

## **MAINTAINING YOUR UNIT**

Performing proper maintenance ensures that your unit will be safer and more pleasant to live in. The unit owner is responsible for all the maintenance of unit plumbing, air handler, and appliances. You are responsible for carpeting 70% of your entire floor area. If damage is caused to another unit or the common area from a leak or other cause originating in your unit, you will be considered the responsible party and you or your home-owners insurance will be required to pay up to \$5,000. The Association insurance will pay for damages over \$5,000.

In order to allow the Association's maintenance personnel to enter your unit in case of an emergency, your key should be on file in the office.

### **Association Maintenance**

The Association periodically performs the following maintenance in order to provide a safer community.

#### Electric Panel Connections

The feeder cables supplying electrical power to the units are aluminum and over time the connections may become loose. Periodically the Association pays for an electrical contractor to come in to your unit, remove the panel cover, and tighten any loose wires.

#### Smoke Detector

When the panels are checked, the Association's maintenance staff checks the smoke detectors to be sure they are working.

#### Plumbing Day –Thursday

Americana Finnmark has a free preventive maintenance plumbing program. This service replaces worn washers on leaky faucets and repairs toilets that continue to run. We will also install water saver units in your toilets to cut down on water usage. This service is performed every Thursday. Please call the office at 301-585-4045 to schedule these repairs. If you reach the voice mail, please leave a detailed message concerning the nature of the problem. Please indicate whether you will be home; if not we may use the keys that are on file to enter your unit

## **HOMEOWNER RESPONSIBILITY**

Homeowners are responsible for all maintenance including the following:

### Air Handler Units

Filters should be replaced every two or three months to allow air flow to the unit. Every year before the air conditioning is turned on, the coils should be cleaned and the drip pan cleaned to be sure there is no blockage in the drain, which could cause an overflow.

### Plumbing

All plumbing should be checked periodically to be sure there are no leaks, the toilet is flushing properly, and the sink stopper is working. If you do any major plumbing work, you should contact the office several days in advance if the water needs to be shut off. Also, you are encouraged to replace the shutoff valves since they are over 40 years old and may not work properly.

Only manufacturer's recommended food waste may be processed in garbage disposals. Do not place any coffee grounds or vegetable and fruit peelings down the disposal. This

causes back-ups in ground floor and back-to-back kitchens. Do not flush any feminine products, dental floss or other materials down the toilet.

### Appliances

Please check your appliances (dish washer, stove, and refrigerator) periodically to be sure they are working properly and not leaking. If you replace any appliance, please check for the energy star rating and also the rebate from the power company.

### Windows and Doors

Windows and doors are the responsibility of the homeowner. Replacing the original windows with thermal windows creates a much warmer, more comfortable environment. If you decide to replace your windows or doors, please contact the office or the Architectural Control Committee for requirements and approval.

### Balconies and Patios

You are responsible for keeping your balcony or patio clean and neat and in and in conformance with the Association's By-laws and Rules. In particular, bikes and boxes cannot be stored on the balconies or patios.