

**MAINTENANCE MANUAL
WEST CAMPUS POINT HOMEOWNERS
AND
WEST CAMPUS POINT HOMEOWNERS ASSOCIATION**

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WEST CAMPUS POINT

Homeowner Maintenance Responsibilities

Interior. You are responsible for all interior maintenance of your unit, except the solar system and the solar water tank.

Patio Grounds. All ground areas on the inside of the patios should be kept clear of weeds and other visible debris. The Homeowners' Association will ask the landscape maintenance company to clean any visible unkempt areas and will bill the responsible homeowner for any charges incurred.

Courtyard. Courtyard and entry tiles should be sealed with a water seal product on a periodic interval. Maintaining a seal on the porous surface will help deter water penetration and the resultant discoloration and deterioration of the courtyard tiles that will occur from any standing water. It will also prevent water seeping through the tiles and grout and traveling into your entryway. Maintain a watertight seal at the entry area to the residence. Check for cracks where the stucco wall meets the courtyard tiles and around the thresholds. Heavy runoff from the roof onto the surface of the courtyard can occur during the rainy season and it is important to maintain a watertight seal to prevent intrusion of water into the tiled interior entry hall.

Plants by House. If you notice a tree or shrub growing close enough to touch a wall of your house, notify the homeowner association so our landscaper can trim it back. Don't let vines grow on the stucco walls, as they can eat into the stucco and damage it. We rely on the elastomeric exterior paint for waterproofing. If it rubs off, your wall could suffer rain damage. Your walls are covered with stucco, a plaster that melts when wet.

Also watch for tree roots that are close enough to damage your home's foundation, or close enough to a sidewalk that they might raise it.

Plants. Consult the landscape committee or the gardener regarding plants that are O.K. to plant in your private area. Plants in common area (including carport and fireplace strips) in are subject to removal per Association's and ARB's landscaping policies

Water Meter. If you plant in the strip under the lattice next to your carport, keep the water meter and its cover free of plants and of roots that might damage the cover or the plumbing. The gardeners are instructed to ensure that water meters are protected, and will remove plants in, on, or near the plumbing. You should also keep thorny bushes/vines well away from the water meter so that the meter reader doesn't get stabbed!

Exterior Light Bulbs. Replacements of all light bulbs in fixtures attached to the outside of the residence including the house number fixture are your responsibility

Front Light Fixture. In the light fixture below the house number, be sure to use a parabolic flood bulb that is rated for outdoor use, not an indoor bulb. Outdoor bulbs are of thicker glass so they will not shatter from thermal shock if they are on when it starts raining, or if turned on in cold weather. If the bulb comes with a cardboard or rubber gasket, use it to seal out water around the base of the bulb.

Outdoor Light Bulbs. You can impede rusting of outdoor bulbs and sockets (including the front light fixture's bulb mentioned above) by coating the bulb's base lightly with an electrical contact lubricant (or petroleum jelly) before screwing it in. Repeat twice a year to ensure a good seal.

Deck. Maintain the upper deck as follows:

- a) Sweep often
- b) Move flower and planter boxes every 2-3 months to allow deck to dry
- c) Patio furniture should have coasters to prevent denting on deck surface.

Check the drain cover over your garage periodically and keep it clear of leaves or other debris. If water is not allowed to drain freely off the deck there is potential for water buildup on the deck and leakage into the garage below.

Doors. You are responsible for both interior and exterior maintenance of your unit's doors, and their frames, except for the gate (i.e. the entrance door to the courtyard from the outside of your unit), which is maintained by the Homeowners Association. Maintain all wooden thresholds in the residence (courtyard doors and windows, master bedroom deck door, patio doors and family room windows) on a regular basis with durable protective finish to help prevent deterioration. Paint and repair of all doors, inside and out.

Locks and Doors. Put graphite or WD 40 into exterior locks and spray exterior door hinges and garage door mechanism on a monthly basis to ensure smooth operation.

Windows. You are responsible for both interior and exterior maintenance of your unit's windows, and their frames. This means: Periodic outside cleaning of windows and window screens. Keep an eye on the glazing putty around the edges of window glass. It should last many years, but once it starts to crumble the window-frame is open to moisture and dry rot.

Sprinklers by Windows. If an irrigation sprinkler is spraying one of your windows, let the Association know to have the landscaper adjust it. Repeated wetting can cause dry rot in the oak threshold or the blue window frame.

Water softener. Water softener installations are recommended by the Homeowners' Association as a relatively inexpensive way to protect your plumbing system and water storage tanks from the extremely hard water supply. Note: All water softener installations are subject to the approval of the ARB.

Toilets. Your toilets are designed to conserve water and occasionally there is not enough pressure to produce an adequate flushing action. Flushing more often will help keep drains clear. (See Emergency Preparedness Section for use of toilets during power outage.)

Sinks. Check the P trap fittings (nuts around drain pipes) regularly to ensure that they are tight and leak free; also exercise shut off valves annually to help prevent them from freezing up because of mineral deposits.

Showers. After showering or bathing, check for water that has collected on the floor outside the ends of the tub. Over time this moisture can seep into the wooden sub-floor and cause dry rot, which is expensive to repair. Wipe up any water that you see.

Check grouting in tiled areas in bathroom and repair any damaged areas with DAP or Poly Seam Seal to avoid potential water damage. A shield installed at the corner of your tub and tiles will help prevent the problem.

Clothes Washer Hoses. Turn off the two faucets for the washing machine when not in use. Also, replace the washer's water hoses whenever you replace the washer. When replacing, ensure you get "no burst" hoses reinforced with metal. Hoses can burst any time they are under pressure, even when the washer is not running. It is also the case that our insurance requires these hoses as a result of dealing with incidents of flooding in the upstairs of units.

Clothes Washer Overflow. Use of excess soap in a washing machine may clog the drain and cause an overflow into your kitchen light. Check the water supply hoses periodically for wear. It is recommended that the shutoffs be used when the washer is not in use to avoid any possibility of the supply hose rupturing and causing water damage.

Clothes Dryer. Clear the outside dryer vent of lint build-up on a regular basis to allow unimpeded flow of exhaust air to the exterior of the residence and to prevent birds from building nests in your dryer vent & vent hose. This will also allow your dryer to run at maximum efficiency.

Solar System–Winter Vacations. If you vacation away from home in the winter, leave your solar pump turned on. Turning it off could cause a burst pipe during an overnight freeze.

Floor Register. If your unit has a third bedroom with a floor register for the heater, vacuum the grill regularly, to avoid a dust fire.

Heat Registers. Remove and clean the heat registers once a year to help prevent buildup of dirt and lint.

Fireplace Operation. The fireplaces are not intended to be used as a primary heat source. Smaller fires are recommended as larger, hotter fires may crack the firebox and the tiles outside the fireplace. Be sure that the flue vent is open before lighting the fire (you probably want to close it the next morning to avoid losing warm air up the chimney). Burning real firewood is preferable, as petroleum, synthetic or compressed wood logs burn exceptionally hot and dirty, causing excessive soot build-up and creating the potential for cracking the firebox.

The fireplace chimney should be cleaned periodically; the time interval between cleaning will depend on the amount of use. Professional chimney-sweeps are listed in the phone book. A dirty chimney will cause streaking on the outside of your unit.

Termites and Dryrot – Each owner is responsible for infestation and treatment of wood destroying organisms in their entire structure. However, the Association historically has repaired and replaced the infested wooden trellises, carport lattice, and gate frames on the exterior of each unit. Report any evidence of termites in these areas to management.

Homeowner Maintenance Responsibilities - Checklists

Monthly Maintenance Checklist

Here are things you can check monthly, perhaps on the first of each month.

- Check Pressure Gauge on Fire Extinguisher in Kitchen
- Remove Lint from Clothes Dryer Exhaust Screen (in back patio)
- Sweep Leaves and Debris from Deck and its Drain (above garage)

Biannual Maintenance Checklist

EVERY SIX MONTHS (at the time change):

- Exercise circuit breakers. (Flip each off and back on so it won't stick if needed).
- Reset all electric clocks that lost their time in previous step.
- Check caulk and grout at tubs and tile surrounds.
- Sinks & Toilets: Exercise shutoffs by closing them so they won't stick or leak if needed. If they leak tighten the packing nut (hex nut) just behind the handle. Tighten a little at a time and wait a minute to see if leaking stops. Do not over tighten!— you might crush the rubber washer inside, which provides the seal.
- Sinks:
 1. Check that nut is hand tight where the drain stopper's linkage enters the rear of the drain pipe.
 2. Check that P traps (goosenecks) are tight at each end.
- Toilets:
 1. Check for corrosion inside tank.
 2. Check tank for seepage underneath (where bolts come through).
 3. Check seat for seepage at floor.

ANNUALLY AT APRIL TIME CHANGE:

- Check sealer on entry pavers.
- Check that entry area is well sealed where stucco wall meets the pavers.
- Check white paint and rust at "Juliet" door railing.
- Check threshold varnish, blue trim on doors and windows.
- Put oil in exterior door hinges, graphite in locks, WD-40 in lock of front gate.
- Check that bolts on garage door are tight. Lubricate hinge points. Check grease on auger. Grease rail around auger with white grease, or a Teflon or silicon spray.
- Dust fan at top left inside furnace. Rinse green excelsior filter. (Hose down through pad with dirty side down. Then hold it vertical and rinse dirty side. Fold double and shake out water. Replace with grid upward.)

ANNUALLY AT OCTOBER TIME CHANGE:

- Replace fire alarm batteries. Vacuum dust from sensing chambers. Sponge off covers if dirty.
- Degrease the kitchen fan's metal intake filters by running them through the dishwasher.
- Clean the "air gap" for the dishwasher to avoid blockages. Lift off the chrome cover at the back of the sink, then pinch the two tabs alongside the white plastic insert to lift it out. After cleaning inside as needed, replace the chrome cover with the slot toward the wall, to avoid splashing water inside it.
- Vacuum floor register for the heater in third bedroom.
- Remove any buildup of leaves and debris inside the light fixture by the house number.

Important Locations

Water Shutoff. The main water shutoff is a gray dial by the faucet in your carport. Loosen the set screw on top, then turn the dial clockwise to increase water pressure, counterclockwise to lower pressure or turn water off.

Circuit Breaker. The electrical circuit breaker box is on the exterior wall of the furnace room. It is a good idea to make sure each circuit is labeled inside.

Solar Pump. The solar system electrical pump is on the common wall of the furnace room, opposite the breaker box. Next to it should sit a paper Valve Chart showing settings for the solar and water systems.

Gas Shutoff. The main gas shutoff is outside near your chimney, just above the ground by the meter. If you must shut off the gas in case of earthquake or fire, use a wrench or a special tool kept in the wood utility sheds. Near the ground find the rectangular bolt which sits parallel on a pipe. Turn this rectangle a quarter circle, so it rests across the pipe.

Warning! When the danger passes have the Gas Company open the shutoff. Do not restore gas service yourself!

Ladder. In the pool area, the Homeowners Association keeps an aluminum extension ladder for use by residents. Check to be sure the ladder is in good condition before using it. Please report to management if broken. If you use it, remember at least two rules of ladder safety: 1) To prevent falling backwards, place the base of the ladder 1 foot back from the wall for every 4 feet of height that you raise the ladder. 2) To prevent falling sideways, keep your hips and shoulders within the sides of the ladder.

Smoke Detectors. The original construction included two smoke detectors at the top of the stairs. The one up high near the ceiling runs on electricity. The second is battery operated in case an electrical fire disables the first, and is down near the doorway to master bedroom so the battery can be changed.

Upgrades you might want to consider

Toilet Tank Bolt Upgrade. You might want to consider replacing the original two steel bolts under each toilet tank with brass or stainless-steel bolts. Steel rusts in water, leading to seepage from the bottom of the tank where the bolts protrude.

Dishwasher-Hose Upgrade. When installing a new dishwasher, replace the original copper water tube with a metal-reinforced flexible hose like the ones for clothes washers. Copper weakens where it is bent and can fail without warning. Also remember to replace the hose each time you replace the dishwasher.

Kitchen Smoke-Detector. Consider adding a smoke detector in the study just outside the kitchen, above the heater thermostat. You can hang a battery-operated model on a nail within a foot of the ceiling. For a three-bedroom unit, also consider adding a battery-powered alarm above the doorway inside the third bedroom.

Thermostat Upgrade. Does your heater cycle on and off in frequent short bursts of a minute or two, taxing the piezoelectric starter and the fan? Are you tired of resetting the time on the thermostat after every power outage? Have you lost some of the pegs that set time intervals inside your unit's original thermostat?

Consider replacing your original thermostat with a modern electronic model from a hardware store. This is easy enough to do yourself. Electronic thermostats are programmable from the front panel, without pegs. Many contain backup batteries to save the time during power blackouts. Also many electronic thermostats have a sensitivity setting. The original thermostat cycles on and off frequently because it has a sensitivity of one degree. That is, it turns on when the temperature drops one degree below your setting, and turns off after the temperature rises one degree. If you set the sensitivity on an electronic model to three degrees, you will probably find your furnace goes on and off for 20 or 30 minutes at a time.

Insulation Upgrade. Two ducts run out of your furnace in the utility room. When the complex was built these were covered with exposed fiberglass insulation. Consider having a heating contractor cover the old insulation with up to date fiberglass insulation which is encased in metal foil. You will lose less heat in the furnace room, so your forced air will be warmer. Also you will avoid exposure to fiberglass dust. When adding insulation, be sure the metal levers for the ducts' dampers are left exposed.

Surge Protection. WCP is subject to power surges that damage electronics. Consider adding a whole house surge protector. Although it costs over a hundred dollars for an electrician to install one inside the breaker box, it will protect all circuits at once and is more sensitive than individual plug-in surge protectors for individual appliances.

Products

1. **Courtyard and entry tiles.** There are various brands of water sealers on the market. It is suggested you call a vendor of ceramic tiles for a recommendation. Most are very helpful in recommending a product and the procedure needed to reseal your tiles.
2. **Wooden thresholds.** It is recommended that you use McKloskey Fruitwood Tung Oil and McKloskey Marine Spar Varnish. These are available at Ameritone Color Center 964-3939. Make sure you completely clean and sand surfaces before applying the above products.
3. **Blue paint for doors and windows.** The original paint was by Pratt and Lambert called Estuary. This particular color is difficult to find, but the color chip has been taken to Decatrend 962-3140, and is listed under the name of Rosemary Dunn. If you would like to have it available at another paint store, please contact the Office of Faculty Housing for a paint chip and have it prepared at a paint store. The Homeowners' Association would then ask you to inform us of the particular store and what is it listed under, so we can make this information available to other homeowners.
4. **Hardwood and Bathroom fixtures** are "Normbau" style.
5. **Fireplace cleaning.** Chimney sweeps are listed in the phonebook. Our metal insert fireplaces are from Fireplace Manufacturers Inc. in Orange County. They are the older model FMI 36C, installed in 1986 when our complex was built.
6. **Water softeners.** These are listed in the phonebook.
7. **Window screens.** Have new screens framed with anodized gray aluminum. In 1999, Anacapa Glass on Aero Camino charged \$80 to replace the four screens in a two-bedroom unit with anodized gray aluminum.
8. **Paint for fireplace tiles chips.** Small acrylic latex gloss enamel paint – (for example for blue - Red devil color 251 bold blue)- from K-mart or HomeDepot – color that is close to the color you have.

Helpful Hints

1. There is a free service available by the gas company to come out and check your furnace to make sure it is operating efficiently.
2. To help direct heat toward the floor, there are plastic magnetic heat reflectors available.
3. **Airflow–Ducts.** Of the two ducts running from the furnace, the one that splits and runs into the ceiling serves only the three vents in the master suite (bathroom, vanity and bedroom). The entire rest of the house is served by the other duct that runs sideways to the soffit (dropped-lowered ceiling for plumbing etc..)reaching finally into the study. You can balance the airflow through the ducts with the metal damper lever on each duct. The damper is open when the lever is in the up position, parallel to the duct. Close the damper by turning it down 90° (a quarter circle) so it points straight down across the duct. You might try leaving wide open the duct that serves most of the house, and closing the master suite's duct about halfway.
4. **Airflow–Vents.** You can also balance airflow throughout the house by closing the louvers on heater vents. You may find the master suite is warm enough with the register closed in the vanity area. Also, the small vent into the entryway accomplishes nothing. Naturally, it is the only register in the house without movable louvers. You can close it by unscrewing the cover and stuffing it with cardboard.
5. The CC&Rs require that a fire extinguisher be in each home.
6. Water softeners will help preserve the life of your water heater. Softened water should not be used to water plants.
7. Keep your patio areas free of snails. Snails eat the paint on the outside of your unit and cause white blotching.
8. **Mosquitoes–Standing Water** - Except in mid-winter, our mild weather nurtures mosquitoes. Their eggs can hatch in less than a week, and they lay them in surprisingly small bodies of water. Be on the lookout for standing water, even in small quantities. Watch for children's buckets or toys that have not been emptied of water for several days. When watering houseplants and outdoor potted plants, empty the catchpots after the water drips through. Even a tabletop fountain can breed mosquitoes unless the motor is turned on to agitate the water every few days.
9. **Vent Screens** - Believe it or not, our summer neighbors the swallows are protected under the federal Migratory Bird Protection Act. Be sure to keep up the screens over all the vents outside your house. If a screen falls off or develops a hole, you may find yourself with a nest of swallows. Once they move in, there is nothing you can legally do to drive them away until they leave at the end of the season. **Small gauge vent screens (insect screens) will help prevent intrusion of swarming termites.**

10. Rodents - We also develop large populations of mice and rats after winters of plentiful rain. This is another reason to keep up the screens, because these rodents can run straight up our textured walls like a ladder in order to reach an opening.
11. Rodents nest in thick underbrush, so keep an eye on any thick vines you may have, such as plants growing on your carport trellis. Rodents (and snakes) also love woodpiles.
12. Raccoons - Raccoons sometimes raid our garbage, knocking over trashcans and scattering the contents. When active, they typically hit a cluster nightly for a week or two. They are nocturnal, and seem particularly attracted to meat scraps like chicken bones, and fruit scraps like melon rinds. Make sure that your garbage is inaccessible to raccoons. Trash can lids should be locked tightly.

More helpful Hints

Please send any helpful hints you may have to Connie Burns at Town n' Country, for introducing in quarterly or annual updates.

Homeowner Association Maintenance Responsibilities

The following is a summary of items scheduled for regular maintenance by the Homeowners' Association. This is not intended to take the place of, nor imply that this is a complete compilation of the maintenance responsibilities of the Association of the Homeowner found in the CC&Rs, Residential Lot Lease or Common Area Lease.

1. Roof repair and replacement
Do not get on the roof to make repairs or clean the skylights. Hose skylights from below. Call the management company for maintenance and if you suspect a leak. Check your attic periodically during and after a rain to see if there are any new stains or damp spots.
2. Maintenance of exterior light fixture grids and enclosures, but not of the electrical component, in the courtyard and on all patios.
3. Repair and repainting of trellises on carport, back patios, and upstairs deck.
4. Repair and painting of both sides of front entrance (defined as gate) to the courtyard.
5. Exterior painting, but not maintenance of garage door.
6. Periodic resealing and regular inspection of upstairs deck. Damage caused by individual homeowners is not the responsibility of the Association. The Association is not responsible for periodic leakage from heavy rains due to architectural design.
7. Periodic painting of all exterior walls and trim. The Association is not responsible for painting doors, window frames and thresholds, but will monitor the use of a consistent color of paint.
8. Regular maintenance and inspection of solar panels.

Homeowners Association's General Maintenance Program

Monthly Maintenance

Check all outdoor lights and timers

Yearly Maintenance

Replace solar tanks as needed

Replace pool equipment if needed

JAN

FEB Flush and test fire hydrants

MAR Flush, test and repair sewer pumps; power wash all stucco

APR Graphite in mailbox and pool gate keyholes

MAY Power hose trellis and solar panels at pool

JUN Check roofs, fix and replace roof-tiles

JUL Replace sand/bark in playground; touch up on playground equipment; update reserve study

AUG Maintenance check of all solar systems

SEP Flush, test and repair sewer pumps; Prune coral trees and others if needed

OCT Flush and check all roof drains for debris; sweep caulk & seal of wood to stucco

NOV Power hose trellis and solar panels at pool

2001 Maintenance Projects

Repair lattice as needed

Replace utility doors

Deck's water proofing

Fencing roof lattice

Tree trimming

2002 Maintenance Projects

paint-trim at pool and barbeque areas

Pool & Spa – equipment maintenance

tree trimming

2005 Maintenance Projects

Doors – wood – util closet

Fencing roof lattice

2006 Maintenance Projects

irrigation controller

paint - trim

Pool & Spa – Solar system

Roof – modified bitumen

Solar - panel

Tree trimming

Unscheduled replacements

2003 Maintenance Projects

mail box

pool-plaster & tile maintenance

solar - equipment

2004 Maintenance Projects

Driveway seal & Patch