



**OAK HILL CONDOMINIUM ASSOCIATION**

**MAINTENANCE POLICY**

Oak Hill Condominium personnel are employed for the purpose of providing service, and maintaining and repairing common areas. Common areas are defined as those elements outside the individual Condo unit.

Maintenance is provided to individual homeowners as accommodation; homeowners have the options of using private contractors and repair services.

It has been the general policy to provide owners with various types of maintenance without charge. These items are as follows:

**PLUNGING CLOGGED TOILETS AND SINKS**

(Exception - caused by misuse)

**CHANGING OF LIGHT BULBS**

(Residents must supply bulbs)

Maintenance requests must be placed through the Management Office during normal business hours, **Monday through Friday, 8:00 A.M. to 5:00 P.M. at 610-664-8440.**

The labor charge is \$50.00 per hour, (**\$25.00 minimum**) labor charge, plus cost of materials.

**ALL REQUEST FOR MAINTENANCE SERVICES MUST BE MADE THROUGH THE MANAGEMENT OFFICE. PLEASE DO NOT MAKE REQUESTS DIRECTLY TO MAINTENANCE PERSONNEL, THEY DO NOT HAVE THE AUTHORITY TO SCHEDULE REPAIRS.**

**Weekend and evening** emergency maintenance requests, such as flood, fire, no water, no electricity or an obvious safety hazard, etc. are handled by our on call maintenance personnel. The telephone number is the same, **610-664-8440** and this service is available twenty-four hours per day. PLEASE DO NOT CALL, AFTER HOURS, FOR ANY MAINTENANCE REQUESTS THAT ARE NOT EMERGENCIES.

There will be a \$25.00 lock-out charge for the first call and will increase by \$25.00 increments up to a maximum of \$75.00, within a three (3) month period, when any resident who requires the **on call** mechanic to unlock the front door after normal business hours. The hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. (Please see Condo Rules and Regulations, Page 8, Section E, #3). If there is not a key on file, it is the resident's responsibility to contact a locksmith for access.

Any work not outlined on the following lists will be done only after a written estimate has been provided.



## PLUMBING

Certain problems occur in the general use of plumbing fixtures. To avoid some problems, unscrew faucet aerators periodically, tap out any dirt that may have accumulated, this will help maintain water pressure.

Garbage Disposals should never be operated without water running. Cold water should be turned on first and then the disposal. **Items such as bones, paper, melon rinds, banana peels and fibrous items should not be deposited in the disposal.** After the disposal, has chopped up all the waste in it, continue to run the water for approximately 60 seconds.

Appliances should **NOT** be run when no one is home. Dishwashers and washing machines can cause a flood, and with no one at home, the damage can be quite extensive.

### Below are the Association charges for certain plumbing items.

<u>PARTS</u>	<u>ITEMIZED CHARGES</u>		
Wax Flange	\$ 2.00	+	Labor
Flapper	\$ 5.00	+	Labor
Caulking (Per Tube)	\$ 5.00	+	Labor
Tub Spout	\$ 6.00	+	Labor
Delta Repair Kit	\$ 6.00	+	Labor
Bathtub Diverter	\$ 8.00	+	Labor
Shut off valve	\$ 10.00	+	Labor
Fluid Master	\$ 12.00	+	Labor
Disposal Trap	\$ 15.00	+	Labor
Spigot Stem (Per Pair)	\$ 16.00	+	Labor
Grid Plate	\$ 18.00	+	Labor
Garbage Disposal	\$ 135.00	Includes	Labor
Hot Water Heater (40 gallon)	\$ 650.00	Includes	Labor

## APPLIANCES

Maintenance does not perform any repair or replacement work on appliances.



## ELECTRICAL

If you have a complete electrical failure in your home, chances are that the **problem is in the main circuit breaker**. Some homes have their main circuit breaker located in the breaker panel boxes, while others are fed from the basement. In the event that a section of your home loses power, you should examine your circuit breaker box for any breakers in the **OFF** position. If so, it should be turned to the **ON** position by moving the switch in the opposite direction. If the circuit continues to go **OFF**, something is wrong and the fixtures on that circuit should be checked by an electrician. Do not use these fixtures until they are checked.

**Below are the Association charges for certain electrical items.  
These charges are for material only.**

### PARTS

### ITEMIZED CHARGES

Wall Plates	\$ 1.00
Switches	\$ 2.50
Receptacle	\$ 2.50
Ballasts	\$ 25.00
Closet Lights	\$ 6.00

## MISCELLANEOUS

Below are the Association charges for miscellaneous Charges.

### PARTS

### ITEMIZED CHARGES

Balcony Door Rollers (2)	\$ 35.00
Handles (bi-fold) (2)	\$ 5.00
Smoke Detector	\$ 10.00
Smoke Detector Batteries	\$ 2.50
Cut Interior Doors	\$ 30.00
Filter Change	\$ 7.00
Mail Box Lock	\$ 25.00

**\*\* Any charges not shown will be handled on an individual basis.**