

TITLE: <u>Maintenance</u>	INDEX NUMBER
	<u>4.100</u>

Date Issued: March 2003 Date(s) Revised: _____

Issuing Authority: Board of Directors

Owners are responsible for the maintenance and upkeep of all that is interior to their unit including windows, doors, garbage disposals, dishwashers, furnaces, water heaters, washers, dryers, clogged drains, and electrical.

4.101 Patios and Decks

HMA is responsible for maintaining the structural integrity of upper and lower water-side patios. No permanent carpeting may be installed on upper patios because the carpet retains moisture that promotes decay of the patio.

4.102 Drain Pipes

Only the Association is authorized to remove or install gutter or drain spouts on the buildings.

4.103 Garage Doors

The CC&R's state that garages are owned as common property of HMA, therefore, they will be maintained by HMA.

4.104 Gardening

The Association maintains and waters plants in the common areas. Complaints or suggestions regarding gardening should be in writing and placed in the box on the left side of Maintenance Building.

Breezeway plants (potted or planted by the owners) shall be by agreement of all the breezeway owners and tenants. Complaints regarding owner installed breezeway plants may result in removal or pruning of the plant by the Association.

Patio planters are common property and will be landscaped and maintained by the Association. Other plants or structures may be installed if agreed upon by all neighbors within visual distance of the planter and with prior approval of the Board. If at any time, any owner disagrees with the plants or structures in the planters, the Board will determine appropriate plants.

4.105 Grape Stake Fencing

The Association is responsible for installation, maintenance and painting of the grape stake fences. Owners may paint the side of the fence that is inside their patio area.

If owners choose to attach plants or ornaments to the grape stake fence, they are responsible for the cost of maintenance that is above normal fence maintenance costs.

4.106 Plumbing

The Association is responsible for all plumbing problems except clogged drains, which are the shared responsibility of the upper and lower unit owners.

Following are some suggestions that will help avoid and mitigate plumbing problems:

1. Over-age water heaters are a potential trouble source. If the guarantee period has expired, the owner is responsible for damage resulting from the water heater's malfunction. If water is leaking from the heater, turn off the inlet valve at the top of the tank (it's a little cooler to the touch than the outlet valve). Drain the tank by attaching a hose to the drain cock and draining the hose into the shower. Turn off the gas supply valve or the electricity to the tank at the electrical panel in the hall closet. These problems can be avoided if the water heater is replaced as soon as the guarantee expires.
2. To avoid many serious water leakage problems, extra care should be taken by upper unit residents including:
 - Washing machine faucets should always be turned off when not in use to prevent a burst hose from causing water damage (sometimes extensive) to both upper and lower units.
 - Monitor shower and bathtub overflows in upper unit baths to prevent lower unit flooding through light fixtures.
3. If water is leaking from the upper unit, and the lower resident is not available, the upper unit resident should notify an HMA officer immediately.
4. For most units, the water system shut-off valves are located in the lower rear patio. Water may also be turned off at the entrance to the breezeway.
5. If there is a gas leak, turn off the gas at the meter in the breezeway and call the Gas Company: (English 1-800-427-2200) or (Spanish 1-800-342-4545).

4.107 Road and Carports

Mariner Drive and carports will be maintained by HMA. Grease and oil residue in assigned carports and parking spaces is unsightly and damages the pavement/concrete. Any grease or oil residue that is greater than 2 inches in diameter must be removed at the owner's expense. If the owner does not remove the residue, it will be removed by HMA and the owner will be responsible for the cost.

4.108 TV- Satellite Disks and Antennas

Prior to installing satellite disks or antennas, owners must obtain approval of the specifications from the HMA Maintenance Department. A written request for approval shall include the specifications of the disk or antenna and the name of the company that will perform the installation. Maintenance Department personnel will make a platform to hold the antenna and direct the installation company as to the appropriate (inconspicuous) location to place the disk or antenna.