVATION MEASURES

With scarce water resources in Southern California, special attention must be paid to the specific irrigation needs of the landscape and a back-up plan anticipated in the event water rationing is imposed or water costs become exorbitant. The water usage requirements and recommendations of all appropriate water authorities must be strictly followed.

To confront the demands of a diminishing water supply, the Association should hire professional consultants for specific advice about landscape architecture, maintenance practices, plant replacement, and irrigation system management.

A water management plan should be established based on State of California Landscape Water Ordinance requirements regarding regional drought conditions and following all recommended water conservation measures.
Tips for Efficient Watering

Adjust watering patterns to fit weather conditions.

Do not use sprinklers in hot sun, strong wind, or when rainfall is sufficient.

The most efficient time to water is between midnight and 6:00 a.m.

Consistently monitor the irrigation system for accurate dispersal.

Regularly test the soil with a probe to ensure proper moisture content.

To avoid wasteful run-off, do not apply more water than the soil can absorb.

IRRIGATION METHODS

Optimal growth is not achieved by arbitrarily watering plants until the surface soil appears saturated. Adequate and efficient plant irrigation cannot be determined above-ground, because surface soil is not a reliable indicator of root absorption and nutrient needs. Moisture sensors and soil probes should be used to a depth of at least twelve inches (12"") to monitor the moisture content of the soil.

Over-watering: Applying too much water is harmful to plant life and needlessly adds to the water bill. Excessive watering fosters the growth of crabgrass and other weeds and creates a damp environment where disease organisms may develop. Over-watering can also cause slope slippage, surface erosion, seepage into building foundations, and undermine the integrity of hardscape areas.

Irrigation Schedules: Watering must be adjusted according to changing plant needs and variable weather conditions. Irrigation requirements and evaporation rates can change from day to day and should be monitored frequently. As in all landscape maintenance matters, follow the recommendations of the landscape architect and landscape maintenance contractor.

Soil Variations: Sandy soil absorbs water four times faster than clay-rich soil. Soil on a slope absorbs water differently than soil on flat terrain. Watering patterns must be carefully customized to meet individual plant needs and variations of soil. Deep watering methods promote deep root growth. Efficient irrigation practices permit soil to dry out to some extent between watering, inducing plants to sprout deep healthy roots.
THE IRRIGATION SYSTEM

A WELL-DESIGNED AND PROPERLY MAINTAINED IRRIGATION SYSTEM will disburse appropriate amounts of water throughout the landscape area according to the necessities of each specific plant. Plant growth and soil conditions must be monitored regularly to determine if irrigation patterns need to be adjusted.

Water usage will vary according to season, rainfall, soil conditions and plant species. For best results a licensed irrigation specialist should design, monitor and maintain the entire irrigation system.

Any repair or replacement of the irrigation system must result in a system equivalent to the originally installed irrigation system.

CONTROLLERS

Controllers are the devices that regulate watering times for specific landscape areas. Controllers must be programmed and monitored to achieve optimal water usage based on soil tests, weather conditions and plant requirements. Improperly programmed controllers will waste water and deprive landscape areas of needed irrigation.

NOTE:

Improper water usage during drought periods may incur SIGNIFICANT CIVIL PENALTIES.

Watering Times: The most efficient time of day for automatically controlled watering is between midnight and 6:00 a.m. Do not water during periods of rain.

Every Month

Inspect all controllers, valves, connections and drains in the irrigation system. Only a licensed professional should reprogram the controllers or replace defective parts.

Annually

A licensed C-27 landscaping contractor or professional landscape contractor should conduct a complete system analysis of irrigation efficiency, schedules, coverage, and water usage, and make adjustments and repairs as needed.

Replacement Parts: Replacement parts for controllers must be consistent with the model and manufacturer of the original equipment. If substitute parts are necessary, the contractor must submit performance data that verifies the substitute parts meet or exceed the specifications of the original equipment.
Controller Enclosure: The controller enclosure must be kept clean, pest-free, unimpeded by plant growth, and fully functional. The enclosure door must be lubricated to open freely and weatherstripped to close snugly. All wires inside the enclosure must remain attached to the terminal strip.

BACKFLOW PREVENTERS

Backflow preventers are valves that prevent water in the irrigation system pipeline from flowing back into the main water supply. Backflow preventers are located between the main water source and the start of the irrigation system, near the water meters.

Every Month

Check all backflow preventers and pressure regulators for leaks or excessive wear and replace parts as needed. These inspections and repairs are best performed by a licensed C-27 landscaping maintenance contractor.

Annually

The State of California requires an annual test of all backflow preventers performed by a certified backflow technician.

THE PIPELINE

The pipeline is the system that transports water from the main source to the various irrigation distribution points.

Malfunctioning pipelines can waste water or parch plants, resulting in unnecessary replacement costs. Seeping pipelines can erode soil under hardscapes and wash away plants and topsoil. Leaks near a building can erode the foundation, threatening structural integrity and potentially causing water damage to interior living areas.

At Least Two (2) Times Per Year

Examine the entire pipeline system and perform preventive maintenance and repairs as needed. PVC pipes are nearly maintenance-free when properly installed. Pipeline segments that are exposed to the sun should be inspected for deterioration and replaced as needed. All above-ground replacement parts must be UV (ultraviolet) resistant.

VALVES

Valves that control the irrigation system include control valves, quick coupler valves, and gate valves. Gate valves isolate and shut off individual sections of the system. Quick coupler valves are the connection points for supplemental hose watering. Manual and/or remote control valves govern a specific group of sprinkler heads or water outlets.
Malfunctioning valves disrupt the water flow needed for proper irrigation, resulting in damage or death to lawns and plants. Inoperable or defective devices should be repaired or replaced immediately.

**Every Month**

Inspect all valves to ensure proper function and ease of operation. Repair or replace as needed. Test and adjust pressure regulation devices to ensure appropriate pressure is maintained.

**At Least Two (2) Times Per Year**

Open and close gate valves to release calcium deposits that may have collected in the gate. Tighten valve stem packing to control leakage and replace quick coupler flange packing as needed.

Valve boxes must be kept free of plant material and debris. Signs of valve malfunction include water leaking from the valve, sprinkler heads constantly dripping, or valves that are difficult to open or close.

**SPRINKLER HEADS**

Properly adjusted sprinkler heads are fundamental to efficient water distribution. Inspections, repairs, and adjustments should be made by a licensed C-27 landscape maintenance contractor or irrigation technician.

Improperly adjusted sprinklers will waste water and endanger plants. Good planning, consistent monitoring, and regularly scheduled preventive maintenance will save money and permit plants to flourish.

Sprinklers that spray water onto structures and hardscape areas can cause serious long-term damage, potentially eroding substructures and leading to integrity failures.
Sprinkler Head Adjustments: Sprinkler coverage should be monitored frequently and adjusted as needed, including height, direction, volume and pitch of the water spray. A wide variety of sprinkler head designs are available to direct water precisely where needed while avoiding areas that should remain dry.

Sprinklers must not spray water onto buildings, walkways, air conditioners, windows, cars, and other non-plant surfaces. Consistently watering a building can damage the surface and potentially undermine the structure.

Sprinkler Replacement Parts: Replacement parts must meet the original design and operating specifications for type, strength, size, flow rate and coverage, and be consistent with the equipment originally used in construction as shown in as-built drawings. If substitute parts are necessary, the contractor performing the work must submit performance data regarding the substituted material to verify that it meets or exceeds original equipment specifications.

**Every Week**

Test the entire sprinkler system for proper function and coverage, including sprinkler heads, pressure regulators, anti-drain valves, and all connection points. Clean, flush, adjust, and repair the system as needed to provide proper watering.

**Annually**

An irrigation technician should review the entire irrigation system, the condition of individual sprinkler heads, and the water coverage pattern to provide the most efficient water dispersal.

**Drip Watering System**

A drip watering system efficiently delivers water to plants in accordance with the best known conservation practices. Elements of the drip system include valves, filters, pressure regulators, fittings, emission devices, and tubing.

A drip system works best when the elements are unobstructed and accurately adjusted. Plant health and soil conditions should be monitored regularly to ensure proper watering patterns. Emitters can be added or removed from a plant as needed.
Every Month

Inspect the drip system and the affected watering areas for proper operation and adequate water flow. Remove blockages, adjust water pressure, and repair the system as needed.

Every Six (6) Months

Flush the entire drip tubing system and clean or replace clogged filters. Remove any debris or blockage in the system. Run water through the entire line until the water runs clear. Check all valves and adjust the pressure regulator to assure proper pressure.

Annually

Review the entire drip irrigation system for efficiency, coverage, and condition. The advice of a licensed irrigation technician is highly recommended.

ROOT BARRIER SUBDRAIN SYSTEM

Proper drainage is essential to healthy plant growth. Improper drainage can damage and kill plants. Drainage systems must be routinely checked for blockages that could lead to flooding, puddling, and excessive soil saturation.

Root zone flooding leads to root rot, which can spread to foliage and result in expensive removal and refurbishment costs. To avoid root zone flooding, trees, shrubs, and plant areas should not have more than two inches (2”) of standing water following a rainstorm. Excess water should be drained or siphoned away as needed to avoid drowning the plant. Trees planted within five feet (5’) of pavement or structures may have a deep root guard barrier with a subdrain pipe to remove excess water away from the root.

Every Month

Inspect tree subdrains for standing water and immediately after every significant rainstorm.

OTHER WATER FEATURES

Ponds, fountains and other water features require the care of a qualified specialist. Specific issues regarding chemical balance, algae growth, water levels, pump maintenance, and human safety must be addressed and resolved based on the particular water feature.
PART IV
CIRCUMSTANTIAL MAINTENANCE ISSUES

FROM TIME TO TIME, various unpredictable circumstances could arise which necessitate action to prevent damage. Indeed, good preventative maintenance includes being observant for issues that, without action, may arise into a greater problem. It also requires certain action be taken if there is a change in conditions, such as an extended absence from the property.

This section identifies some of these circumstantial maintenance issues and provides relevant helpful information.

WATER INTRUSION

Unintended water or excessive moisture is one of the primary causes of damage to property. Within a relatively short period of time, unintended water or moisture can result in dry rot, fungal growth (also known as mold), and structural compromise. Continuing moisture could result in pests such as termite infestation. While damage resulting from a sudden and accidental leak may be covered by insurance, coverage for damage caused by long term leakage is often excluded. Consequently, it is paramount to be observant for the existence of water or moisture where it should not be.

While other sections of this manual provide information related to monitoring and preventing unintended water or excessive moisture, the issue of water intrusion requires special mention. Simply put, moisture control is essential in preventing damage. Consequently, the following should help you to focus on how to recognize and prevent water and moisture related problems.

CONTROL, OBSERVE AND CURE

CONTROL WATER PROBLEMS by performing necessary preventive maintenance. Maintain all waterproofing systems and barriers. Make sure drains and other water removal methods are open and functioning. For example, make sure gutters, roof and landscape drains, and sump pumps are free of debris. Maintain water barriers such as window and door trims, caulk, gaskets and o-rings to assure it is functioning as intended. Do not allow weep holes in walls or planters to be blocked. Prevent or control pooling of water or condensation of water on any surface. For example, pipes that are subject to condensation should be wrapped or an acceptable pathway for the water should be provided. Keep air conditioning drip pans clean and drain lines unobstructed.

OBSERVE ALL AREAS for water or moisture. Look for areas of excessive moisture or signs of excessive or unintended moisture such as dry rot, mold and mildew. Examine surfaces for water tightness such as door and window frames, bathroom and kitchen plumbing fixtures, and roofing areas. If an area looks as if it has been leaking or looks different from other similar areas, then a further inspection is most likely warranted. Watch for puddles or other areas of excessive moisture in, on or upon the landscape. Inspect for excessive moisture in bathroom or laundry rooms. Be aware of areas of high humidity indoors. Look for condensation on pipes and hoses. Observe functioning plumbing fixtures for leaks. Be especially observant after the first rain of the season or times of significant rainfall. In short, identify potential water intrusion problems by observation and awareness. Be aware that most common sources of water resulting in extensive water damage are an unnoticed breach of the plumbing system and over or unintended irrigation.
CURE WATER PROBLEMS IMMEDIATELY. The best way to prevent damage resulting from water is by taking immediate action to cure any known problems. As little as 24 hours is enough time for damage to occur such as the growth of toxic mold. Of course, preventing excessive moisture is the best cure. For example, keep a window open or fan running when showering. Cause interior spaces, such as bathrooms, to be ventilated. Make sure dryer vents work properly. Never allow any water intrusion problem to go untreated. Immediately report any water intrusion to the Developer.

MOLD

Mold is ubiquitous. It is in virtually every natural environment, including your home. However, certain types of mold can become a problem when it exists in greater quantities indoors than outdoors. Just as a fire needs fuel and oxygen, mold requires water and organic matter to grow. Molds grow when airborne spores, which are too small to see by the naked eye, find a substrate with moisture and organic matter (either in the material itself or in the dust or dirt on the substrate). There are numerous types of mold and all need moisture or water to grow. Consequently, the best defense to mold growth is prevention of moisture or water.

The section above and other portions of this manual provide suggestions and recommendations related to reducing or eliminating moisture or water issues. Following these recommendations is essential in preventing or controlling mold. Controlling moisture is the single most important strategy to preventing mold problems from occurring.

Any time there is a water spill, leak or excessive moisture, you must act quickly. Drying an area within 24 to 48 hours will often prevent or significantly limit mold growth. Failure to do so, however, could cause mold to not only grow, but to also effect the air by producing spores. Certain types of mold can be an allergen. It is prudent to avoid exposing yourself or others to mold. In situations of significant water intrusion a qualified emergency dry-out service should be used.

Regular cleaning is a good way to prevent or reduce mold problems from occurring. Maintain clean interior surfaces. Take care to keep tubs, tile, window ledges and any other area of significant moisture clean. Mold can stain surfaces, so it may be necessary to scrub mold off of certain surfaces.

Please note that mold can cause damage to certain surfaces that cannot be simply cleaned. If the damage is significant, a specialist in mold remediation or water damage restoration should be contacted. However, be certain to check references and certifications. Additional guidance is provided by the U.S. Environmental Protection Agency, see "A Brief Guide to Mold, Moisture and Your Home" which can be obtained at www.epa.gov/iaq or by calling 800-438-4318.

PEST CONTROL

Preventing and controlling pests such as insects and rodents is important to maintaining proper indoor hygiene. Not controlling pests can result in diseases and vermin. Regular pest control by you or by a professional is recommended.

Termites are a common and challenging pest that must be controlled. While beneficial in nature, wood-destroying termites can cause costly damage to wood structures. Termites, like all living organisms, need water. Leaks in windows, doors, roof or the plumbing, could cause enough
moisture to promote termites to take residence in your dwelling. Controlling moisture problems will reduce termite infestation.

Wood piles and other organic debris should not be kept adjacent to any structure. Maintenance should include making sure no exposed untreated wood of a structure is making contact with the ground.

In the spring, subterranean termites are known to swarm above ground when winged termites emerge and fly looking for mates and to start new colonies. Mud tubes going along the side of a structure or running under a floor or carpet provide visual evidence of termites. So do small holes in wood or sheet rock, especially if there is the presence of small organic spheres that look like dots of wood. Drywood species of termites may infest wood that is not wet.

When performing maintenance to wood areas, such as painting baseboards and wood trim, be observant for soft wood or areas that may appear to be dryrot. This could be an indication of termite infestation.

If termite infestation is suspected, a professional should be employed to inspect and evaluate the situation. Only a licensed exterminator should be retained to use chemicals or other strategies to eliminate termites.
It is recommended that:

(A) PESTICIDES BE HANDLED CAREFULLY. Pesticides are toxic chemicals to some extent. According to manufacturers' direction and handled with proper protective equipment as set forth on the label. Of course, pesticides should be kept out of reach of children and properly disposed with other toxic materials.

(B) BE CAREFUL. Never allow wood or soil to build up around any structure. Make sure to follow all maintenance recommendations pertaining to exterior care. Such maintenance will reduce the potential for pest problems.

(C) CALL A PROFESSIONAL. Be sure to call and use a professional service company to regularly inspect for and treat pest problems.

POLLUTION PREVENTION OF STORM WATER

It is every property owner's responsibility to properly dispose of hazardous materials and other contaminants that could pollute oceans, rivers and other water supplies. The State Water Resources Control Board provides a brochure titled “Storm Water Pollution and Solutions” and the following is excerpt from it.

Did you know...

. . . A sewer system and a storm drain system are not the same?

These two systems are completely different. The water that goes down a sink or toilet in your home or business flows to a wastewater treatment plant where it is treated and filtered. Water that flows down driveways and streets and into a gutter goes into a storm drain that flows directly to a lake, river or ocean. This water may pick up pollutants along the way which are never treated.

. . . There are many types of pollutants which enter storm drains?

Some common contaminants include motor oil, pesticides, brake dust, pet wastes, paint and household chemicals.

. . . The effects of the storm drain pollutants on our water can be harmful?

These pollutants can have harmful effects on drinking water supplies, recreational use, and wildlife. Some very popular beaches have even been closed because of contaminated storm water.

. . . There are ways you can prevent storm water pollution?

By reading this manual and educating yourself on what causes storm water pollution you are on the right path to preventing it. Share this knowledge with others:

- Don’t dump waste in storm drains.
- Keep yard clippings out of the street
• Dispose of household chemicals properly (follow the directions on the package or call your local public works department for proper disposal guidelines).

• Clean up oil spills and fix leaking automobiles.

• Sweep driveways clean – do not hose them down.

What else is being done to control storm water pollution?

The federal Clean Water Act requires various industrial facilities, construction sites, and urban areas with more than 100,000 people to control the amounts of pollutants entering their storm drain systems. Industrial facilities and construction sites are regulated by the SWRB through general storm water permits. Cities and Counties are regulated through permits issued by RWQCB.

What if I have more questions?

• Contact your local Regional Water Quality Control Board and ask to speak with someone about storm water pollution control programs.

• Find out more information on the State Water Resources Control Board website at http://www.swrcb.ca.gov/.
BUILDINGS, SUCH AS YOUR HOME, are designed to be occupied and the maintenance issues set forth in this manual are designed for buildings and property that are occupied. If for any reason you plan to be absent for any extended period of time, certain preventative measures should be employed. Below are some areas worthy of additional preventive considerations before any extended absence.

**ELECTRICITY AND APPLIANCES**

Electrical power should be maintained in order to run various systems such as the alarm system and refrigeration. Also, in colder climates, it may be wise to make sure the interior does not get too cold such that plumbing and other systems would be adversely affected. If electrical power will be turned off then make sure that food in freezers and refrigerators is removed, the appliances are defrosted and cleaned, excessive moisture is removed, the appliances are unplugged and the doors are secured in an open position. It may be prudent to make a list of all appliances that will need to be reset when the electricity is turned back on, such as clocks, alarms, and automated timers. Also, it may be prudent to have the building checked periodically for leaks, odors and pests.

**SECURITY**

Telephone service should be maintained and may be necessary for activation of a home security system. Consideration should be given to employing a monitored security service or system that would include fire detection. If the building is equipped with a fire protection system, have it inspected by a reputable professional. A timed lighting system may be prudent. Avoid advertising that you are away by canceling delivery service of newspaper and mail.

**PLUMBING AND WATER**

The plumbing system should be turned off at the incoming supply valve. However, be sure not to cut off the water supply to any fire protective system. If the plumbing system will not be turned off, it is wise to have it checked by a licensed professional. Make sure that unnecessary sub-systems are turned off, such as the supply lines for the washer and dryer or toilets.
Consideration should also be given to water sources for icemakers, water filters, and dishwasher. If the plumbing system is turned off or even if it is not, give consideration to covering drains and sealing toilets with plastic wrap from the kitchen. Also, consider opening faucets to drain plumbing lines. If the building will be heated, consider strategies to prevent freezing pipes, such as draining the plumbing system. It is recommended that a professional be consulted on how to best secure the plumbing system to prevent damage caused by freezing.

PEST CONTROL

Plan for continued pest control. We recommend a service be employed to make periodic inspections. Secure the building to preclude entry by animals, rodents and insects.
PART VI
MAINTENANCE SCHEDULES

COMMON AREA INSPECTION CHECKLISTS AND PROOF OF INSPECTION AND SERVICE

The checklist below is a general guideline pertaining to most of the maintenance issues set forth in this manual and is for guidance purposes only. There may be maintenance issues addressed in the manual that are not reflected in the checklist. It is important to read the manual and, if applicable, to amend this checklist according to any specific issues pertaining to your Association. If there are issues specific to your project which are not addressed in this manual, those issues should also be added to the checklist.

Please make copies of this section, fill this form for each year as labeled and retain for the Association's records.
Please make copies of this section, fill this form for each year as labeled and retain for the Association's records.

YEAR ____ (1, 2, 3, etc.)
2_______

<table>
<thead>
<tr>
<th>TASK</th>
<th>GENERAL DESCRIPTION</th>
<th>VENDOR</th>
<th>PHONE NUMBER</th>
<th>DATE INSPECTED</th>
<th>INSPECTOR INITIALS</th>
<th>REPORT/RECEIPT ATTACHED</th>
<th>SERVICE COMPLETED PER INSPECTION REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LANDSCAPE</strong></td>
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<tr>
<td>Lawn</td>
<td>Mow and edge lawn around walls, walkways, paved areas, sprinkler heads, planters, other fixtures and appurtenances</td>
<td></td>
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<td></td>
<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
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<tr>
<td><strong>EVERY TWO (2) WEEKS</strong></td>
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<tr>
<td><strong>EVERY MONTH</strong></td>
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<tr>
<td>Drain Covers</td>
<td>Remove debris, replace broken/missing covers</td>
<td></td>
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<td></td>
<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Brow Ditches, Drainage Swales</td>
<td>Inspect and clear out growth, mud, debris</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Concrete</td>
<td>Repair cracks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
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<tr>
<td>Water Heater</td>
<td>Check settings, leakage signs, repair if needed</td>
<td></td>
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<td></td>
<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Exterior Lighting</td>
<td>Perform after-dark walkthrough inspection, repair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Smoke Detectors Fire Alarms</td>
<td>Test, replace batteries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
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<tr>
<td><strong>LANDSCAPE</strong></td>
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<tr>
<td>Shrubbery and Other Plant Material</td>
<td>Trim, shape. Trim away from walls, walkways</td>
<td></td>
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<td></td>
<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Drip System</td>
<td>Inspect for proper operation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Tree Subdrains</td>
<td>Inspect for standing water</td>
<td></td>
<td></td>
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<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
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<tr>
<td>Vines</td>
<td>Prune, shape and stake as needed</td>
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<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Pest Infestations</td>
<td>Check landscape areas</td>
<td></td>
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<td>Yes/No</td>
<td>Yes/No</td>
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<tr>
<td>Irrigation System</td>
<td>Check for proper function, repair</td>
<td></td>
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<td></td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Task</td>
<td>General Description</td>
<td>Vendor</td>
<td>Phone Number</td>
<td>Date Inspected</td>
<td>Inspector Initials</td>
<td>Report/Receipt Attached</td>
<td>Service Completed Per Inspection Report</td>
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<tr>
<td><strong>Valves</strong></td>
<td>Test, adjust pressure reg. devices</td>
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<tr>
<td><strong>Backflow Preventers</strong></td>
<td>Inspect for leaks, excessive wear</td>
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<tr>
<td><strong>AT LEAST FOUR (4) TIMES A YEAR</strong></td>
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<tr>
<td><strong>Roof Gutters and Downspouts</strong></td>
<td>Clean, flush water thru system for unimpeded flow. Repair unattached, disconnected, leaking, missing parts</td>
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<tr>
<td><strong>Tree Branches</strong></td>
<td>Trim at least 2” away from nearest roof gutter/downspout</td>
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<tr>
<td><strong>Drains and Grates</strong></td>
<td>Inspect for clear and free flowing conditions. Remove mud, obstructions. Clear drain near alley prior to rains.</td>
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<tr>
<td><strong>Pump Screen</strong></td>
<td>Clean, ensure impeller in good condition and that pumps are properly functioning</td>
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<tr>
<td><strong>Lighting Timers</strong></td>
<td>Monitor for accurate function. Clean photocell eyes</td>
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<tr>
<td><strong>Garage Gate Clutch</strong></td>
<td>Check for proper operation of the automatic gates, drive systems, gate safety and exit devices and verify proper operation of all entry devices such as radio receiver, telephone entry system, key switches and entry codes. Check and adjust entry as needed</td>
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<tr>
<td><strong>LANDSCAPE</strong></td>
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<tr>
<td><strong>Trees</strong></td>
<td>Conduct comprehensive inspection, inc. root drainage system. Remove diseased trees</td>
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<tr>
<td><strong>Pruning Trees</strong></td>
<td>Prune dead, broken, diseased</td>
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<tr>
<td>Task</td>
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<tr>
<td>Lateral Branches</td>
<td>Cut back around walkways, with vertical clearance of at least 7’ all times</td>
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<td>Yes/No</td>
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<tr>
<td>AT LEAST TWO (2) TIMES A YEAR</td>
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<td>Yes/No</td>
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<tr>
<td>Hardscape Surfaces</td>
<td>Inspect and repair cracks, fissures, lifting, settling, erosion, other potential safety hazards. Power wash paved surfaces for stain removal</td>
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<td>Yes/No</td>
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<tr>
<td>Wood Surfaces</td>
<td>Inspect for signs of deterioration, instability, faded color, splitting, dry rot, termites, pest infestations. Repaint, repair as needed. Caulk gaps, cracks around door/window frames. Lubricate hinges, fasteners, knobs, locks, related hardware. Replace as needed</td>
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<td>Yes/No</td>
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</tbody>
</table>
### Metal Surfaces
- Inspect for signs of corrosion, deterioration, instability, rust, chipped paint, general wear.
- Clean, repair, touch up, repaint, replace as needed.
- Caulk cracks, check weather stripping around doors/windows.
- Lubricate door, gate hardware, bolts, latches, locks, hinges, knob components.
- Check handrails for secure support.
- Inspect vent surfaces, roof spark arrestors for unobstruction and proper security.

### Concrete Surfaces
- Inspect planters, slabs for cracks, fissures, settling.
- Seal, repair.
- Inspect, clear plumbing lines, drains prior to rainy season.

### Walls and Fences
- Inspect signs of erosion, movement, cracking.
- Determine if surfaces need painting, patching, caulking, other restorative treatment for appearance and weather resistance.

### Walkways/Driveways
- Inspect cracks, lifting, tripping hazards. Barricade safety hazards until repairs done.
- Correct problem source.

### Slope Areas
- Verify adequate drainage. 2% slope pitch recommended for first 5' around structures to allow water migration away from foundation.

### Pump Assembly
- Flush water. Keep buoys clean.
<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
<th>Yes/No</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting Fixtures</td>
<td>Inspect gaskets, caulking, poles, support devices for cleanliness, sturdiness, safety. Replace worn parts, perform paint touch up</td>
<td></td>
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<tr>
<td>Signs</td>
<td>Inspect for securely mounted, easily readable, entirely visible, in good condition. Repair/replace illegible, missing signs</td>
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<tr>
<td>Garage/Entry Gates</td>
<td>Lubricate hinges, chain, moving parts. Adjust chains, belts. Inspect entire system for secure wire connections, smooth function. Repair promptly</td>
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<tr>
<td>Utility Rooms</td>
<td>Inspect for access, cleanliness, vermin evidence, pest infestation. Remove unauthorized, inappropriate equipment storage</td>
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<tr>
<td>Trash Chutes</td>
<td>Clean doors, jambs. Lubricate hinges, moving parts. Examine/clean interior walls for grime, blockage</td>
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<tr>
<td>LANDSCAPE</td>
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<td>Yes/No</td>
<td>Yes/No</td>
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<tr>
<td><strong>Soil Conditions</strong></td>
<td>Test landscape areas for proper aeration, fertilization. Use soil probe to check root, soil moisture depth. Fertilize only when necessary.</td>
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<tr>
<td><strong>Drip Tubing System</strong></td>
<td>Flush, clean, replace clogged filters. Remove debris, blockage in system. Run water thru entire line until water is clear. Check valves, adjust pressure regulator</td>
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<tr>
<td><strong>Herbicides</strong></td>
<td>Apply pre-emergent herbicide for weed control, fertilize shrubs, groundcover areas every spring, autumn, or as recommended by licensed contractor</td>
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<tr>
<td><strong>Pipeline System</strong></td>
<td>Inspect, perform preventative maintenance, repairs. Inspect exposed pipes for deterioration, replace as needed. Above-ground replacement parts must be UV resistant</td>
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<tr>
<td>TASK</td>
<td>GENERAL DESCRIPTION</td>
<td>VENDOR</td>
<td>PHONE NUMBER</td>
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<tr>
<td>Gate Valves</td>
<td>Open/close to release calcium deposits. Tighten valve stem packing to control leakage, replace quick coupler flange packing as needed</td>
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<tr>
<td><strong>FABRICATIONS</strong></td>
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<tr>
<td>Hardscape Surfaces</td>
<td>Clean, paint, waterproof, patch, treat as needed. Repaint parking space stripes, fire lanes, other markings. Parking wheel stops must be securely fastened, unbroken. Wax/buff as needed. Apply sealant, waterproofing as needed</td>
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<tr>
<td><strong>IMPROVEMENTS</strong></td>
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<tr>
<td>Walkways/Driveways</td>
<td>Power wash, remove entrenched dirt/stains</td>
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<tr>
<td>Drainage System</td>
<td>Flush thoroughly to remove accumulated dirt/debris</td>
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<tr>
<td>Water Heater</td>
<td>Drain, flush to remove sediment from tank bottom. Remove scaling from heating elements. Clean wye strainers</td>
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<tr>
<td>Sewer/Garage Drain Lines</td>
<td>Clean, inspect</td>
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<tr>
<td>Fire Extinguishers</td>
<td>Recharge according to manufacturer's recommendations</td>
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<tr>
<td>Sprinkler System</td>
<td>Inspect leaks, replace bent, broken, painted sprinkler heads. Ensure valves are in proper operating position</td>
<td>Yes/No</td>
<td>Yes/No</td>
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<tr>
<td>Air Conditioner Condenser/Heat Pump</td>
<td>Clean coils, drain pans, drain lines, blower wheel, housing, motor. Securely attach all wires, connections. Check system for working condition, make needed repairs</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Mailboxes</td>
<td>Inspect doors, hinges, locks for ease of operation, secure closure. Lubricate, repair, repaint as needed</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Door Locks/ Hardware</td>
<td>Confirm proper function. Lubricate moving parts, repair doors/closet. Change locks if keys are missing or unaccounted for</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Drainage System</td>
<td>Inspect for unimpeded water flow before rainy season. Clear and flush as needed</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Planters</td>
<td>Inspect to ensure exposed protection, drainage materials are in good condition. Repair/replace as needed. Soil level must be lower than exposed waterproofing membrane. Remove excess soil, plant material as needed</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Sump Pump</td>
<td>Clean pump and pit before rainy season. Replace gaskets, seals, rings, oil as needed</td>
<td>Yes/No</td>
<td>Yes/No</td>
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</tr>
<tr>
<td>Roofs</td>
<td>Have C-39 licensed professional roofer perform comprehensive inspection, necessary repairs. Inspect all roof, supporting elements, caulking in structural joints, masonry walls, cap flashing joint covers, bird-stops. Examine joints, flashings, terminations, roof membrane laps for integrity, water tightness</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Balcony/Deck Waterproofing</td>
<td>Inspect for surface integrity before rainy season. Repair blisters, cuts, tears. After first rain event of the season, check for proper drainage</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Backflow Preventers (REQUIRED BY STATE OF CALIFORNIA)</td>
<td>Have certified backflow technician perform annual test</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Irrigation System</td>
<td>Have irrigation technician review entire system, sprinkler head conditions, water coverage pattern to ensure efficient water dispersal; any replacement or repair of the irrigation system must result in a system equivalent to the originally installed irrigation system.</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
<tr>
<td>TASK</td>
<td>GENERAL DESCRIPTION</td>
<td>VENDOR</td>
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<tr>
<td>Sump Pump</td>
<td>Monitor during rain, including intake flow amount, noise level. Contact service contractor immediately in case of improper function</td>
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<tr>
<td>Roof Areas</td>
<td>Clear leaves, plants, debris from roof, gutters, valleys, joints, related roofing elements. Trim trees, branches from roof areas to avoid hazard during severe wind, storm conditions</td>
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<tr>
<td>Trash Chute/ Trash Collection Area</td>
<td>Disinfect regularly according to manufacturer's recommendations. Keep disposal area clean, free of debris</td>
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</tbody>
</table>
EMERGENCY PHONE NUMBERS

HEATING AND AIR CONDITIONING
JMS A/C AND HEATING, INC. 818-501-6750

PLUMBING
TLH PLUMBING 818-402-7907

ELECTRICAL
MECO ELECTRIC 818-968-9440

LOW VOLTAGE (T.V., CABLE, ALARM, TELEPHONE)
REGENCY PROTECTION SERVICES, INC. 818-982-0126

ELEVATORS (NON-HANDICAPPED)
THYSSENKRUPP ELEVATORS 877-278-9888

ELEVATORS (HANDICAPPED)
GUIDED ELEVATOR 562-397-2903
WE HAVE PROVIDED a list of general questions you should present to potential contractors before allowing them to start any kind of repair/remodel work in your home. This list is by no means exhaustive; you should add questions as you see fit regarding the specific nature of your situation.

Remember to carefully evaluate a contractor’s proposal to ensure you get the equipment and service that best meets your needs.

1. Do you have a permanent place of business, and what is the address?

2. Is your company registered or licensed by the State of California to do this particular work? What is the license number?
   We recommend that you check a contractor’s license number with the California Contractors State License Board to be notified of its status. You may search by license number online on their website at: http://www2.cslb.ca.gov/CSLB_LIBRARY/license+request.asp.

3. Does your company carry both general liability and workers compensation insurance, and can you produce current certificates?

4. How long have you been in business, under the same name?

5. Can you provide names of satisfied customers in my neighborhood?

6. What is your guarantee on service repairs? How long is it, and does it cover both parts AND labor?

7. Do you have a refund policy if I am not satisfied? What is it?

8. Do you have any unresolved complaints with the Better Business Bureau (BBB)?