

Preventative maintenance can avoid repairs, extend the life expectancy of many household components and, in some cases, reduce energy consumption. Here are some common areas to consider:

A. Penthouse Caulking

There are a number of fixtures, vents and outlets protruding from the penthouse. The horizontal metal trim above each of these features must be examined annually, along with the metal trim above the penthouse door, and re-caulked as required. Caulking should leave open and unobstructed any existing vertical "weep" holes in the siding. Use a good quality rubber butyl caulk. Do NOT use a "self-leveling" caulk. These areas include:

1. *The penthouse door trim and light fixture.*



2. *The electrical outlet.*



3. *The natural gas valve and water faucet.* Some rowhouses feature a natural gas valve located on the side of the penthouse.



4. *Various vents and electrical boxes.*



B. Penthouse Door Caulking

The penthouse door itself should be examined annually. The area where the door jam meets the metal siding should be re-caulked, as needed. Also, if you have water leaking on the inside of the door at the base of the glass trim, a clear silicone caulk applied to the outside of the door around the wooden trim that surrounds the glass may address the problem.

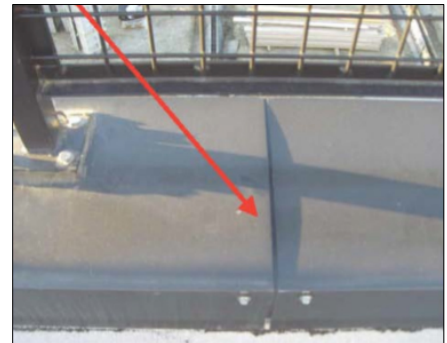
C. Rooftop Caulking and Maintenance

1. *The roofing area and parapets should be examined annually and be re-caulked as required.* These areas include:

- a. ***The air conditioning line set box*** is set on the roof and is adjacent to the A/C unit. Examine to make sure all areas are sealed to prevent water penetration.



- b. ***Parapet cap joints*** are caulked underneath the metal but the seam can separate or the caulking under the metal may break down. Caulking along the seam will help assure the areas are watertight.



- c. ***Area at the base of the fireplace vent.*** (Not pictured.)

2. **Clear scupper area** to encourage drainage of rainwater and snow melt. Scuppers located under decking are covered with a pigeon-deterrent metal screen—deck boards will have to be removed to clear any debris that collects inside the screen.

D. Balcony Caulking and Sealing

The exterior of the sliding doors to your balcony should be examined annually. Pay particular attention to the area where the threshold meets the black metal cladding--this must be sealed.

For rowhouse units the surface below the balcony deck is covered with a rubber roofing membrane that extends up the inside walls of your balcony (except for E units). Examine this membrane periodically to make sure that the seams of the membrane are tight and that the membrane was not accidentally pierced the last time you moved your gas grill or balcony furniture. This membrane is part of your roofing system and is covered by a limited Firestone warranty.



E. Bathroom Caulking

Examine annually and use a good quality 100% silicone caulk to touch up and completely seal the following seams:

1. ***Along the base of the shower wall and in the vertical corners.***



2. *Where the bathtub meets the wall tile and the floor tile.*



3. *For top mount sinks, where the bowl meets the countertop.*



F. Fall Winterizing for External Water Faucets; Freezing of Internal Service Line

Before the first freeze, remove water hoses from your external water faucets, both balcony and rooftop. Failure to do so can result in residual water in your faucet bib freezing and bursting the water line.

Shut off the water valve to your external roof faucet and drain the water line. The shut off valve is located in the vanity of your master bedroom or in the garage, and it may have a lever or twist handle. (There may be some variation among units on this point.) Once the valve is shut off, you should drain the water from the line by opening



the relief valve. Rowhouse units 1-7 are not equipped with a shut off valve.

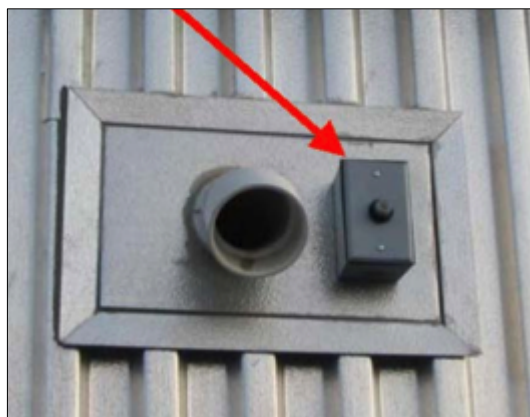
NOTE: Freezing and bursting of interior water service line. In addition, many rowhouses owners have discovered that the interior water service line to your balcony faucet, due to inadequate or non-existent insulation, is prone to freezing and bursting in cold weather. Please keep this in mind if you lower your furnace thermostat setting for extended absences. A plumber can install a line to drain this service line in the fall and avoid the risk of freezing.



G. Exterior Lighting; Photocell

Each Rowhouse unit has exterior lighting fixtures above the garage and above the front door, both of which are controlled by a photocell located on the outside of your penthouse.

A malfunctioning photocell can be stuck in the “on” or “off” position. Replacements for a malfunctioning photocell are inexpensive and can be purchased at any home improvement center—the original part is Intermatic K4321C 120-Volt Fixed Position Photo Control, but any similar product should work. Consider purchasing a “swivel” mount photocell—this allows you to properly face the photocell away from the direct sun, either north or downward.



Homeowners are required to change out "burned out" bulbs from these two fixtures. Because of different screwheads found in fixtures located in various parts of the complex, the change out requires either an allen, straight, phillips or star screwdriver. Applying anti-seize compound to your screw threads will keep them from rusting in place. If you need help with this change out, please contact a member of the Exterior Maintenance Committee. Use a “yellow” light (not “blue”) CFL bulb, 40 or 60 watt equivalent, for replacements.

H. Miscellaneous Interior Maintenance Items

1. HVAC maintenance. Replace your furnace filter periodically. Based on the type of filter, your dust conditions and the amount of time your blower runs, this should be every 30 to 60 days. Have your furnace and a/c checked annually--the maintenance performed includes blower lubrication, furnace cleaning and coolant recharging and will increase the useful life of your utilities.

- 2. Humidifier maintenance.** This can be done as part of your annual HVAC check. If you want to do it yourself, don't forget to annually (a) reset the winter/summer vent lever in your duct system and (b) change the humidifier pad.
- 3. Room vent adjustments.** Hot air rises and as a result rowhouses will have a noticeable temperature gradient from floor to floor during all seasons. To minimize the temperature gradient, try the following: In the summer, close most or all the room vents on the first level and open all the room vents on the third level and in the winter, open all your room vents in the first level and close some of the room vents in the third level. Also, consider ceiling fans, particularly for the third level.
- 4. Thermostat.** Your thermostat has two AA batteries that must be changed periodically--there is a battery life indicator on the thermostat display. Remove the thermostat cover annually to check for and clean any accumulated dust.
- 5. Water heater maintenance.** Periodically drain a couple of gallons from your water heater--this removes sediment and makes your heater more efficient. If you do not have experience with this item you should have a professional do this for you, as there is a risk of scalding.
- 6. Smoke Alarms.** Your smoke alarms have batteries that must be changed periodically.
- 7. Remove refrigerator vent and dust coils.** Replace water filter as needed.
- 8. Periodically replace water supply hoses to your washing machine.** Hoses should be replaced every five years or so.
- 9. Paint color matches.** All SoMa paint colors are listed in a database kept at Pittsburgh Paint at 69th & L, 402-339-4500, and indexed under Color Inc., Rows of SoMa as the job.

I. Miscellaneous Exterior Maintenance Items

- 1. Painting of doors, garage doors and rooftop railings.** Entrance and penthouse door exteriors should be periodically re-painted using good quality gloss latex black enamel paint, such as Diamond Vogel Nu-Cling. The paint on rowhouse garage doors is PPG's DTM Acrylic and the color is a custom match called Rust Orange DTM and is available from Pittsburgh Paint at 69th & L, 402-339-4500. Rooftop railings have a powder coated finish and if re-painted should first be thoroughly cleaned of rust and properly primed. Traco Painting, 1901 S. 6th St, (402) 345-7213 can provide you an estimate of the cost to refinish your railings.
- 2. Maintenance of the front entrance canopy.** If your unit is equipped with an entrance canopy, it should be periodically cleaned to remove dust and bird droppings, either of which can create rust. A canopy that shows significant rust damage must be either (a) professionally refinished or (b) replaced with a new stainless steel canopy that is available from Pre-Wel Manufacturing. Please contact the Homeowners Association if you are interested in the stainless steel canopy replacement.
- 3. Concrete planter boxes.** To reduce the risk of winter freezing damage, make sure drain vents at the bottom of planter boxes are not obstructed. Planting of planter boxes is encouraged; if you decide not to plant, you must keep your boxes clear of weeds.
- 4. Weather strips.** Check and replace, as needed, weather strips around doors, windows and at the bottom of your garage door.

5. Make sure that outside vents are clear of obstructions. Outside vents for your bathroom fans, kitchen hood, clothes dryer and other appliances are generally located on the side of your penthouse door. Check to make sure all vents are operating properly and are unobstructed.

6. Downspouts. Downspouts and extensions that have been bent or otherwise flattened by vehicles or by other means must be repaired or replaced by the homeowner. Boone Brothers at 402-339-2888 installed the original downspouts and extensions and has come to SoMa periodically to repair downspouts. Please notify the Homeowners Association to be put on the list for the next repair date by Boone Brothers.

7. Roofing leaks on rowhouses. Firestone Products warranted the original roofing material. If you have leaks from your rooftop or your balcony area, please call Firestone Products at 317-575-7129 to determine warranty coverage, if any. Firestone will send a local contractor to determine the source of your leak.

8. Periodic rowhouse roof replacement. Rowhouse units will be re-roofed periodically and the Homeowners Association will coordinate that work. All costs of the roof replacement are the responsibility of the homeowner, but the exterior maintenance reserve account for your unit will generally be available to you to reimburse those costs. Please contact PJ Morgan Real Estate at 402-397-5777 for information concerning the current balance of your exterior maintenance account.

9. Windows and Doors. For service or replacement of windows or doors, please call Pella at 402-331-9225.

10. Window cleaning. The Homeowners Association currently contracts for exterior window cleaning for rowhouse units two times annually (approximately in April and September). Please contact PJ Morgan Real Estate at 402-397-7775 if you have windows that were not cleaned adequately or you are otherwise dissatisfied with the service.

11. Decking Warranty Claims. If you have premature decking deterioration, please go to www.lpdeckingclass.com to determine whether you have a warranty claim for repair and replacement.

12. Reset of ground fault circuit breakers in garage. If your outside electrical outlets do not have power, check for and reset the ground fault circuit breakers that are located on electrical outlets on your garage walls. These circuit breakers are identical to the one located on an electrical outlet in your master bathroom.

13. Pigeon deterrent screens required on open deck ends. Homeowners are required to keep their rooftop and balcony areas clear of pigeon nests. As pigeons have shown a preference for building nests under SoMa roof top decks, homeowners are required to install pigeon deterrent screens on the open ends of their rooftop decks. Screens must be rustproof, inconspicuous and permanent in nature. Mark Gerow, 402-320-4625, markgerow@msn.com, will install such a screen for \$5 per foot.