



**EMERY BAY VILLAGE
HOMEOWNERS HANDBOOK**

160 Emery Bay Drive
Emeryville, CA 94608
emerybayvillage.com

EMERY BAY VILLAGE

HOMEOWNER HANDBOOK

Table of Contents

Welcome to Emery Bay Village	3	Recycling	7
I. Emery Bay Village Homeowners Association	3	Residential Use	8
Membership	3	Satellite Dish	8
California State Law	3	Security	8
Governing Documents	3	Alarm System	8
Responsibility of Landlords	3	Vacations	8
Fine Policy	4	Vandalism	8
Board of Directors	4	IV. Vehicles, Parking, and Streets	8
Minutes and Reports	4	Vehicle Restrictions	8
Committees	4	Vehicle Registration	8
Your Responsibility as A Member of the Association	4	Carports	8
II. Ownership and Insurance	4	Open Parking Spaces	9
"Mine" vs. "Mine to Use" vs. "Ours"	4	Fire Lanes	9
Maintenance Responsibilities	4	Speed Limit	9
Modifications to Common Area	4	V. Home Maintenance	9
Association Insurance	4	Gas Shutoff	9
Homeowner and Tenant Insurance	5	Fire Safety	9
No Effect on Insurance	5	Carbon Monoxide Detector	9
III. Restrictions, Policies and Rules, and Services	5	Electrical	9
Advertising	5	Fire Extinguisher	9
Architectural Change Requests	5	Furnace	9
Cable Service and Telephone Lines	5	Fireplace and Chimney	9
Clothes Lines	5	Smoke Detector	9
Community Center	5	Stove	10
Front Doors	5	Water Damage	10
Screen Doors	5	Water Shutoff	10
Garbage	6	Interior Water Leaks—Homeowner's Responsibility	10
Garbage Enclosure Maintenance	6	Clogged Drains—Townhouse vs. 4-Plex	10
Gas Line	6	Interior Water Leaks—The Association's Responsibility	10
Keys and Locks	6	Exterior Water Leaks—The Association's Responsibility	10
Back Gate	6	Laundry and Bath Exhaust Fans	11
Landscaping and Common Areas	6	Window and Sliding Glass Door Channels	11
Lighting	6	Water Heaters	11
Mailboxes	7	Washers and Dryers	11
No Nuisances	7	Dishwashers and Ice Makers	11
Patios and Balconies	7	Toilets, Tubs, and Sinks	11
Pets	7	Water Leak Sensor	11

WELCOME TO EMERY BAY VILLAGE

Welcome to Emery Bay Village. Built in 1980, Emery Bay Village (EBV) is a quiet, family-oriented neighborhood of 112 condominiums in 42 separate buildings surrounded by extensive landscaping. Our park-like setting, including redwoods around the perimeter, is one of our major assets.

This handbook is designed to answer some of the most frequently asked questions and to guide you to important policies and rules that address how we live together as a community. All residents, both homeowners and tenants, are required to comply with our governing documents and should become familiar with their content. Policies and rules are designed to protect our property values and ensure an enjoyable living experience for all residents.

We encourage you to visit our website at www.emerybayvillage.com. It contains copies of our governing documents, contact information for our Management Company, meeting dates and times, back issues of the minutes, forms, and more.

Our monthly newsletter is prepared by our Management Company and contains important information. Please read it carefully each month. If you have any problems such as water intrusion, illegally parked cars, or maintenance issues, please contact our Management Company as soon as possible.

The best way to learn about Emery Bay Village is to become acquainted with your neighbors. Homeowners are encouraged to attend the monthly meetings of the Board of Directors and committee meetings.

We are pleased to have you among us and hope that you will participate in the activities of our community.

I. EMERY BAY VILLAGE HOMEOWNERS ASSOCIATION

Membership

All homeowners are automatically members of the Emery Bay Village Homeowners Association (the Association or HOA) when they receive title to their home. The Association is a California 503(c)(3) nonprofit mutual benefit corporation organized under laws of the State of California and managed under the California Davis-Stirling Common Interest Development Act, our own Bylaws and Declaration of Covenants, Conditions and Restrictions (CC&Rs), and the governing statutes of the City of Emeryville. In addition, the Association has policies and rules to augment and administer the CC&Rs.

California State Law

In general, the HOA's governing documents and its policies and rules are binding on all residents as long as they do not conflict with state or federal law. The Davis-Stirling Act, other sections of the Civil Code (e.g., civil rights, senior housing, signage), and sections from other state statutes all contain provisions that affect HOAs like us. You can find them at www.leginfo.ca.gov under the heading "California Law."

Governing Documents

Homeowners receive a copy of our governing documents when they purchase their units. We encourage you to review these documents as they comprise the "laws of the association." Our Bylaws regulate the administration and management of the Association including meetings, voting rights of members, officers and their duties, committees, books and records, etc.

Our CC&Rs spell out the standards, restrictions, and obligations of owners (and tenants, as appropriate). We also have policies and rules to administer certain restrictions in the CC&Rs. Policies are listed on the Community Rules tab of our Web site and highlighted in Section IV, Important Restrictions, Policies and Rules, and Services below.

Bylaws, CC&Rs, and Policies and Rules are posted on our Web site at www.emerybayvillage.com or available from Management. References to CC&Rs quoted in this handbook are from the 2002220120, 5/16/2002 01:36 PM First Amended and Restated Declaration of Covenants, Conditions and Restrictions.

Responsibility of Landlords

If you are renting your unit, you are responsible for informing your tenants of our governing documents, including our rules and policies, and ensuring their compliance. See CC&Rs, Article 2.4. It is also your responsibility as a landlord to conform to the City of Emeryville's governing documents regarding rental property.

Fine Policy

The Association has the power, obligation and duty to enforce the provisions of the CC&Rs, Bylaws, and policies and rules and can levy a fine for a violation. Review CC&Rs, Article 3, Homeowners' Association carefully.

Board of Directors

The Association headed by a five-member Board of Directors elected at the annual meeting held each year in March. All board members are volunteers. Our Management Company is the only paid staff for the Association. The CC&Rs and Bylaws specify the duties and powers of the Board. See CC&Rs, Article 3, Homeowners' Association; Article 8, Enforcement of Governing Documents; and Article 4, Assessments; and Bylaws, Articles 3 through 6.

Minutes and Reports

Minutes from recent and past Board meetings are posted on our website.

Committees

Other homeowners assist the Board by volunteering to serve on committees. There are standing committees for landscaping and finance, and the Board can establish ad hoc committees as necessary.

Your Responsibility as A Member of the Association

To function well, the Association requires active participation by its members. For most of us, our homes are our most important investment. You are encouraged to attend Board and committee meetings and participate by serving on the Board and/or committees. By volunteering your skills, experience, and expertise, the Association can best protect our property values and serve the needs of our community.

II. OWNERSHIP AND INSURANCE

"Mine" vs. "Mine to Use" vs. "Ours"

The Association owns all structures and common areas (landscaping, roads, streets, lighting, etc.) and is responsible for their maintenance and improvements. See CC&Rs, Article 3, Definitions, "Common Area."

Each homeowner has exclusive ownership and possession of the interior surfaces of the ceilings, floors, and perimeter walls of their unit but not the walls or the structure itself. See CC&Rs, Article 1, Definitions, "Unit;" Article 2.1, Exclusive Ownership and Possession of Unit; and Article 7.1, Maintenance of Units.

Homeowners and tenants have exclusive use, but not ownership, of their assigned carport, patio/balcony, storage unit, and garbage enclosure. Each resident is responsible for keeping these areas clean and neat. See CC&Rs, Article 7.2, Maintenance and Repair of Exclusive Use Common Areas.

Maintenance Responsibilities

The CC&Rs require homeowners to maintain and repair the interior of their units including all fixtures, appliances, appurtenances, and fireplaces. See CC&Rs, Article 7.1, Maintenance of Units.

You are responsible for maintaining internal installations such as water heaters, furnaces, toilets, bathtubs/showers, sinks, kitchen appliances, doors, windows and screens and the finishes of the interior walls floors to ensure a safe and watertight interior. For maintenance tips, see Section IV, Home Maintenance below.

Modifications to Common Area

No homeowner or tenant can modify buildings, common areas, fencing, landscaping, or any other part of the common area without prior approval of the Association. Exterior changes on buildings such as installation of a satellite dish require prior approval. Refer to "Architectural Change Requests," "Cable Service and Telephone Lines," and "Satellite Dish" in Section III below.

Association Insurance

The Association maintains adequate insurance for the property as a whole, including structures, and maintains earthquake insurance. See CC&Rs, Article 3.10, Insurance. For policy information, you can contact our Management Company.

Homeowner and Tenant Insurance

Homeowners and tenants alike are responsible for obtaining personal property and liability insurance (sometimes referred to as an HO-6 policy) and any other personal insurance coverage such as loss assessment, additional living expenses, and interior unit improvements. See CC&Rs, Article 3(a)(1). Your agent can assist you with a policy and answer questions about the type of coverage you should have.

No Effect on Insurance

The CC&Rs specifically state that nothing can be done or kept in any unit that would either increase the rate of insurance on the property or cause the cancellation of the insurance. See CC&Rs, Article 5.3, No Effect on Insurance.

III. RESTRICTIONS, POLICIES AND RULES, AND SERVICES

The Association's CC&Rs and policies and rules address specific "quality of life" issues such as the number of pets, noise, parking, maintenance of garbage areas, etc. All residents, both homeowners and tenants, are required to follow the CC&Rs and policies and rules. They are posted on our website at www.emerybayvillage.com. See CC&Rs, Article 5, Use Restrictions.

Advertising

There are restrictions on signs that can be displayed for public view on or from any unit or the common area. Signs that are allowed include a window sign advertising a unit for sale or rent. See CC&Rs, Article 5.11, Advertising.

Architectural Change Requests

No exterior changes can be made to buildings without Board approval. Requests for architectural changes require an Architectural Guidelines Application. Request forms are posted on our website or available from our Management Company. See CC&R Article 5.6, Structural Integrity; Article 5.9, Antennas and Related Equipment; and Article 9, Architectural Control.

Cable Service and Telephone Lines

Each unit is pre-wired for two phone lines and cable TV/Internet access. The installation of telephone lines, cable wire, or other wires on the exterior of a building is prohibited and can jeopardize the Association's warranties. For additional information, refer to "Architectural Change Request" above and "Satellite Dish" below.

Clothes Lines

Outside laundering or drying of clothes is prohibited. See CC&Rs, Article 5.12, Clothes Lines.

Community Center

The Community Center is used for the Association's Board and committee meetings. Rental of the Community Center for private events is restricted to homeowners; third-party rentals are prohibited. There is a rental fee and a cleaning deposit. The Application for Use of Community Center and Community Center Rental Policy and are posted on our website or available from our Management Company.

Front Doors

Your front door is the property of the Association; however, you are responsible for keeping it and the doorjamb in good repair. See CC&Rs, Articles 1, 2.1, and 7.1. If you need to repaint your front door, the exterior color must be the color approved by the Association. Paint colors are available from our Management Company.

There are three approved front door styles. You can find the specifications in the Approved Front Doors and Screen Door Policy on our website or available from our Management Company. You are responsible for the cost if you wish to change your front door and for painting the exterior in the approved color.

Screen Doors

Emery Bay Village has a list of approved screen doors that can be installed by homeowners at their own expense. The Screen Door Policy and the list of screen doors are posted on our website or available from our Management Company. Note that if you install a non-approved door, the Board has the authority to see that it's removed.

Garbage

The City of Emeryville contracts with Waste Management of Alameda County for garbage service. Our Management Company arranges for our garbage service, and charges are included in the monthly assessment.

Each unit is allowed one 32-gallon garbage container. It must have a secure lid and be kept in its assigned place in the garbage enclosure. Waste Management will pick up only one container per unit. For extra trash, Waste Management sells prepaid trash bags with their logo. To purchase, you can go to 172–98th Street in Oakland or call 510.613.8700. You may leave bags in the enclosure along with your garbage container. Waste Management won't pick up bags that don't have their logo.

Waste Management provides two free pickups per year for large items. The Spring Neighborhood Pickup day is a general pickup for all residents, and Waste Managements mails flyers with the date and guidelines. In addition, you can request one individual On-Call Bulky Pickup per year. For more information, visit their website at www.wm.com.

Garbage Enclosure Maintenance

Garbage areas may not be used for storage and must be kept clean to prevent pest infestation and health concerns for neighbors. See CC&Rs, Article 5.10, Garbage/Storage and our Storage & Maintenance Policy carefully. There can be fines for violations.

Common violations include the following:

- Paper litter inside and surrounding the enclosure
- Trash outside the garbage can
- Empty pots/buckets stored in or around the enclosure
- Cleaning utensils stored in the enclosure

Gas Line

If you are interested in installing a gas line, the Application for Gas Line Installation is posted on our website or available from our Management Company. See CC&Rs, Article 9, Architectural Control, Sections 9.9 through 9.18.

Keys and Locks

The Association does not keep a key to any unit. You may want to leave a backup key with a neighbor or make other arrangements. Although the Association does not maintain keys, it has certain rights of access in case of an emergency. See CC&Rs, Article 2.3, Entry for Repairs.

Back Gate

The back gate is located at the southeast corner of the property. For a key, contact our Management Company. Each unit is limited to two (2) keys. There is a nominal fee for each key.

Landscaping and Common Areas

The common areas at Emery Bay Village are for all residents and their guests to use and enjoy. Please notify our Management Company if you notice a problem that needs repair or could become a hazard; e.g., a broken sprinkler head, dangerous tree branch, a sidewalk trip hazard, etc. To protect the landscaping, items like swimming pools, play structures, sandboxes, etc. are not allowed.

The Association, under the guidance of the Landscape Committee and Board of Directors, maintains the landscape. Homeowners can submit applications to make improvements and/or alterations to the landscape around their home. The Landscape Application is posted on our website or available from our Management Company.

Lighting

The Association maintains all street and building lighting. Porch and patio lights on all units are hard wired. Please don't disconnect them. If a bulb needs to be replaced or if you notice any other light that's out, please notify our Management Company.

All street, walkway, and carport lighting and front porch lights on 4-plexes are on automatic timers. Patio/balcony lights and porch lights on townhouse are not on timers. To provide added security for everyone, all residents are encouraged to light their porch and patio lights at night.

Mailboxes

The Association owns and is responsible for maintaining and repairing mailbox structures. If you notice damage to a mailbox, please notify our Management Company. Homeowners (or their tenants, as appropriate) are responsible for installing and maintaining their mailbox locks.

No Nuisances

Emery Bay Village has CC&Rs and Policies in place to address violations that infringe on a homeowner's peace and quiet enjoyment of their homes. The CC&Rs, Article 5.5, No Nuisances specifies that "no noxious or offensive or illegal activity shall be carried on in any Unit or in the Common Area which may be or become an annoyance or nuisance to the other residents." In addition, the City of Emeryville and the State of California have laws to protect neighbors from nuisances involving unsafe, intolerable, or illegal activities caused by property owners, their tenants, or guests. A public nuisance is loosely defined as a serious and persistent condition that adversely affects a neighborhood or community. If you need assistance with a persistent problem, please bring your complaint to a Board meeting or contact our Management Company.

All noise must be kept to a minimum throughout the complex pursuant to the CC&Rs, 5.5 No Nuisances, the Association's Noise Policy, and the noise requirements set forth by federal, state, and local government authorities. Please review these policies carefully as violations can result in fines.

Although units are reasonably soundproof, please be considerate of your neighbors and request consideration from your guests. Always turn down the volume of your car radio when driving through our community. Especially at night, be aware of how voices can travel when you're talking outside.

Patios and Balconies

Each unit has the exclusive use of its patio or balcony; however, they cannot be used for storage and must be kept clean and attractive. Please keep in mind that your outside space is your neighbor's view. Common problems include empty pots on patios and the side of buildings, cleaning utensils left outside storage closets, and discarded household items and other clutter. See the Storage & Maintenance Policy posted on our website or available from our Management Company.

Barbecues and patio furniture are appropriate under the following guidelines:

- Use an ash pan under your barbecue and allow a minimum 12" of air space between the pan and your balcony or patio surface.
- Use plastic or rubber tips on furniture.
- Place planters on drip trays and wheeled platforms to allow air circulation underneath.
- Ensure air circulation under items placed on the "cut-outs" on the patios/balconies of 4-plexes.
- Keep all items away from the siding to allow air circulation.

The balconies on upper units in 4-plexes have a polymer surface. Each resident, homeowner or tenant, is responsible for maintaining the surface and periodically cleaning it with water. Outdoor carpeting cannot be installed because this could void the warranty. See CC&Rs, Article 7.2, Maintenance and Repair of Exclusive Use Common Area.

Pets

The Association limits pets to two (2) per unit. Dogs must be kept on a leash, and owners are responsible for the immediate clean up of their animal's waste. Certain animals are prohibited such as pit bulls, rottweilers, large or exotic snakes, etc. If you are a pet owner or considering a pet, please review the requirements in the CC&Rs, Article 5.4, Animals and the Animal Policy & Rules. The City of Emeryville also has regulations for pets.

Recycling

The Association contracts with Waste Management to provide central recycling adjacent to the east entrance, opposite 153–155 Temescal Circle. The recycling bins are for recyclable glass, paper, cardboard (broken down to fit into containers) and plastic only—be considerate of your neighbors and rinse food containers first!

Leave all items in bins and do not contaminate the recycling area with household garbage or leave household items, paint cans, Styrofoam, or other non recyclables. You can be fined for dumping non recyclables in the recycling area.

Residential Use

Our governing documents restrict units to residential uses and specifies that any business or commercial activity must be consistent with residential use. Units are limited to two (2) occupants per bedroom and for rental periods of not less than sixty (60) days. See CC&Rs, Article 5.1, Residential Use and Article 2.4, Lease or Rental of Units.

Satellite Dish

The term "satellite dish" includes all broadcast satellite dishes, wireless cable equipment and television or other aerial, antenna, dish, tower, or other transmitting structure. The Application for Satellite Dish Installation and Satellite Installation Procedures are posted on our website or available from our Management Company. See CC&Rs, Article 5.6, Structural Integrity; Article 5.9, Antennas and Related Equipment; and Article 9, Architectural Control, Sections 9.9 through 9.18.

Security

Emery Bay Village takes security seriously. We encourage all residents to take reasonable precautions to secure their doors, windows, and vehicles. In addition to securing your own property, you can contribute to the safety of the neighborhood by getting to know your neighbors, routinely driving or walking around the property, and notifying the community and our Management Company if a problem occurs.

The Emeryville Police Department (EPD) encourages residents to call them any time with a concern. If you notice any unusual activity or see individuals you don't recognize loitering, parking, or wandering around the property, please contact the EPD at 510.596.3700.

Alarm System

If you have installed a burglar alarm please leave a key with a neighbor so they can check your home and/or reset it if your alarm goes off.

Vacations

Burglars often take advantage of the holidays or vacations to break into homes. It's a good idea to ask your newspaper company to temporarily stop delivery while you're away and make sure that parcels won't be delivered while you're away.

Vandalism

Emery Bay Village rarely has a problem with vandalism such as graffiti. If you spot any vandalism, please contact our Management Company immediately so it can be corrected as soon as possible to discourage further property damage.

IV. VEHICLES, PARKING, AND STREETS

Vehicle Restrictions

Each unit is limited to two (2) motor vehicles, which must be operable and legally registered. The following are expressly prohibited anywhere on the property: derelict, inoperable, or unregistered vehicles, boats, campers, trailers, RVs, or trucks larger than three-quarter tons. The policy also restricts mechanical work to emergency repairs and contains other restrictions. See CC&Rs, Article 5.2, Parking and the Auto/Parking Policy and Rules.

Vehicle Registration

All residents, homeowners and tenants, are required to register their vehicles with our Management Company. The Vehicle Registration Form is posted on our website or available from our Management Company.

Carports

Each unit has one assigned carport space which is identified in the owner's deed. Only one (1) vehicle may be parked in a carport space. For security reasons, carport numbers do not correspond to house numbers.

Carports may not be used for storage and must be maintained in a clean and safe manner. If your vehicle has a fluid leak, clean the area and use a metal oil pan to collect the leak until you repair your vehicle. Cardboard, carpeting, or similar items are not allowed. See CC&Rs, Article 5.10, Garbage/Storage and the Auto/Parking Policy and Rules carefully. There can be fines for violations.

Open Parking Spaces

Parking in the open parking spaces is available on a first-come, first-served basis for residents and their guests and may not exceed 72 hours. After 72 hours, a vehicle is considered "stored" and is subject to towing.

Fire Lanes

Our streets are legally designated as fire lanes to give the police, fire department, and other emergency responders access to our homes. Street and/or curb parking is not permitted except for brief stops to pick up residents or for loading and unloading items and parked vehicles should never extend into the street. Illegally parked vehicles are subject to tow.

Speed Limit

Emery Bay Village has a 10-mile per hour maximum speed limit. Please exercise caution when you are driving through our community or exiting a parking space. As a family-oriented neighborhood, streets are often gathering areas for neighbors, their children and pets.

V. HOME MAINTENANCE

Owners are responsible and liable for keeping their interiors, including all fixtures, appliances, appurtenances, and fireplaces, if any, in good repair and condition. See CC&Rs, Article 7.1, Maintenance of Units. Absentee homeowners are responsible for instructing their tenants in protocols for fire safety and water damage.

Gas Shutoff

The gas shutoff valve is located at the side of your building.

Fire Safety

You can increase your fire safety by following the suggestions below.

Carbon Monoxide Detector

As of January 1, 2013, condominium owners are required to have a carbon monoxide detector in their homes.

Electrical

Each unit has its own electrical panel. Once a year, turn your circuit breakers off and on to ensure operational integrity (remember to turn off your electronic equipment and appliances first). Also test your GFCI outlets by pressing the test button. Keep your appliances unplugged when not in use and don't overload outlets. Caution: Never use an appliance with a frayed or cracked wire.

Fire Extinguisher

Install a fire extinguisher in your home and check or service it yearly.

Furnace

Service your furnace each fall and clean or replace the furnace filter as often as necessary. Ensure that you have air circulation around your cold air vents and keep them clean. Do not store flammable items near your furnace.

Fireplace and Chimney

Have your chimney and fireplace inspected each winter by a chimney sweep company. Soot in the fireplace flue can catch fire. If smoke appears in your unit when you start a fire, check to make sure that the flue is open. Never throw ash into your garbage unless you wait at least three days—particles may still be burning.

Smoke Detector

Current building inspection codes require all units to have smoke detectors. Smoke detectors are hard-wired in units.

Stove

Carelessness while cooking is the number one cause of residential fires. Always follow these guidelines:

- Use a simple reminder when your stove is on such as turning on your exhaust fan or hood light (at night).
- Don't store items on your range top. Be aware that a burner can reach 800 degrees and a dish towel can catch fire at 400 degrees!
- If you have a grease fire, cover the pan or close your oven door and turn off your stove. Never pour water on a grease fire.
- Periodically clean the interior of your range hood and flue and clean or replace your range hood filter.

Water Damage

Routinely check the inside of your unit and the outside of your building for signs of water intrusion or damage and immediately report any problems to our Management Company. Never ignore indications of obvious water damage. Reporting problems in a timely manner keeps our costs down and prevents further damage.

Water Shutoff

Water shutoff valves are located at the front of your building.

Interior Water Leaks—Homeowner's Responsibility

Homeowners are responsible for leaks caused by a burst water heater, leak under a sink, etc. Regularly check your bath, laundry, and kitchen faucets for leaks or other problems and repair them immediately. Even a small drip can cause major damage and run up the Association's water bill. Noisy plumbing indicates that something's wrong and should be repaired.

Periodically check for stains on your walls, ceilings, and floors including your outside storage closet.

- If you notice a stain on the ceiling in an upper unit of a 4-plex or the second floor of a townhouse, it could be caused by a roof leak, and you should contact our Management Company.
- If you have a stain on the ceiling of a lower unit of a 4-plex, check with your upstairs neighbor first (if possible) to identify the cause before contacting our Management Company.
- If you have a stain on the ceiling on the first floor of a townhouse, check for a water leak on your second floor first and then contact our Management Company.

Clogged Drains—Townhouse vs. 4-Plex

If you own a townhouse, you are responsible for repairing clogged drains because your unit comprises both the first and second floor.

If you own a condominium in a 4-plex and do not know what caused the drain to clog, contact our Management Company to request a repair. A clogged drain could be caused by either the upper or lower unit, and the repair could be covered by the Association. If you use your own plumber and submit a bill to the Association for a clog in the common area, the bill must be accompanied by a report documenting the cause of the clog.

To help prevent clogs, routinely pour boiling water or a non-corrosive product like Clorox down your drains and use rubber drain plugs or metal baskets to prevent hair and other debris from washing down your drains.

Interior Water Leaks—The Association's Responsibility

The Association is responsible for leaks caused by a burst water pipe in the wall, leaky roof, etc., and you should contact our Management Company immediately about these problems.

Exterior Water Leaks— The Association's Responsibility

Be aware of the condition of your outside walls, windows, and siding. When it rains, check your drain spouts to ensure that the gutter splash block is in place and water is draining away from your building. Immediately report any signs of water intrusion to our Management Company.

Laundry and Bath Exhaust Fans

Use your exhaust fans when you are showering and doing your laundry to prevent moisture damage to the ceiling and walls. Keep your exhaust fans clean and in good working order. Be aware that overheated clothes dryers can cause fires—keep your filter cleaned while using your dryer and periodically have the outside vent cleaned.

Window and Sliding Glass Door Channels

Periodically clean the bottom channels on your windows and sliding glass door to prevent water penetration. Note: To remove a window for cleaning, first open it all the way, and then lift it up and out.

Water Heaters

Water heaters have an estimated life expectancy of 10–15 years. Unit owners are responsible for damage caused by water heaters. Review your owner's manual for maintenance instructions. For earthquake safety, your water heater has to be strapped to the wall.

TIPS: Periodically check your water heater for leaks. Consider installing a drip pan (smitty/overflow pan) underneath and installing a water heater shutoff such as FloodStop that will shut off the water supply and sound an alarm. Do not store flammable items near your hot water heater.

Washers and Dryers

TIPS: Never leave your washer and dryer unattended while they are running. Inspect your washer hose connectors for signs of wear and replace if necessary. Turn off your washer faucets when not in use. Keep your dryer lint-collector clean during use to prevent overheating.

Dishwashers and Ice Makers

TIPS: Never leave a dishwasher unattended while it is running. Inspect your dishwasher and ice maker hoses periodically for signs of wear and replace if necessary.

Toilets, Tubs, and Sinks

TIPS: Check the rubber seal attached to your toilet and replace it if it looks worn. Check that the slip joint nuts on your toilet are not cracked. Periodically recaulk around your toilet, tub fixtures, tub frame, and sinks.

Water Leak Sensor

Consider installing a water leak sensor such as FloodStop on all water faucets including those to your toilet, sinks, water heater, dishwasher, and washing machine. Sensors are designed to detect a leak, sound an alarm and automatically turn off the water supply.