

DAISY SQUARE  
TOWNHOMES  
ASSOCIATION HANDBOOK



**THE HABITAT COMPANY**

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## Information about The Habitat Company

Office Hours: 9:00 AM – 5:00 PM Weekdays

Internet: [www.habitat.com](http://www.habitat.com) email: [habitatmi@habitat.com](mailto:habitatmi@habitat.com)

Telephone: (248) 357-2068 during business hours. Messages can be left for all departments after hours.

Emergency Line: (734) 668-3035 Weekends, after 5:00 PM and before 9:00 AM

### OPERATIONAL PROCEDURES

Association Fees: Your association fee should be mailed with payment coupons or statements, which are supplied for each unit monthly.

Account Status: If you have a question about your account, we will be happy to furnish you with a copy of your account ledger upon receipt of your written request. Due to the sensitive nature of this information, we ask that you submit your request in writing to our letterhead address, by fax at (248) 357-5693, or by email to [habitatmi@habitat.com](mailto:habitatmi@habitat.com).

Maintenance: All non-emergency requests must be submitted in written form. This provides an accurate description of the problem and a permanent record of your correspondence. *Please be certain that the work you are requesting is covered by your Association to avoid unnecessary charges to your Association account.*

It is our desire to have action on every non-emergency work order within two weeks from the date it arrives at our office.

Owner Information: If you have not submitted an Owner Information Sheet to our office, or if your information has changed (phone number, work phone, etc.), please notify our office. Emergency contact information becomes critical in the event of a fire, flood, etc. Please be sure this information is on file with our office.



## Introduction to Association

### 1.) The Daisy Square Townhomes Condominium Association

The purpose of the Daisy Square Townhomes Condominium Association (the "Association") is to provide for the preservation and enhancement of the property values and amenities located at the Daisy Square Townhomes, including the maintenance of the common areas within the community. The Association will operate under the direction of homeowners within the community that are willing to serve on your Board of Directors.

The goals of the Association are funded through the monthly Association fee that is billed to each homeowner within the community. All Association funds are held in The Daisy Square Townhomes bank account for payment of Association expenses in accordance with the approved Annual Budget for the Association.

### 2.) Board of Directors

The Association's Annual Budget is determined by the Board of Directors with the advice and assistance of The Habitat Company as the property management company. The Habitat Company is experienced in the workings of various types of condominium associations throughout Michigan.

The Board of Directors is a governing body elected on behalf of all of the homeowners to carry out the affairs of the Association in accordance with the parameters outlined in the Association Master Deed and Bylaws. The election of the Board of Directors will occur once seventy five percent of the homes are closed. The Board members elect the officers of the Association. The positions are: President, Vice President, Treasurer and Secretary.

Each homeowner will be notified by mail of the election of the Board, and will be entitled to one vote per address. Only Association members in good standing (paid up to date on the Association dues) are eligible to vote.

A Board of Directors typically meets on a monthly or bi-monthly basis to review the needs of the neighborhood in order to implement improvements to the community within the guidelines of the Association Bylaws.

All homeowners may attend Board meetings and petition the Board regarding a particular concern. All such requests must be made in writing, and sent to The Habitat Company where they will be forwarded to the Board. All Board correspondence is handled through The Habitat Company as your property management company.

All homeowners are invited to attend the **Daisy Square Townhomes Association Annual Meeting** at which time Board members will be elected, major issues will be addressed and reports will be given by the Board and special committees regarding ongoing Association matters of concern to the entire community.

## Your Association Fees

The goals of the Daisy Square Townhomes Condominium Association (the "Association") are funded through the monthly Association fee that is billed to each homeowner within the community. All Association funds are held in the Daisy Square Townhomes bank account for payment of Association expenses in accordance With the enclosed approved Annual Budget for the Association.

Your Association fee is due on the first of each month. If your check is received later than the 10th of the month, a late fee in the amount of \$25.00 will be charged to your account. Your monthly Association fee is paid with the use a monthly statement mailed out each month by The Habitat Company. If for some reason you need a copy of your monthly statement, please call Diane McLean at (248) 357-2068.

If you would like to set up **automatic withdrawal** of your payment from your bank account, please fill out and return the Direct Payment Program Form located in this Helpful Forms section of the Handbook. An original signature is required on the form for our office to set up this service on your behalf. Please attach a voided check and mail the Direct Payment Form and voided check to:

The Habitat Company  
29777 Telegraph Road, Suite 2475  
Southfield, MI 48034

If you have a question about your account balance, the Accounting Department will be happy to furnish you with a copy of your account ledger upon receipt of your written request. Due to the sensitive nature of this information, we ask that you submit your request in writing to our letterhead address, by fax at (248) 357-5693, or by email to [habitatmi@habitat.com](mailto:habitatmi@habitat.com).

# MEMORANDUM

**To:** New Owners  
**From:** The Habitat Company  
**Re:** Explanation of Association Fees and Working Capital Contribution

The following information provides an understanding of the costs associated with the first-time purchase of a new home or condominium within a Community Association. The following fees may have different names in some cases, but the purpose of the fees is generally the same as those listed herein.

- **Association Fee:** This fee is paid in regular intervals as set forth in the Bylaws. The amount of the fee is generally based on an annual operating budget for the Association that is adopted in advance of the fiscal year and divided among the applicable units in the Association. The budget is based on the responsibilities of the Association set forth in the Master Deed or the Declaration and Bylaws. Each of the applicable units in the Association must pay their proportionate share of the budget, including the pro-rata share of any current Association fee when purchasing a unit. The Association fee must be based on a budget that reflects eventual maintenance costs of the completed project, and no provision is made in state statutes to provide for a partial waiver of fees while the common elements are being constructed. However, all Association fees are deposited on behalf of the Association in an independent and insured bank account that is regularly audited, and these funds are only used on behalf of the Association for costs that are the responsibility of the Association, so any unused Association fees are accumulated for the benefit of the Association. Association fees are not used for the installation of common or limited common elements that are the responsibility of the developer.
- **Working Capital Contribution:** This contribution is required of first-time buyers to help launch the operation of their Association. This contribution is non-refundable and is not a prepayment of Association fees. The funds accumulated through the Working Capital Contribution help operate the Association during its formative stage and often help the Association establish a strong financial footing, which directly benefits the members of the Association.



## Association Insurance Requirements

### 1.) Your Insurance Carrier for Insurance on the Common Area Elements of the Association

The Association's insurance is handled through Rosenthal Bros., Inc. Karyl Foray is the agent, and her phone number is (847) 940-4300. You may contact her if your mortgage company requests an updated Certificate of Insurance as they do on a periodic basis.

Should a problem arise and you feel that a claim should be filed through the Association's insurance, please contact The Habitat Company in writing. The Insurance agent is not permitted to take a claim request directly from a homeowner.

### 2.) Your Personal Insurance Requirements

You must obtain a separate Insurance policy to cover your personal property and liability, along with any betterments and improvements made to your unit. Many insurance agents recommend an HO6 policy for this purpose. You may wish to consult the Association's insurance agent if you have specific questions on what your individual property insurance is required to cover.

### 3.) The Master Deed and By-Laws

These legal documents are very important. They are sometimes referred to herein as the "Governing Documents". This legal document gives detailed, specific information regarding your Association, and is the guideline used by the Board of Directors to manage the affairs at the Daisy Square Townhomes Condominium Association. If you sell your home, it is your responsibility to provide this document to the new owner at the time of closing, along with the keys to your home. In the event that you no longer have a copy of this document, The Habitat Company, for a fee paid to the Association, may provide a copy to you.

**Minutes of Association Meetings**

## Maintenance Procedures

If you have a maintenance concern, please consider the following:

- If it is an item under warranty, please contact your Developer at (866) 610-6510.
- If the problem does not concern a warranted item, check the Maintenance Matrix on the following page to determine if it is something that you as a homeowner are responsible to repair, or if it is considered the responsibility of the Association.
- If your maintenance concern pertains to an item that is the Association's responsibility to repair, please mail or fax your maintenance request to The Habitat Company @-248-357-5693 for processing. After your request has been received, it will be assigned to a contractor. You will receive acknowledgment of the request and we will provide you with the name of the contractor assigned, and the contractor's phone number. The contractor's phone number is provided so you may contact them directly if an appointment needs to be arranged, or if the work is not completed in a timely manner. Please allow seven days for the contractor to contact you. It is our desire to have action on every non-emergency work order within two weeks from the date it arrives at our office. You may also email this request to The Habitat Company at [habitatmi@habitat.com](mailto:habitatmi@habitat.com).
- If your problem is an emergency, meaning it is something that could cause immediate physical harm or could cause costly property damage (such as a serious leak), please call your request in to our emergency line at 734-668-3035.

**Please note: If you call in a request and it is not of an emergency nature, your Association may bill you for the cost of the service.**



## MAINTENANCE, REPAIR AND REPLACEMENT GUIDELINES WITH MATRIX FOR THE DAISY SQUARE TOWNHOMES

The maintenance, repair and replacement policies at the Daisy Square Townhomes Condominium Association allocate responsibility between the Association or the unit owner for the maintenance, repair and replacement of certain items. To assist you and to provide a quick reference in the determination of responsibility for various maintenance items, a matrix has been prepared by The Habitat Company. **Please note that the Master Deed and Bylaws for the Daisy Square Townhomes supersede this matrix and this document is to be used only as a quick reference.** Some general statements about policies are as follows:

1. Responsibilities for the recorded Master Deed defines maintenance, repair and replacement and Bylaws for the Association, with subsequent interpretation and policy established by the Board of Directors as appropriate.

2. Performance of the maintenance, repair and replacement obligations for the Association is the responsibility of the Board of Directors and may be delegated to the Management Company.

3. In general, the Association is responsible for maintenance, repair and replacement of the General Common Elements including land, driveways, roads, sidewalks, utility (electrical, gas, telephone, plumbing) networks up to the point of unit connection, foundations, outside perimeter walls and roofs.

4. In general, the homeowners are responsible for maintenance, repair and replacement of items within the inside of the unit perimeter walls, including the interior utility network connection points or those items reserved only for each individual unit owner's use (i.e. the Limited Common Elements).

5. In general, the homeowners are responsible for maintenance, repair and replacement of any and all items, wherever located, that are damaged by themselves, guests, and/or invitees regardless of normal maintenance responsibility.

6. The priority, timing, method, financing, degree and type of maintenance, repair, and replacement of the items for which the Association is responsible is up to the reasonable discretion of the Board of Directors. The costs are ultimately assessed to all homeowners through the assessments.

7. The Developer/Builder is responsible for all warranty work both inside and outside the units for the period specified in the warranty provided to the homeowners. Please refer to the Homeowner's Handbook provided to you in connection with the purchase of your home. All warranty work requests should be forwarded in writing directly to the Developer and not to the Association or the management company.

8. Any modification or alteration of any Common Element requires approval of the Board of Directors. Please refer to The Rules and Regulations as they apply to the Architectural Control Policies and Procedures.

9. These statements and the attached matrix serve as a guideline only and, if any items are in conflict with the recorded Master Deed and Bylaws, then the recorded documents will prevail.

# DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION

## MAINTENANCE MATRIX

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Air Conditioner		X	
Pets		X	Limit is 2
Appliances		X	
Doors, Exterior			
Broken Glass		X	
Caulking	X		
Lock Mechanism	X		Owners responsible for lockouts.
Frame	X		
Screens		X	
Storm Doors	X		Only approved models allowed
Surface-Outside	X		
Inside		X	
Doors, Interior		X	
Driveways and Sidewalks and Stairs			
Maintenance	X		
Repair	X		
Replacement	X		
Snow Removal	X		
Electrical			
Bulbs-Inside		X	
Circuit Breakers/Box		X	
Doorbell		X	
Fixtures -Exterior	X		Association cost to replace
Lights-Exterior		X	Owner to replace bulbs and clean fixtures
Interior		X	
Outlets & Switches		X	
Street Lights	X		
Wiring		X	Beyond Meter
Fireplace- Gas			
Damper Adjustment		X	
Flue Cleaning		X	
Gas Valves/Fixtures		X	
Glass Doors/Screens		X	
Main/Repair		X	
Floor			
Coverings		X	Carpet, Hardwood, Tile, Etc.
Squeaks		X	
Furnace		X	

The Daisy Square Townhomes Maintenance Matrix  
 I-Maintenance Information-10/01/05

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Garage			
Garage Door		X	
Garage Door		X	
Outside Bulbs		X	Owner to replace bulbs & clean fixtures
Track & Rollers		X	
Door to Unit		X	
Insects - Exterminating			
Inside		X	
Outside			
Landscaping			
Mechanical Closet		X	
Maintenance		X	
Plantings		X	
Designated beds		X	Restricted in use to the owner of the unit associated with that yard, as designated in Exhibit B of Master Deed
Irrigation System	X		
Plumbing			
Drains		X	After point of unit connection
Faucets & Fixtures		X	
Outside Hose Bib		X	
Pipe Leaks		X	After unit shut off valve
Pipe Freeze Up		X	After unit shut off valve
Sewer Backup		X	After point of unit connection
Shut Off Valve		X	You must know location of valve in unit!
Water Main	X		
Roof & Gutters	X		
Satellite Dish		X	See Satellite Installation Policy
Smoke Detectors		X	
Sump Pump, if any		X	
Exterior Walls	X		
Interior Walls			
Finished Walls		X	
Nail Pops		X	
Paint / Wallpaper		X	
Windows, Screens and Doors		X	Exterior may not be altered without prior written consent of Board
Door Components			
Broken Glass		X	
Caulking		X	
Frame		X	

ITEM	ASSOCIATION	CO-OWNER	COMMENTS
Latch Hinges		X	
Screens		X	
Seals Defective- fog		X	
Surfaces		X	
Weather Stripping		X	
Overhead Garage Door		X	
Water Softener, if any		X	
Water Heater		X	





# DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION

## Policies of the Association

The Rules and Regulations set forth herein are a supplement to the Condominium Bylaws and related documents of the Daisy Square Townhomes Condominium Association. We hope you will recognize the following Rules and Regulations as additional tools to keep Daisy Square Townhomes Condominium Association beautiful and make the community a pleasant living environment for all its residents.

These Rules and Regulations have been promulgated and approved by the Board of Directors for Daisy Square Townhomes Condominium Association in accordance with the Bylaws.

### 1.) Pets

Adopted-Effective Immediately

No more than two (2) common household pets may be kept in the Condominium Unit. No exotic pets shall be allowed. Pets must be kept quiet, not to disturb neighbors. Any pet that creates noise or a nuisance can be ordered permanently removed from the Condominium project by the Board. No animal may be kept or bred for commercial purposes and No savage or dangerous pet shall be kept. No pet may be permitted to run loose upon the Common Elements, limited or general, however, pets may be lost if contained on a balcony or patio. Owner shall clean after their pets. The Association may charge Co-owners maintaining a pet a reasonable additional assessment to be collected in the manner provided in Article V, Section 4, of the Condominium Bylaws if the Association determines such assessment necessary to defray the maintenance to the Association of accommodating animals within the condominium. The association may, without liability to the owner thereof, remove or cause to be removed any animal from the Condominium which it determines to be in violation of the pet restrictions imposed. The association shall have the right to require that any pets be registered with it and may adopt such additional reasonable rules and regulations with respect to pets as it may deem proper. Pet owners shall be subject to fines for failure to keep pets in accordance with these rules.

### 2.) Insurance Coverage

Adopted-Effective Immediately

It shall be each Co-owners responsibility to obtain insurance coverage for the interior of the Unit, personal property located within the unit or elsewhere in the Condominium, as well as for improvements and betterments to the Unit and Limited Common Elements, and for personal liability and property damage for occurrences within a Unit or upon Limited Common Elements to a Unit for which the Co-owner is responsible pursuant to Article VI of the Bylaws, and also for alternative living expense in the event of a fire or other casualty, and the Association shall have absolutely no responsibility for obtaining such coverage. The association and Co-owners shall use their best efforts to see that all property and liability insurance carried by the Association or any Co-owner shall contain appropriate provisions whereby the insurer waives its

right of subrogation as to any claims against any Co-owner or the Association. The liability insurance carried by the Association and Co-owners shall, where appropriate, contain cross liability endorsements to cover liability of the Co-owners as a group to another Co-owner.

### 3.) Collections

Adopted-Effective Immediately

The policy for delinquent accounts shall be as follows:

The payment of an assessment shall be in default if such assessment is not paid in full on or before the 10<sup>th</sup> day of the month and subject to late fees (see fee schedule). Written notice of delinquency shall be made, by first class mail and addressed to delinquent Co-owner. If the default is not cured within 20 days after the date of mailing, the Association may take such action as may be available to it under Condominium documents or under Michigan law. Expenses incurred in collecting unpaid assessments, including late charges, interest, fines, attorneys' fees, and other costs shall be charged to the Co-owner in default.

### 4.) Rules Enforcement and Violation

Adopted-Effective Immediately

Article VII, Section 2, Enforcement of the Associations Bylaws provide that failure to comply with any of the terms of the Act, the Master Deed, the Condominium Bylaws, the Articles of Incorporation, or the Rules and Regulations of the Association, shall be grounds for relief, which may include, without limitation, an action to recover sums due for such damages, injunctive relief, and any other remedy that may be appropriate to the nature of the breach.

**A. NOTICE-** Notice of the Violation will be mailed to the offending Co-Owner via First Class and/or Certified Mail. The notice shall contain the provision violated or breached, together with a factual description of the alleged offense.

**B. OPPORTUNITY TO DEFEND-** The offending Co-Owner shall have an opportunity to appear before the Board to submit a written response to the Notice of Violation and offer evidence in defense of the alleged violation. The appearance before the Board shall be at its next scheduled meeting, or at a special meeting called for such purpose, but in no event shall the Co-Owner be required to appear less than 10 days from the date of issuance of the notice of violation.

**C. DEFAULT-** Failure to respond to the Notice of Violation shall constitute a default.

**D. HEARING AND DECISION-** Upon appearance by the offending Co-Owner before the Board and presentation of the evidence in defense, or in the event of the Co-Owner's default, the Board shall, by majority vote of a quorum of the Board, decide whether a violation has occurred. The Board's decision is final.

**E. AMOUNTS-** After default of the Co-owner, or in the event the Board has determined that a violation has occurred, the following fines shall be levied:

**FIRST VIOLATION-** \$25.00 fine

**SECOND VIOLATION-** \$50.00 fine

**THIRD VIOLATION-** \$75.00 fine

**FOURTH VIOLATION AND SUBSEQUENT VIOLATIONS-** \$100.00 fine

F. COLLECTION- The fines levied shall be assessed against the offending Co-Owner and shall be due and payable together with the regular monthly assessment statement. Failure to pay any such fines will subject the Co-Owner to all liabilities set forth in the Condominium Documents.

5.) Other Policies (see attached)  
Adopted - Effective Immediately

- A. PARKING POLICY
- B. ALTERATIONS/MODIFICATIONS POLICY
- C. SATELLITE INSTALLATION POLICY
- D. RESALE OF UNIT POLICY
- E. STORM DOOR POLICY
- F. ARCHITECTURAL CONTROL POLICY

# DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION

The Parking Policy for Daisy Square Townhomes shall be as follows:

1. Parking of vehicles is NOT PERMITTED in the shaded areas on the attached map.
2. The Association and/or the City of Plymouth shall enforce violations of this policy.
3. Co-Owners may not maintain more than two vehicles on the premises unless the Board approves in writing otherwise. Vehicles must be parked in the garage and in the driveway of Co-owner's unit (parked directly behind garage opening.)
4. Co-Owners, and their tenants, invitees and permittees, parking on the general common elements of the Association shall do so at their own risk and agree to indemnify and hold harmless the Association, its Board of Directors, officers, agents and other Co-Owners from and against any and all fines, expenses, claims, controversies, losses, liabilities, judgments or causes of action resulting from their parking on the Association general limited common elements, including the payment of any and all costs of litigation, arbitration and attorneys' fees resulting there from and/or incurred there from. Co-owners, and their tenants, invitees and permittees, further agree to be responsible for any and all damage their vehicles or to the general or limited common elements of the Association or the property of another Co-Owner of the Association or for any bodily injuries to any individual as a result of parking on the general or limited common elements of the Association.
5. All parking on the general or limited common elements of the Association shall be done in strict compliance with these rules. Any deviation from these rules without the prior written consent of the Board of Directors may result in the towing of the vehicle or fines assessed to the offending Co-Owner, or both. All costs of removal of the vehicle shall be borne by the offending Co-Owner. The Association shall have the right to levy a continuing daily fine for each and every day an unauthorized or non-compliant vehicle shall remain on the general or limited common elements of the Association after the offending Co-owner has been notified of the parking violation. The Board of Directors shall set the applicable fine.



# DAISY SQUARE CONDOMINIUM ASSOCIATION ARCHITECTURAL CONTROL POLICY

To promote the aesthetic harmony and continuing attractiveness of Daisy Square Townhomes and to facilitate the beneficial operation of the residential areas thereof, the Board of the Daisy Square Townhomes Condominium Association has adopted the following Architectural Control Policies and Procedures.

The Board of Directors is responsible for the approval of modifications or alterations to all General and Limited Common Elements. The Condominium Bylaws stated in Article VII, Section 1. subsection (b) sub-subsection (ii) contain the general requirements. They are:

Section 1. subsection (b) sub-subsection (ii) Modification or Alteration. No member shall alter the exterior appearance or structurally modify his or her Unit (including interior walls through or in which there exist easements for support or utilities) or change any of the Limited or General Elements from the way it or they were originally constructed by the Developer, including, without limitation, painting the exterior or erecting antennae, satellite dishes, lights, aerials, awnings, shutters or other exterior attachments or modifications, nor shall any Member damage, modify or make attachments to Common Element walls between Units, which alterations in any way impair the sound-conditioning properties thereof, without the express written approval of the Board of Directors. The Board of Directors, in its sole discretion, may disapprove any such request. However, it may only approve such alterations that do not impair the structural soundness, safety, utility, integrity or appearance of the Condominium. The Board of Directors may appoint an Environmental Control Committee and may delegate to it the responsibility for establishing rules relating to the appearance of Units and common areas, and the approval of the construction, maintenance and repair thereof. Even after approval, a Member shall not be responsible for any damages to any other Units and their contents or to the Common Elements resulting from any such alteration.

## Specifics

1. Deck floors may be sealed using CWF clear sealer manufactured by Flood (2 wet coat applications) as a protective measure. It is the Co-Owner's responsibility to maintain his/her deck system. Regardless of whether the Co-Owner or Developer installed it.
2. Exterior keypads or remote keyboards for Co-Owner's security systems shall be prohibited as well as any exterior sirens or warning lights except those required by the Fire Marshal.
3. No attachment, appliance or other item may be installed which is designed to kill insects or other animals by light or humanely audible sound.
4. Garage doors shall be kept closed at all times except as may be reasonably necessary to gain access to or from any garage.
5. No unsightly condition shall be maintained upon any balconies, porches or patios and only furniture and equipment consistent with ordinary balcony or patio use shall be permitted to remain there during seasons when such areas are reasonably in use, and such furniture or equipment shall be stored in a neat and sightly manner during seasons when they are not reasonably in use. No outdoor furniture or barbecue grills may be stored in the "yards" appurtenant to any Unit.

6. Trash receptacles must be rigid, with a lid and marked with the unit address. They shall be maintained within the unit, or in areas designed therefore, at all times and shall not be permitted to remain elsewhere on the Common Elements except for such short periods of time as may be reasonable to permit periodic collection of trash.
7. Common Elements shall not be used in any way for the drying, shaking or airing of clothing or other items.
8. There shall be no outdoor cooking or barbecues except in outdoor balcony or deck areas. Charcoal grills are prohibited. Grills that use bottled or direct natural gas, including propane, are permitted. One gas cylinder, not to exceed 20 pounds capacity, connected to a barbecue grill or such other item designed and used for household purposes is allowed.
9. Sidewalks, yards, landscaped areas, driveways, roads, parking areas, halls, stairs and, in general, all of the Common Elements, shall not be obstructed in any way nor shall they be used for purposes other than for which they are reasonably and obviously intended.
10. No household trailers, commercial vehicles, boat trailers, boats, camping vehicles, camping trailers, snowmobiles, snowmobile trailers or motor vehicles or trailers other than automobiles may be parked or stored on the Condominium premises; provided, however, that campers and similar vehicles may be kept at the Condominium for a period of less than seventy-two (72) hours without obtaining the Association's prior written approval, so long as they are parked in and completely fit within the Co-Owner's driveway.
11. Non-emergency maintenance or repair of vehicles is not permitted on the Condominium premises, other than within the private garage attached to unit.
12. All window treatments, draperies and / or curtains installed in the windows in the Condominium shall be neutral in color or have neutral liners so as to maintain a uniform appearance when viewed from the exterior.
13. No signs or other advertising devices shall be displayed which are visible from the exterior of a Unit or on the Common Elements, including "For Sale" signs and "Open House" signs, without written permission from the Association. Garage sales are prohibited.
14. No member shall perform any landscaping or plant any trees, shrubs or flowers or place any ornamental materials upon the Common Elements without the express written approval of the Board of Directors. No lawn ornaments are allowed without the prior written approval of the Board of Directors.
15. Flower pots, will be allowed to be placed in limited common elements (but not driveways, walks, sidewalks, or mulch beds). No more than three pots shall be permitted on a front porch. Pots shall be neutral or terra cotta in color and made of weather resistant material. Pots shall be no more than 15" in diameter or 17" high. Pots shall be maintained and in good repair by Co-owner. All pots must be removed by November 1st each year by Co-owner.
16. Hanging flowers and suspended flower boxes shall be allowed on balconies and/or decks (not on front porches.) No more than two hanging pots are permitted. Hanging pots shall



- be hung in white, neutral or terra cotta and made of weather resistant material, and must be hung on the inside of deck or balcony.
17. Wind chimes, windsocks, thermometers, and bird feeders shall not be allowed. Exception - a wreath may be hung on front door, provided it is not attached to the siding or door.
  18. The front porch may have furniture placed on it, but this shall be functional (as opposed to decorative) and well maintained. Collapsible style furniture must be stored inside during the winter months (November 1st through April 30<sup>th</sup>).
  19. Deck Furniture: Furniture should be secured against movement to prevent damage to common elements and must not exceed the height of the railing. Only outdoor furniture, gas grills and flowerpots may be stored outside on decks. Any damages caused by items contained on deck will be the responsibility of the Co-Owner.
  20. Patio Stones: Patio stones are permitted with those homes that have French door openings at the front of the unit. Installation of such stones must be approved by the Board prior to installation and be similar to shape, size and color of those installed for the Standish Model located at 144 Hamilton Street. A sample of the stone and drawing of the patio plan must be submitted to the Board prior to installation.
  21. Flags may be displayed by Co-Owners on their unit at the front door (or front column or by front door) only. Flags shall not exceed 3' by 5' in size and holders shall be made of cast brass. Flagpoles shall not exceed 72" in length or 3/4" in diameter. Flags shall be maintained and in good repair by Co-Owner. Freestanding flagpoles are not permitted.
  22. Only the type and style of storm door approved by the Board may be installed (see Storm Door section.) A request for installation of such screen door must be submitted to the Board prior to installation.
  23. Holiday decorations may be displayed two weeks prior to the holiday and must be removed two days after the holiday.
  24. December holiday decorations may include non-blinking lights and/or rope garland on deck or balcony railings. Lights around the interior or exterior of the windows is not permitted. Lighted or unlighted figures are not permitted. Interior lights and figures prominently visible to the exterior are not permitted. Do not nail or screw into any part of the siding or building.
  25. Satellite Dishes may be installed in accordance with the Satellite Installation Policy (see Satellite Installation Policy.)

# DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION SATELLITE INSTALLATION POLICY

In order to keep the aesthetic appearance of the Daisy Square Townhomes Condominium Association in good and slightly condition, the following policy has been adopted by the Board of Directors of the Association.

1. A satellite dish shall not be installed without the prior written consent of the Board of Directors. Such approval shall be awarded on a case-by-case basis by the Board of Directors. The Board of Directors has the absolute right to deny a request for installation of a satellite dish.
2. In order to obtain approval for the installation of a satellite dish, the Co-owner desiring to install a satellite dish shall submit a Satellite Dish Installation Request to the management company for consideration by the Board of Directors, together with the applicable Satellite Installation Fee, specifying the exact location and method of installation of the satellite dish.

3. Any work regarding the installation of a satellite dish may not commence until written approval is obtained from the Board of Directors. In addition, the Co-owner will provide a Certificate of Insurance from the installer of the satellite dish to the Association, prior to the commencement of any work, with the Association listed as an additional insured on such Certificate of Insurance.

4. Location of the satellite dish shall be in locations designated by the Board of Directors (see approved locations on the attached diagram) and shall comply with the following specifications:

- a. The satellite dish shall be less than 18 inches in diameter and must be gray or brown in color (not black). The corresponding cable shall be of matching color.
- b. Cable for the satellite dish may not be routed along the exterior surface of the building, but must be affixed under the joists of the rear balcony or discreetly along the siding of the unit (see attached diagrams).
- c. No more than one (1) satellite dish may be installed per unit.
- d. Satellite dishes are not permitted to be affixed to the exterior front face of the unit.
- e. The satellite dish must be reasonably concealed from the sight line of street traffic throughout Daisy Square Townhomes Condominium.
- f. The satellite dish and any related hardware and cables shall be maintained in a manner that causes the equipment to remain attractive, in good repair and in sound structural condition.

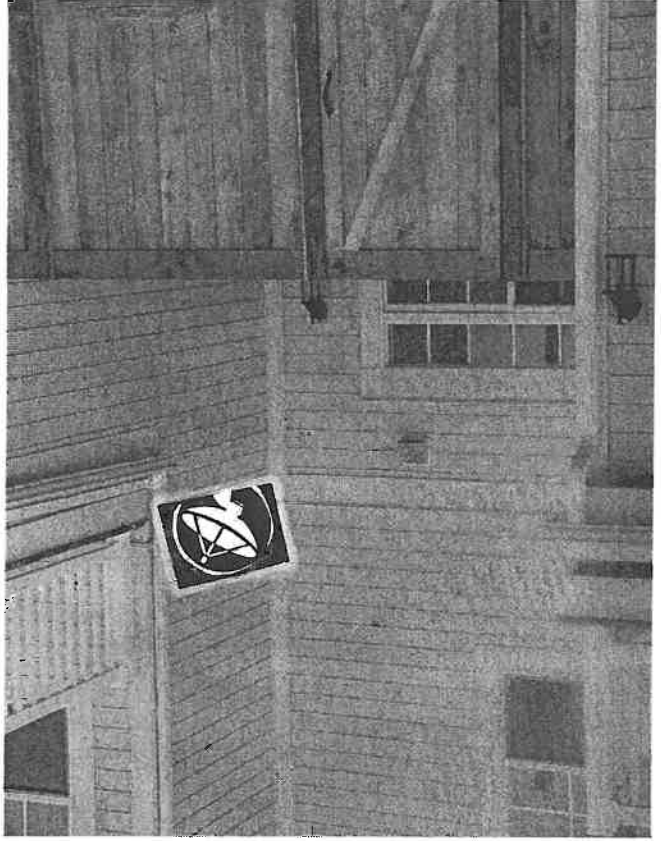
5. In the event that the rear of the Co-Owner's unit does not face southwest, a satellite dish shall not be installed.

6. Any damage to or required repair of the common or limited elements of the Association as a result of the installation, use, maintenance, removal or incorrect placement of the satellite dish shall be the responsibility of the Co-Owner installing such satellite dish. The Co-Owner shall be responsible for restoring the general or limited common elements to its original condition. In the event that the Co-Owner fails to do so, the Board may assess this cost back to the Co-Owner.

7. The Board of Directors, or its agent, reserved the right to inspect the installation and maintenance of the satellite dish.

8. In the event that any additional cost is required to maintain the portion of the general or limited common elements of the Association on which the satellite dish is installed, such cost shall be borne by the Co-Owner. The Board may assess this cost back to the Co-Owner. If it is necessary

9. In the event that a tenant or tenants of the Co-Owner desires to install a satellite dish, approval from the Board of Directors of such installation shall be obtained by the Co-Owner of the unit on behalf of such tenant(s). If approval of such installation is obtained, the tenant(s) shall comply with all rules set forth in this policy.
10. Upon transference of the ownership or occupancy of the unit, the Co-Owner shall advise the successor in title or possession of the existence of these rules and the obligations set forth herein. All obligations herein shall pass to the successor in title or possession. If the successor in title or possession is unwilling to comply with these rules and assume the obligations set forth herein, approval for the satellite dish may be revoked by the Board of Directors, resulting in the removal of the satellite dish and restoration of the property to its original condition by the successor in title or possession.
11. The Co-Owner installing the satellite dish agrees to indemnify and Co-Owner hold harmless the Association, its Board of Directors, officers, agents and -Owners from and against any and all expenses, claims, controversies, losses, liabilities, judgments or causes of action resulting from the installation, maintenance, use or removal of the satellite dish, including the payment of any and all costs of litigation, arbitration and attorneys' fees resulting there from and/or incurred by such Co-Owner who installs such dish. The Co-Owner further agrees to be responsible for any and all damage to the property (the common or limited common elements of the Association) or the property of another Co-Owner of the Association or for any bodily injury or death to any individual as a result of the installation, maintenance, use or removal of the satellite dish.
12. The location, use and approval of the satellite dish, and the rules governing the same, shall be subject to change as future regulations are promulgated by the Federal Communications Commission and any amendment to this policy as adopted by the Board of Directors. There shall be no vested rights in the entitlement to a satellite dish created by any approval by the Board of Directors; all approvals are simply a license granted on a temporary, conditional basis.
13. All satellite dishes shall be installed in strict compliance with these rules. Any deviation from these rules without the prior written consent of the Board of Directors may result in the dismantling and removal of the satellite dish by the Association without notice. All costs of removal and restoration of the general or limited common elements of the Association shall be borne by the Co-Owner. The Association reserves the right to levy a continuing daily fine for each and every day an unauthorized or non-compliant satellite dish shall remain on the property after the Co-Owner has been notified to repair or remove it or advised to re-install the satellite dish in conformance with these rules. The Board of Directors shall set the applicable fine.



Approved Location 2 –

- Winslow

A satellite dish may be installed onto the wood trim board on the side of the garage. The satellite dish must be securely attached to the wood surface and no wires are to be exposed. This option is on available on Selected Style.



Approved Location 1 –

- Alden
- Bradford
- Standish

A satellite dish may be installed on either side of deck fascia. The satellite dish must be securely attached to the wood surface and no wires are to be exposed. This option is available only on the Selected Styles.

# DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION RESALE OF UNIT POLICY

In order to keep the aesthetic appearance of the Daisy Square Townhomes Condominium Association in good and sightly condition, the following policy has been adopted by the Board of Directors of the Association.

1. The Association shall charge a fee to the seller of the unit to process the necessary change in ownership of a unit. The fee is to complete certain forms which may be requested by the buyer to consummate this transaction (specifically, a Project Questionnaire or Condominium Certification form is required by the lending institutions for buyer) or seller (specifically, the Account Letter [or Paid Assessment Letter]), as well as for the time of the management company to modify the Association records and set up an account for the new owner.
2. A Co-Owner selling his or her unit shall submit the Resale of Unit Form to the management company as of the date the unit is listed with a real estate broker or placed on the market (or advertised) for sale, together with the applicable Resale of Unit Fee.
3. The Association will not issue an Account Letter (or Paid Assessment Letter) to the seller for closing until the Resale of Unit Fee is received by the management company (and such funds clear).

4. Please be advised that "For Sale" signs are NOT PERMITTED at Daisy Square pursuant to the Master Deed. The Association shall enforce any violations.
5. A copy of the warranty deed or RESPA statement issued by the title company must be provided by the new owner to the management company after closing to show transfer of ownership of the unit. At the time of closing, please ask the title company to send a copy of the warranty deed or RESPA statement be faxed to Diane McLean at (248) 357-5693 immediately. This removes the seller's name as the party responsible for payment of Association dues and assessments, and gives the Association the name of the new owner for billing/information purposes.
6. The following items should be turned over by the seller to the new owner at the time of the closing:

- This Daisy Square Townhomes Association Handbook prepared by The Habitat Company (which includes the Master Deed and By-Laws of the Association)
- The Buyer's Information Booklet initially provided by Developer/Builder (if available)
- The Homeowner Manual initially provided by the Developer/Builder (if available)
- Payment statements or coupons books for use in paying association dues. (These are processed in reference to the unit address, not the name on the statement or coupon.)
- Door keys for the unit
- Garage door openers
- Mailbox keys

7. In the event that the seller requires a copy of the recorded Master Deed and By-Laws and/or the Association Handbook prepared by The Habitat Company for transfer to the new owner, an additional fee will be due (the "Master Deed and By-Laws Replacement Fee".)
8. The Board of Directors shall set the applicable Resale of Unit Fee and Master Deed and By-Laws Replacement Fee.

# DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION STORM DOOR POLICY

In order to keep the aesthetic appearance of the Daisy Square Townhomes Condominium Association in good and sightly condition, the following policy has been adopted by the Board of Directors of the Association.

1. A storm door shall not be installed without the prior written consent of the Board of Directors. Such approval shall be awarded on a case-by-case basis by the Board of Directors. The Board of Directors has the absolute right to deny a request for installation of a storm door.
2. In order to obtain approval for the installation of a storm door, the Co-Owner desiring to install a storm door shall submit an Alteration/Modification Request to the management company for consideration by the Board of Directors, together with the applicable Alteration/Modification Fee, specifying the exact location and method of installation of the storm door.
3. Any work regarding the installation of a satellite dish may not commence until written approval is obtained from the Board of Directors.

4. The type of storm door shall be as approved by the Board of Directors, which is a Trapp Storm Door, Style #100, Color: Sandstone, Hardware: Classic Latch Antique Brass Finish.

5. Any damage to or required repair of the common or limited elements of the Association as a result of the installation, use, maintenance, removal or incorrect placement of the storm door shall be the responsibility of the Co-Owner installing such storm door. The Co-Owner shall be responsible for restoring the general or limited common elements to its original condition. In the event that the Co-Owner fails to do so, the Board may assess this cost back to the Co-Owner.

6. The Board of Directors, or its agent, reserved the right to inspect the installation and maintenance of the storm door.

7. In the event that any additional cost is required to maintain the portion of the general or limited common elements of the Association on which the storm door is installed, such cost shall be borne by the Co-Owner. The Board may assess this cost back to the Co-Owner. If it is necessary for the Association to remove the storm door to perform maintenance of such general or limited common elements, the Co-Owner shall be notified to remove the storm door or, if no response from the Co-Owner, the Association shall remove the storm door to perform such work.

8. In the event that a tenant or tenants of the Co-Owner desires to install a storm door, approval from the Board of Directors of such installation shall be obtained by the Co-Owner of the unit on behalf of such tenant(s). If approval of such installation is obtained, the tenant(s) shall comply with all rules set forth in this policy.

9. Upon transference of the ownership or occupancy of the unit, the Co-Owner shall advise

the successor in title or possession of these rules and the obligations set forth herein. All obligations herein shall pass to the successor in title or possession. If the successor in title or possession is unwilling to comply with these rules and assume the obligations set forth herein, approval for the storm door may be revoked by the Board of Directors, resulting in the removal of the storm door and restoration of the property to its original condition by the successor in title or possession.

10. The Co-Owner installing the storm door agrees to indemnify and hold harmless the Association, its Board of Directors, officers, agents and Co-Owners from and against any and all expenses, claims, controversies, losses, liabilities, judgments or causes of action resulting from the installation, maintenance, use or removal of the storm door, including the payment of any and all costs of litigation, arbitration and attorneys' fees resulting there from and/or incurred by the Co-Owner. Co-Owner further agrees to be responsible for any and all damage to the property (the common or limited common elements of the Association) or the property of another Co-Owner of the Association or for any bodily injury or death to any individual as a result of the installation, maintenance, use or removal of the storm door.

11. The location, use and approval of the storm door, and the rules governing the same, shall be subject to change by amendment as adopted by the Board of Directors. There shall be no vested rights in the entitlement to a storm door created by any approval by the Board of Directors; all approvals are simply a license granted on a temporary, conditional basis.

12. All storm door shall be installed in strict compliance with these rules. Any deviation from these rules without the prior written consent of the Board of Directors may result in the removal of the storm door by the Association without notice. All costs of removal and restoration of the general or limited common elements of the Association shall be borne by the Co-Owner. The Association reserves the right to levy a continuing daily fine for each and every day an unauthorized or non-compliant storm door shall remain on the property after the Co-Owner has been notified to repair or remove it or advised to re-install the satellite dish in conformance with these rules. The Board of Directors shall set the applicable fine.



# Trapp Storm Door

Up Next

## #100 Trapp Storm Door

A traditional full view door.



- Available Sizes  
30 x 80 32 x 80 36 x 80
- Custom Sizes Available.
- Hardware and Screen Included
- Limited Lifetime Warranty

[Click here for additional options.](#)

- [Storm Doors](#)
- [Storm Windows](#)
- [Entry Doors](#)
- [Hardware Options](#)
- [Screen-Saver](#)
- Information Request

If you have questions or comments about this site, please send them to: [webmaster@trappdoors.com](mailto:webmaster@trappdoors.com). Copyright © 2000 George W. Trapp Company

The Storm Door can be found on [www.trappdoors.com/stormdoors/styles.htm](http://www.trappdoors.com/stormdoors/styles.htm)  
Style # 100  
Color: Sandstone  
Hardware: Classic Latch Antique Brass Finish



# DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION ARCHITECTURAL CONTROL POLICY

To promote the aesthetic harmony and continuing attractiveness of Daisy Square Townhomes and to facilitate the beneficial operation of the residential areas thereof, the Board of the Daisy Square Townhomes Condominium Association has adopted the following Architectural Control Policies and Procedures.

The Board of Directors is responsible for the approval of modifications or alterations to all General and Limited Common Elements. The Condominium Bylaws stated in Article VII, Section 1. subsection (b) sub-subsection (ii) contain the general requirements. They are:

Section 1. subsection (b) sub-subsection (ii) Modification or Alteration. No member shall alter the exterior appearance or structurally modify his or her Unit (including interior walls through or in which there exist easements for support or utilities) or change any of the Limited or General Common Elements from the way it or they were originally constructed by the Developer, including, without limitation, painting the exterior or erecting antennae, satellite dishes, lights, aerials, awnings, shutters or other exterior attachments or modifications, nor shall any Member damage, modify or make attachments to Common Element walls between Units, which alterations in any way impair the sound-conditioning properties thereof, without the express written approval of the Board of Directors. The Board of Directors, in its sole discretion, may disapprove any such request. However, it may only approve such alterations that do not impair the structural soundness, safety, utility, integrity or appearance of the Condominium. The Board of Directors may appoint an Environmental Control Committee and may delegate to it the responsibility for establishing rules relating to the appearance of Units and common areas, and the approval of the construction, maintenance and repair thereof. Even after approval, a Member shall not be responsible for any damages to any other Units and their contents or to the Common Elements resulting from any such alteration.

## Specifics

1. Deck floors may be sealed using CWF clear sealer manufactured by Flood (2 wet coat applications) as a protective measure. It is the Co-Owner's responsibility to maintain his/her deck system. Regardless of whether the Co-Owner or Developer installed it.
2. Exterior keypads or remote keyboards for Co-Owner's security systems shall be prohibited as well as any exterior sirens or warning lights except those required by the Fire Marshal.
3. No attachment, appliance or other item may be installed which is designed to kill insects or other animals by light or humanely audible sound.
4. Garage doors shall be kept closed at all times except as may be reasonably necessary to gain access to or from any garage.
5. No unsightly condition shall be maintained upon any balconies, porches or patios and only furniture and equipment consistent with ordinary balcony or patio use shall be permitted to remain there during seasons when such areas are reasonably in use, and such furniture or equipment shall be stored in a neat and sightly manner during seasons when they are not reasonably in use. No outdoor furniture or barbecue grills may be stored in the "yards" appurtenant to any Unit.

6. Trash receptacles must be rigid, with a lid and marked with the unit address. They shall be maintained within the unit, or in areas designed therefore, at all times and shall not be permitted to remain elsewhere on the Common Elements except for such short periods of time as may be reasonable to permit periodic collection of trash.
7. Common Elements shall not be used in any way for the drying, shaking or airing of clothing or other items.
8. There shall be no outdoor cooking or barbecues except in outdoor balcony or deck areas. Charcoal grills are prohibited. Grills that use bottled or direct natural gas, including propane, are permitted. One gas cylinder, not to exceed 20 pounds capacity, connected to a barbecue grill or such other item designed and used for household purposes is allowed.
9. Sidewalks, yards, landscaped areas, driveways, roads, parking areas, halls, stairs and, in general, all of the Common Elements, shall not be obstructed in any way nor shall they be used for purposes other than for which they are reasonably and obviously intended.
10. No household trailers, commercial vehicles, boat trailers, boats, camping vehicles, camping trailers, snowmobiles, snowmobile trailers or motor vehicles or trailers other than automobiles may be parked or stored on the Condominium premises; provided, however, that campers and similar vehicles may be kept at the Condominium for a period of less than seventy-two (72) hours without obtaining the Association's prior written approval, so long as they are parked in and completely fit within the Co-Owner's driveway.
11. Non-emergency maintenance or repair of vehicles is not permitted on the Condominium premises, other than within the private garage attached to unit.
12. All window treatments, draperies and / or curtains installed in the windows in the Condominium shall be neutral in color or have neutral liners so as to maintain a uniform appearance when viewed from the exterior.
13. No signs or other advertising devices shall be displayed which are visible from the exterior of a Unit or on the Common Elements, including "For Sale" signs and "Open House" signs, without written permission from the Association. Garage sales are prohibited.
14. No member shall perform any landscaping or plant any trees, shrubs or flowers or place any ornamental materials upon the Common Elements without the express written approval of the Board of Directors. No lawn ornaments are allowed without the prior written approval of the Board of Directors.
15. Flower pots, will be allowed to be placed in limited common elements (but not driveways, walks, sidewalks, or mulch beds). No more than three pots shall be permitted on a front porch. Pots shall be neutral or terra cotta in color and made of weather resistant material. Pots shall be no more than 15" in diameter or 17" high. Pots shall be maintained and in good repair by Co-owner. All pots must be removed by November 1st each year by Co-owner.
16. Hanging flowers and suspended flower boxes shall be allowed on balconies and/or decks (not on front porches.) No more than two hanging pots are permitted. Hanging pots shall

- be hung in white, neutral or terra cotta and made of weather resistant material, and must be hung on the inside of deck or balcony.
- 17. Wind chimes, windsocks, thermometers, and bird feeders shall not be allowed. Exception- a wreath may be hung on front door, provided it is not attached to the siding or door.
- 18. The front porch may have furniture placed on it, but this shall be functional (as opposed to decorative) and well maintained. Collapsible style furniture must be stored inside during the winter months (November 1st through April 30<sup>th</sup>).
- 19. Deck Furniture: Furniture should be secured against movement to prevent damage to common elements and must not exceed the height of the railing. Only outdoor furniture, gas grills and flowerpots may be stored outside on decks. Any damages caused by items contained on deck will be the responsibility of the Co-Owner.
- 20. Patio Stones: Patio stones are permitted with those homes that have French door openings at the front of the unit. Installation of such stones must be approved by the Board prior to installation and be similar to shape, size and color of those installed for the model. A sample of the stone and drawing of the patio plan must be submitted to the Board prior to installation.
- 21. Flags may be displayed by Co-Owners on their unit at the front door (or front column or by front door) only. Flags shall not exceed 3' by 5' in size and holders shall be made of cast brass. Flagpoles shall not exceed 72" in length or 3/4" in diameter. Flags shall be maintained and in good repair by Co-Owner. Freestanding flagpoles are not permitted.
- 22. Only the type and style of storm door approved by the Board may be installed (see Storm Door section.) A request for installation of such screen door must be submitted to the Board prior to installation.
- 23. Holiday decorations may be displayed two weeks prior to the holiday and must be removed two days after the holiday.
- 24. December holiday decorations may include non-blinking lights and/or rope garland on deck or balcony railings. Lights around the interior or exterior of the windows is not permitted. Lighted or unlighted figures are not permitted. Interior lights and figures prominently visible to the exterior are not permitted. Do not nail or screw into any part of the siding or building.
- 25. Satellite Dishes may be installed in accordance with the Satellite Installation Policy (see Satellite Installation Policy.)

# DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION ALTERATIONS AND MODIFICATIONS POLICY

In order to keep the aesthetic appearance of the Daisy Square Townhomes Condominium Association in good and slightly condition, the following policy has been adopted by the Board of Directors of the Association.

## General

1. The Board may appoint representatives to a Committee to enforce policies and review applications for alterations and modifications.
2. Modifications and Alterations will be considered only if submitted in writing on the Alteration/Modification Form.
3. Any construction so approved shall be in accordance with all applicable municipal code and shall be subject to applicable permits and final inspections.
4. Once approved, modifications/alterations made by a Co-Owner and/or contractor shall be done without expense or liability to the Association. Co-Owners shall be responsible for damage incurred to any General or Limited Common Elements of the Association including but not limited to:
  - a. Damage to sod, landscaping, final building grades, fences, irrigation system and utilities.
  - b. Damage to neighboring units, both interior and exterior;
  - c. Injury to themselves, members of the public and workmen;
  - d. Damage to their unit or neighboring units caused during or after construction as a result of improper construction or a change in drainage;
  - e. Removal and/or relocation of any existing structures, landscaping, etc., in connection with said installations as required to allow access to the Association, municipality, or utility companies for the purpose of carrying on necessary repairs or maintenance;
  - f. Removal of construction debris/trash shall be within two days of completion of the alteration or modification.
5. Once started alterations/modifications shall be completed in a timely manner, without delay.
6. The property management company shall act as receiving agent for all problems, concerns, applications, correspondence and refunds or deposit in connection with such alteration/modification.
7. The Association reserves the right to periodically inspect all such alterations/modifications for adequate maintenance and if in the Association's opinion adequate maintenance has not been performed, it shall request the same of the Co-Owner. Should the Co-Owner fail to comply, the Association reserves the right to arrange for needed maintenance and charge the Co-Owner for such maintenance plus a 10% service charge for arrangements.
8. Approved alterations or modifications shall be constructed only within the confines of the unit and its limited common elements.

9. Approved alterations or modifications shall not impair the view, privacy and/ or enjoyment of neighboring units.
  10. The installation of approved alterations or modifications shall not prevent the Association from performing normal maintenance and repair work.
  11. Approved alterations or modifications shall be in conformance with the architectural standards of the Association.
  12. If, within 6 months of approval, construction does not commence for which approval has been given, the approval for alterations/modifications shall be deemed withdrawn and the Co-owner must re-submit a new request for alterations/modifications.
- ### Details
1. Any alteration or modification to the exterior of the unit shall not be made without the prior written consent of the Board of Directors. Such approval shall be awarded on a case-by-case basis by the Board of Directors. The Board of Directors has the absolute right to deny a request for an alteration or modification.
  2. In order to obtain approval for an alteration or modification, the Co-Owner desiring to make an alteration or modification shall submit an Alteration/Modification Request to the management company for consideration by the Board of Directors, together with the applicable Alteration/Modification Fee, specifying the exact nature of the alteration or modification and the method of such work.
  3. Any work regarding an alteration or modification may not commence until written approval is obtained from the Board of Directors. In addition, the Co-Owner shall provide to the Association a Certificate of Insurance from the party performing any work regarding an alteration or modification, prior to the commencement of any work, with the Association listed as an additional insured on such Certificate of Insurance.
  4. Any damage to or required repair of the common or limited elements of the Association as a result of the work done in connection with an alteration or modification shall be the responsibility of the Co-Owner requesting such alteration or modification. The Co-Owner shall be responsible for restoring the general or limited common elements to its original condition. In the event that the Co-Owner fails to do so, the Board may assess this cost back to the Co-Owner.
  5. The Board of Directors, or its agent, reserved the right to inspect the installation and maintenance of the alteration or modification.
  6. In the event that a tenant or tenants of the Co-Owner desires an alteration or modification to the exterior of the unit, approval from the Board of Directors regarding the alteration or modification shall be obtained by the Co-Owner of the unit on behalf of such tenant(s). If approval of such alteration or modification is obtained, the tenant(s) shall comply with all rules set forth in this policy.
  7. Upon transference of the ownership or occupancy of the unit, the Co-Owner shall advise the successor in title or possession of the existence of these rules and the obligations set forth herein. All obligations herein shall pass to the successor in title or possession. If the successor in title or possession is unwilling to comply with these rules and assume the obligations set forth herein, approval for the alteration or modification may be revoked by the Board of Directors, resulting in the removal of the alteration or modification and restoration of the property to its original condition by the successor in title or possession.

8. The Co-Owner requesting the alteration or modification agrees to indemnify and hold harmless the Association, its Board of Directors, officers, agents and Co-Owners from and against any and all expenses, claims, controversies, losses, liabilities, judgments or causes of action resulting from the installation, maintenance, use or removal of the alteration or modification, including the payment of any and all costs of litigation, arbitration and attorneys' fees resulting there from and/or incurred by the Co-Owner. The Co-Owner further agrees to be responsible for any and all damage to the property (the common or limited common elements of the Association) or the property of another Co-Owner of the Association or for any bodily injury or death to any individual as a result of the installation, maintenance, use or removal of the alteration or modification.

9. The location, use and approval of the alteration or modification, and the rules governing the same, shall be subject to change as amended by the Board of Directors. There shall be no vested rights in the entitlement to an alteration or modification created by any approval by the Board of Directors; all approvals are simply a license granted on a temporary, conditional basis.

10. All alterations and modifications shall be done in strict compliance with these rules. Any deviation from these rules without the prior written consent of the Board of Directors may result in the removal of the alteration or modification pursuant to notice issued by the Association. All costs of removal and restoration of the general or limited common elements of the Association shall be borne by the Co-Owner. The Association reserves the right to levy a continuing daily fine for each and every day an unauthorized or non-compliant alteration or modification shall remain on the property after the Co-Owner has been notified to repair or remove it or advised to re-install the alteration or modification in conformance with these rules. The Board of Directors shall set the applicable fine.





# DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION

## OWNER INFORMATION FORM

Please complete and return to **The Habitat Company**

Date: \_\_\_\_\_

Name of Mortgage Company: \_\_\_\_\_

Address of Mortgage Company: \_\_\_\_\_

Mortgage Account Number \_\_\_\_\_

Designated Voting Representative: \_\_\_\_\_

(Necessary for the possibility of future By-law Amendments)

Legal Unit Number:	(per Master Deed)	Lot Number:	(If available)
Unit Address:			
Owner Name:			
Owner Street Address			
Owner City, State, Zip:			
Owner Work Phone:			
Email address:			

In case of emergency, who has a key to your unit? \_\_\_\_\_

Phone number: Day # \_\_\_\_\_

Evening # \_\_\_\_\_

Is Unit Occupied by Owner or Family Member?

(please note Yes or No)

YES NO

If not occupied by family, have you enclosed a copy of your lease? \_\_\_\_\_

(Your Association is required to have a copy of the lease on file)

I certify that this unit is not leased out and is only occupied by the owner of record or an immediate family member

Date \_\_\_\_\_

Required Signature \_\_\_\_\_

Resident Name(s) (if other than owner)	Resident Work Phone:
Resident Name(s) (if other than owner)	Res. Home # :

### Required Resident Emergency Contact Information

Name # 1:	Relationship:	Phone Number(s) Work:	Home:
Name # 2:	Relationship:	Phone Number(s) Work:	Home:

Car: Year, Make, Model, License Plate numbers:

Vehicle 1

Vehicle 2

**DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION**

*Designation of Voting Representative*

The undersigned, being the Homeowner(s) of Unit No. \_\_\_\_\_ at The Daisy Square Townhomes Association,

Address: \_\_\_\_\_

(PLEASE PRINT)

Hereby designates **only one person:**

Name: \_\_\_\_\_  
(PLEASE PRINT NAME OF DESIGNATED VOTER)

as the individual representative who shall vote at the meetings of the Association and receive all meeting notices on behalf of the undersigned Homeowner(s). See the Condominium By-Laws for further information.

Notwithstanding the foregoing, it is further agreed that either (but no more than one) of the undersigned may be counted for quorum purposes and vote in person at any meeting of the Association, unless the undersigned cannot agree as to who shall vote at such meeting, in which event only the above designated representative may cast such vote.

Dated: \_\_\_\_\_

\_\_\_\_\_  
HOMEOWNER SIGNATURE

\_\_\_\_\_  
HOMEOWNER SIGNATURE

Return To: The Habitat Company  
29777 Telegraph Road, Suite 2475  
Southfield, MI 48034



THE HABITAT COMPANY

**AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENT**

I (we) hereby authorize **The Habitat Company** to initiate debit entries to my (our) account at the bank named below in the amount indicated on my (our) monthly invoice.

I (we) understand that my (our) checking/savings account will be debited for the **total invoice amount** no earlier than the 1st of the month.

NAME OF BANK: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

CHECKING ( ) SAVINGS ( )

(Please attach a Void Check)

ABA# \_\_\_\_\_

Account# \_\_\_\_\_

ADDRESS OF BANK: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**PLEASE ATTACH A VOID CHECK.**

*This authorization will remain in effect until **The Habitat Company** has received written notification from me (either of us) of its termination in such time and manner as to allow **The Habitat Company** reasonable opportunity to act on it. Insufficient funds will be treated as such and lessee shall pay lessor the sum of \$25 for each occurrence.*

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

*Please Print*

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APARTMENT #: \_\_\_\_\_

DATE: \_\_\_\_\_

TENANT CODE #: \_\_\_\_\_  
(Must be filled in by Management Office)

PROPERTY NAME: \_\_\_\_\_

WHITE- Corporate Office

YELLOW - Building File

PINK - Resident Copy

**DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION**

**Pet Permit Application**

I hereby apply for permission to keep the following pet(s):

Description of pet(s)

Names:

I have read the applicable provision of the **Daisy Square Townhomes Condominium By-Laws** in their entirety and I agree to abide by all the rules contained therein. I understand that violation of any terms of the By-Laws may result in fines, revocation of this permit, or eviction of the pet.

Name:

Address:

Phone:

Signature:

Applicable portion of the By-laws has been reprinted for your reference:

No more than two (2) common household pets may be kept in the Condominium Unit. No exotic pets shall be allowed. Pets must be kept quiet. Pets that create noise or otherwise create a nuisance can be ordered permanently removed from the Condominium Project by the Board. Such pet may not be kept or bred for any commercial purpose and shall have such care and restraint so as not to be obnoxious or offensive on account of noise, odor or unsanitary conditions. No savage or dangerous pet shall be kept. No pet may be permitted to run loose upon the Common Elements, limited or general, however, pets may be loose if contained within a balcony or patio. Owners shall clean up after their pets. The Association may charge all Co-Owners maintaining a pet a reasonable additional assessment to be collected in the manner provided in Article V, Section 4, of these Condominium Bylaws if the Association determines such assessment necessary to defray the maintenance cost to the Association of accommodating animals within the Condominium. The Association may, without liability to the owner thereof, remove or cause to be removed any animal from the Condominium which it determines to be in violation of the restrictions imposed by this Section. The Association shall have the right to require that any pets be registered with it and may adopt such additional reasonable rules and regulations with respect to pets as it may deem proper. Any person who causes an animal to be brought or kept in the Condominium shall indemnify and hold harmless the Association for any damage, loss or liability which might accrue to the Association as a result of the presence of such animal in the Condominium. Pet owners shall be subject to fines for failure to keep pets in accordance with these rules.

Approved By:

Date Approved:

The Habitat Company  
29777 Telegraph Road, Suite 2475  
Southfield, MI 48034

**DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION  
ALTERATIONS/MODIFICATIONS REQUEST**

Please Print Your Name and Address:

Date \_\_\_\_\_

Home Phone: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_

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**REQUESTED MODIFICATIONS**

- Exterior Appearance
- Structural Parts of Unit
- Common Elements/Limited Common Elements
- Other: \_\_\_\_\_

**EXPLANATION OF MODIFICATIONS**

Please note that you MUST submit a drawing for any modification which requires same, such as decks, landscaping modification, etc. The drawing should be on a site plan and the scale should be 1/2" = one (1) foot. Please list sizes and materials to be used.

This work will be performed by: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List address and phone if outside contractor is to be used:  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:**

1. Actual construction will be performed by a licensed builder/contractor who is insured. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense. I will provide a Certificate of Insurance from the Builder/Contractor to the Association, prior to the commencement of any work, with the Association listed as an additional insured on such Certificate of Insurance.
2. I/we have read all applicable sections of the Governing Documents and I/we understand same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.

4. I/we understand that, should any legal, regulatory agency require, at any time in the future, modifications to this variance, they will be done at my/our expense.
5. This alteration/variance/modification is subject to all the requirements of the Governing Documents, occupancy agreements and other applicable regulations at the Community Association's discretion.
6. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for same.
7. All of the above information is truthful and accurate.

**NO WORK SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED**

Signature of Owner	Date
Signature of Owner	Date

When complete and accurate information is received, requests will be completed at the earliest opportunity. Please note that response time depends upon the availability of the Association's Board of Directors, but at no time will take more than thirty days.

Alteration/Modification Fee \$25.00

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**The Habitat Company**  
 29777 Telegraph Road, Suite 2475  
 Southfield, MI 48034

**DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION**

**Satellite Dish Installation Request**

The undersigned Co-Owner hereby requests to install a satellite dish on the exterior of his or her unit in a location approved by the Association Board of Directors. I further agree to all of the terms and conditions stated in the Satellite Dish Installation Policy for the Daisy Square Townhomes Condominium Association, and accept full responsibility for the costs of installation, decoration, maintenance, repair, use removal or replacement of the satellite dish and related equipment on the common or limited common elements of Daisy Square Townhomes Condominium Association.

Furthermore, I agree to indemnify and hold harmless the Association, its Board of Directors, officers, agents and Co-Owner from and against any and all fines, expenses, claims, controversies, losses, liabilities, judgments or causes of action resulting from the installation, maintenance, use or removal of the satellite dish, including the payment of any and all costs of litigation, arbitration and attorneys' fees resulting there from and/or incurred by me. I agree to be responsible for any and all damage to the property (the common or limited common elements of the Association) or the property of another Co-Owner of the Association or for any bodily injury or death to any individual as a result of the installation, maintenance, use or removal of the satellite dish.

\_\_\_\_\_  
Co-Owner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Co-Owner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

The Board of Directors does hereby grant the Co-Owner \_\_\_\_\_ whose: condominium unit is located at \_\_\_\_\_ permission to install a private satellite dish on the exterior of his/her unit, subject to such Co-Owner's agreement to and compliance with the Satellite Dish Installation Policy for Daisy Square Townhomes Condominium Association, which is incorporated herein by reference, and is an integral part of this approval.

Approval:

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Witness

**Satellite Installation Fee \$25.00**

**The Habitat Company**

29777 Telegraph Road, Suite 2475 Southfield, MI 48034

**DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION**  
**Resale of Unit Notification Form**

Name of Seller: \_\_\_\_\_  
 Address of Unit: \_\_\_\_\_  
 Contact phone number(s): \_\_\_\_\_  
 \_\_\_\_\_  
 Projected date of closing: \_\_\_\_\_  
 Name of Buyer: \_\_\_\_\_  
 Current address of Buyer: \_\_\_\_\_  
 Contact phone number(s) \_\_\_\_\_

1. The Association shall charge a fee to the seller of the unit to process the necessary change in ownership of a unit. The fee is to complete certain forms which may be requested by the buyer to consummate this transaction (specifically, a Project Questionnaire or Condominium Certification form is required by the lending institutions for buyer) or seller (specifically, the Account Letter [or Paid Assessment Letter]), as well as for the time of the management company to modify the Association records and set up an account for the new owner.

2. A Co-Owner selling his or her unit shall submit the Resale of Unit Form to the management company as of the date the unit is listed with a real estate broker or placed on the market (or advertised) for sale, together with the applicable Resale of Unit Fee.  
 3. The Association will not issue an Account Letter (or Paid Assessment Letter) to the Seller for closing until the Resale of Unit Fee is received by the management Company (and such funds clear).

4. Please be advised that "For Sale" signs are NOT PERMITTED at Daisy Square pursuant to the Master Deed. The Association shall enforce any violations.

5. A copy of the warranty deed or RESPA statement issued by the title company must be provided by the new owner to the management company after closing to show transfer of ownership of the unit. At the time of closing, please ask the title company to send a copy of the warranty deed or RESPA statement be faxed to Diane McLean at (248) 357-5693 immediately. This removes the seller's name as the party responsible for payment of Association dues and assessments, and gives the Association the name of the new owner for billing/information purposes.

6. The following items should be turned over by the seller to the new owner at the time of the closing:



- This Daisy Square Townhomes Association Handbook prepared by The Habitat Company (which includes the Master Deed and By-Laws of the Association)
  - The Buyer's Information Booklet initially provided by Developer/Builder (if available)
  - The Homeowner Manual initially provided by the Developer/Builder (if available)
  - Payment statements or coupons books for use in paying association dues. (These are processed in reference to the unit address, not the name on the statement or coupon.)
  - Door keys for the unit
  - Garage door openers
  - Mailbox keys
7. In the event that the seller requires a copy of the recorded Master Deed and By-Laws and/or the Association Handbook prepared by The Habitat Company for transfer to the new owner, an additional fee will be due (the "Master Deed and By-Laws Replacement Fee".)

\_\_\_\_\_  
Co-Owner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Acknowledged by:

\_\_\_\_\_  
The Habitat Company

\_\_\_\_\_  
Date:

Resale of Unit Fee \$25.00  
Master Deed and By-Laws Replacement Fee is \$25.00



## ***Repairs***

Care of drywall is a maintenance responsibility of the homeowner. Most drywall repairs can be easily made.

Repair hairline cracks with a coat of paint. You can repair slightly larger cracks with spackle or caulk. Scrape around screw uncovering screw head and take a screwdriver and reset the screw 1/8" into drywall. Cover it with spackle, which is available at paint and hardware stores. Apply two or three thin coats. When dry, sand the surface with fine-grain sandpaper, prime and then paint. You can fill indentations caused by sharp objects in the same manner.

## **Joseph Freed Homes Limited Warranty Guidelines**

During the orientation, we confirm that drywall surfaces are in acceptable condition. Nail or screw pops or cracks in the walls and ceilings are not covered by the Limited Warranty, since such conditions do not result from faulty workmanship or defective materials but as the result of natural shrinkage and drying of building materials, or of normal settlement of the building.

### ***Lighting Conditions***

Joseph Freed Homes does not repair drywall flaws that are only visible under particular lighting conditions.

### ***Related Warranty Repairs***

If a drywall repair is needed as a result of poor workmanship (such as blisters in tape) or other warranty-based repair (such as a plumbing leak), Joseph Freed Homes completes the repair by touching up the repaired area with the same paint that was on the surface when the home was delivered. You are responsible for custom paint colors and wallpaper that has been applied subsequent to closing. Due to the effects of time on paint and wallpaper, as well as possible dye lot variations, touch-up may not match the surrounding area.

# **Electrical Systems**

## **Homeowner Use and Maintenance Guidelines**

The location of your breaker panel is reviewed during both of your orientations; it includes a main shut-off that controls all the electrical power to the home. Individual breakers control the separate circuits. Each breaker is marked to help you identify which breaker is connected to which major appliances, outlets, or other service. Should a failure occur in any part of your home, always check the breakers in the main panel box.

## **Breakers**

Circuit breakers have three positions: on, off, and tripped. *When a circuit breaker trips, it must first be turned off before it can be turned back on. Switching the breaker directly from tripped to on will not restore service.*

## **Breaker Tripping**

Breakers trip due to overloads caused by plugging too many appliances into the circuit, a worn cord or defective appliance, or operating an appliance with too high a voltage requirement for the circuit. The starting of an electric motor can also trip a breaker.

If any circuit trips repeatedly, unplug all items connected to it and reset. If the circuit remains on, one of the items you unplugged is defective and will require repair or replacement.

## **Buzzing**

Fluorescent fixtures use transformer action to operate. This action sometimes causes a buzzing. Turning the light bulb 1/8 of a turn can sometimes solve this buzzing. If it persists, change the light bulb.

## **Fixture Location**

We install light fixtures in the locations indicated on the plans. Moving fixtures to accommodate specific furniture arrangements or room use is your responsibility.

## **GFCI (Ground-Fault Circuit-Interrupters)**

GFCI receptacles have a built-in element that senses fluctuations in power. Quite simply, the GFCI is a circuit breaker. Building codes require installation of these receptacles in bathrooms, the kitchen, outside, and the garage (areas where an individual can come into contact with water while holding an electric appliance or tool). Heavy appliances such as freezers or power tools will trip the GFCI breaker.

Each GFCI receptacle has a test and reset button. Once each month, press the test button. This will trip the circuit. To return service, press the reset button. If a GFCI breaker trips during normal use, it may indicate a faulty appliance and you will need to investigate the problem. One GFCI breaker can control up to three or four outlets.

**Do not plug a refrigerator or food freezer into a GFCI-controlled outlet. The likelihood of the contents being ruined is high and the Limited Warranty does not cover such resulting damage.**

### *Grounded System*

Your electrical system is a three-wire grounded system. Never remove the bare wire that connects to the box or device.

### *Light Bulbs*

You are responsible for replacing burned-out bulbs other than those noted during your orientation.

### *Modifications*

Any modifications to your electrical system during the warranty period can void that portion of your Limited Warranty.

### *Outlets*

If an outlet is not working, check first to see if it is controlled by a wall switch or GFCI. Next, check the breaker.

If there are small children in the home, install safety plugs to cover unused outlets. This also minimizes the air infiltration that sometimes occurs with these outlets. Teach children to never touch electrical outlets, sockets, or fixtures.

## **Joseph Freed Homes Limited Warranty Guidelines**

During the orientation we confirm that light fixtures are in acceptable condition and that all bulbs are working. Joseph Freed Homes' Limited Warranty excludes any fixture you install after closing.

### *Designed Load*

During the warranty period, Joseph Freed Homes will repair any electrical wiring that fails to carry its designed load to meet specifications. If electrical outlets, switches, or fixtures do not function as intended, Joseph Freed Homes will repair or replace them.

### *GFCI (Ground-Fault Circuit-Interrupters)*

Joseph Freed Homes is not responsible for food spoilage that results from your plugging refrigerators or freezers into a GFCI outlet.

### *Power Surge*

Power surges are the result of local conditions beyond the control of Joseph Freed Homes and are excluded from Limited Warranty coverage. These can result in burned-out bulbs or damage to sensitive electronic equipment such as TVs, alarm systems, and computers. Damage resulting from lightning strikes and power surges are excluded from Limited Warranty coverage.

## **Expansion and Contraction**

### **Homeowner Use and Maintenance Guidelines**

Changes in temperature and humidity cause all building materials to expand and contract. Dissimilar materials expand or contract at different rates. This movement results in separation between materials, particularly dissimilar ones. You may see the effects in small cracks in drywall and in paint, especially where moldings meet drywall, at mitered corners, and where tile grout meets tub or sink. While this can alarm an uninformed homeowner, it is normal.

Shrinkage of the wood members of your home is inevitable and occurs in every new home. Although this is most noticeable during the first year, it may continue beyond that time. In most cases, caulk and paint are all that you need to conceal this minor evidence of a natural phenomenon. Even though properly installed, caulking shrinks and cracks. Maintenance of caulking is your responsibility.

### **Joseph Freed Homes Limited Warranty Guidelines**

Expansion, contraction and shrinkage are not covered by this warranty, since such conditions do not result from faulty workmanship or defective materials but are the result of natural shrinkage and drying of building materials, or of normal settlement of the Building, wind loads or other normal movement of the Building components. If abnormal conditions (as determined by gaps greater than 1/8 inch) exist with respect to these items, Joseph Freed Homes will correct such conditions, but only once, within the first year. Joseph Freed Homes will not be liable for repainting, wallpapering, or refinishing any repaired areas.

## Fireplace

### Homeowner Use and Maintenance Guidelines

Most of us feel a fireplace is an excellent way to create a warm, cozy atmosphere. Electric Fireplaces are 100% efficient. This means that all of the energy supplied to your home is converted into heat, which stays in the room. Many gas fireplaces advertise 70%-80% efficiency. This means that 20%-30% of the energy supplied to your home is vented outside. Please refer to manufacturers specification for operating and safety information.

### Glass Doors

*The glass doors on either a ventless or direct vent fireplace may become very hot if the fireplace is used for an extended period of time.*

## Foundation

### Homeowner Use and Maintenance Guidelines

We install the foundation of your home according to the recommendations of our consulting engineer and the building code of the City of Plymouth.

### Cracks

Even though an engineer designed the foundation and we constructed it according to engineering requirements, surface cracks can still develop in the wall. Surface cracks are not detrimental to the structural integrity of your home. If a crack develops in a foundation wall that allows water to pass through, follow the procedures for submitting a warranty claim.

### Dampness

Due to the amount of water in concrete, basements may be damp. Condensation can form on water lines and bottom of 12" of foundation wall. Running AC or dehumidifier will help.

### Future Construction in Basement

If you decide to perform additional construction in the basement, obtain guidelines from a licensed engineer, obtain a building permit, and comply with all codes and safety requirements. Joseph Freed Homes does not warrant that you will be able to obtain such a permit because of the possibility that building codes may change.

## Joseph Freed Homes Limited Warranty Guidelines

### *Cracks*

Shrinkage or backfill cracks are not unusual in foundation walls. During the warranty period, Joseph Freed Homes will seal cracks that exceed 1/4 inch in width or leak.

### *Cosmetic Imperfections*

Slight cosmetic imperfections in foundation walls, such as a visible seam where two pours meet or slight honeycombing (aggregate visible), are possible and require no repair unless they permit water to enter.

# Garage Overhead Door

## Homeowner Use and Maintenance Guidelines

Since the garage door is a large, moving object, periodic maintenance is necessary. Every six months, apply lubricant to all moving parts: track, rollers, hinges, pulleys, and springs. At the same time, check to see that all hardware is tight and operating as intended without binding or scraping. Avoid over-lubricating to prevent drips on vehicles or the concrete floor.

### *Lock*

If the lock becomes stiff, apply a silicone or graphite lubricant. Do not use oil on a lock, as it will stiffen in winter and make the lock difficult to operate.

### *Opener*

To prevent damage to a garage door opener, be sure the door is completely unlocked and the rope-pull has been removed before using the operator.

During your Homeowner Orientation we demonstrate the electric eye that provides a safety stop in the event someone crosses through the opening while the overhead door is in motion. Use care not to place tools or other stored items where they interfere with the function of the electric eye.

Be familiar with the steps for manual operation of the door in the event of a power failure.



### *Painting*

Painting of the garage door should be addressed by the Homeowners' Association.

### *Safety*

Follow the manufacturer's instructions for safe and reliable operation. Do not allow anyone except the operator near the door when it is in motion. Keep hands and fingers away from all parts of the door except the handle. Do not allow children to play with or around the door.

For your safety, after the expiration of the one-year warranty, have any needed adjustments made by a qualified specialist. The door springs are under a considerable amount of tension and require special tools and knowledge for accurate and safe servicing. Have the door inspected by a professional garage door technician after any significant impact to the door.

### **Joseph Freed Homes Limited Warranty Guidelines**

The garage door should operate smoothly and with reasonable ease. The door can become misaligned and require adjustment, which during the warranty period, Joseph Freed Homes will provide any necessary repairs.

### *Light Visible*

Garage overhead doors cannot be airtight. Some light will be visible around the edges and across the top of the door. Severe weather conditions may result in some precipitation entering around the door.

## **Gas Shut-Offs**

### **Homeowner Use and Maintenance Guidelines**

Gas appliances and fixtures are supplied with gas piping that enters the home from the gas meter closet. Each fixture or appliance has a gas shut-off valve at the point of connection to the piping. The valve typically has a handle, which is parallel to the piping when open and is typically perpendicular to the piping when closed. Some appliances, such as ranges, clothes dryers, and cook tops have flexible piping connections.

### **IF YOU SUSPECT A GAS LEAK**

If you should smell an excessive amount of gas, contact the gas company at once (**do not use your own phone when calling, use the phone in a neighbor's home**) by calling their emergency hot line. They have specially equipped crews trained to find and address gas leaks in emergency situations.

The gas company is responsible for leaks up to the meter. Joseph Freed Homes will correct leaks from the meter into the home.

## Gas Water Heater

### Homeowner Use and Maintenance Guidelines

Carefully read and follow the manufacturer's literature for your specific model of water heater.

### Condensation

Condensation inside your new water heater may drip onto the burner flame. This causes no harm and in most cases will disappear in a short period of time.

### Drain Tank

Review and follow manufacturer's timetable and instructions for draining several gallons of water from the bottom of the water heater. This reduces the build-up of chemical deposits from the water, prolonging the life of the tank and saving energy dollars.

### Pilot

A continuous pilot fuels the main burner inside the body of the hot water tank. This pilot is accessed by the jacket door immediately below the thermostat control at the bottom of the heater. Should the pilot light get extinguished for any reason, the water heater's thermostat will automatically shut-off the gas supply to the burner.

Never light a gas pilot when the water heater tank is empty. Always turn off the gas before shutting off the cold water supply to the tank. To light the water heater pilot, first remove the cover panel on the tank to expose the pilot. Then rotate the on-off pilot knob to the pilot position. When the knob is in this position, the red button can be depressed.

While depressing the red button, hold a match at the pilot. Once the pilot lights, continue to hold the red button down for 30 to 60 seconds. When you release the red button, the pilot should stay lit. If it does not, wait several minutes to allow the gas to dissipate from the tank and repeat the entire process. If it stays lit, rotate the on-off pilot knob to the on position.

Reinstall the cover panel and then adjust the temperature setting with the regulating knob on the front of the tank.

Water heaters sometimes collect small quantities of dirty water and scale in the main gas lines, which may put out the pilot light.

While away from home for an extended period of time, set the temperature to its lowest point and leave the pilot lit.

### ***Safety***

Vacuum the area around a gas-fired water heater to prevent dust from interfering with proper flame combustion. Avoid using the top of a heater as a storage shelf.

Every gas hot water heater is equipped with a temperature and pressure relief valve. The valve is a safety mechanism designed to release a build-up of pressure should a malfunction of the thermostat occur. The valve is also used as an element of routine maintenance.

A thermostatic gas valve regulates the temperature of the water. It is recommended not to set the temperature above 125 degrees Fahrenheit. The potential for scalding exists if the temperature is set too high. It is important to understand the operation, requirements and full warranty coverage of this equipment.

### ***Temperature***

The recommended thermostat setting for normal everyday use is "normal." Higher settings can result in wasted energy dollars and increase the danger of injury from scalding. Hot water will take longer to arrive at sinks, tubs, and showers that are farther from the water heater.

### ***No Hot Water***

If you discover that you have no hot water, check the pilot, temperature setting, and water supply valve before calling for service. Refer to the manufacturer's literature for specific locations of these items and other troubleshooting information.

## **Joseph Freed Homes Limited Warranty Guidelines**

Refer to the Manufacturer's Limited Warranty for information regarding coverage of the water heater.

>See also *Plumbing*.

## Grading, Drainage and Roof Drains (Common Element)

### Homeowner Care and Maintenance

Your Homeowners' Association is responsible for the maintenance of exterior elements of the development.

### Joseph Freed Homes Limited Warranty Guidelines

Joseph Freed Homes will work with the Homeowners Association to make any repairs that fall within the Common Area Limited Warranty, for the first year following Association turnover.

## Gutters and Downspouts

### Homeowner Care and Maintenance

Your Homeowners' Association is responsible for the maintenance of exterior elements of the development. Gutters and downspouts can become filled with debris such as leaves, sticks, twigs and other materials. If left unchecked downspouts may become clogged and the gutters with them not work as designed. As a common element, it is the Association's responsibility to repair and maintain. In the event you decide to take matters into your own hands regarding gutter clogging scenario, use extreme caution with regard to ladder operation.

### Daisy Square Townhome Limited Warranty Guidelines

Joseph Freed Homes will work with the Homeowner's Association to make any repairs that fall within the Common Area Limited Warranty, for the first year following Association turnover.

## Hardware

### Homeowner Use and Maintenance Guidelines

Doorknobs and locks should operate correctly with little attention. Over time, they may need slight adjustments due to normal shrinkage of the framing. Occasionally, you may need to tighten screws.

### Joseph Freed Homes Limited Warranty Guidelines

We confirm that all hardware is in acceptable condition during orientation. The Limited Warranty excludes repairs for cosmetic damage subsequent to the orientation.

Joseph Freed Homes will repair hardware items that do not function as intended, within the 60 day or 1 month warranty period.

## Hardwood Floors

### Homeowner Use and Maintenance Guidelines

In daily care of hardwood floor, preventive maintenance is the primary goal.

#### *Cleaning*

Sweep on a daily basis or as needed. **Never wet-mop a hardwood floor.** Excessive water causes wood to expand and can possibly damage the floor. When damp-mopping, remove all excess water from the mop. Products like oil soap or floor waxes should never be used on hardwood floors. The oil soap or wax will leave buildup on the floor, which cannot be removed and will make refinishing of the floor very difficult.

#### *Dimples*

Placing heavy furniture or dropping heavy or sharp objects on hardwood floors can result in dimples. High heels will cause dimples due to weight relative to low surface displacement.

#### *Filmy Appearance*

A white, filmy appearance can result from moisture, often from wet shoes or boots.

#### *Furniture Legs*

Install proper floor protectors on furniture placed on hardwood floors. Protectors will allow chairs to move easily over the floor without scuffing. Regularly clean the protectors to remove any grit that may have accumulated. Animals' nails will scratch the finish on a hardwood floor and such damage is not covered by your Limited Warranty.

#### *Humidity*

**A central humidifier is a required option when purchasing hardwood flooring. The absence of such humidifier will void the warranty.**

Wood floors respond noticeably to changes in humidity in your home. Especially during winter months the individual planks or pieces expand and contract as water content changes. A humidifier helps but does not completely eliminate this reaction.

#### *Mats and Area Rugs*

Use protective mats at the exterior doors to help prevent sand and grit from getting on the floor. Gritty sand is wood flooring's worst enemy. However, be aware that rubber backing on area rugs or mats can cause yellowing and warping of the floor surface.

### *Separation*

Expect some shrinkage around heat vents or any heat-producing appliances, or during seasonal weather changes.

### *Shoes*

High heels will exert over 8,000 pounds of pressure per square inch on the floor. That's enough to damage hardened concrete; it will tend to mark your wood floor.

### *Spills*

Clean up food spills immediately with a dry cloth. Use a vinegar-and-warm-water solution for tough food spills.

### *Splinters*

When floors are new, small splinters of wood can appear.

### *Sun Exposure*

Exposure to direct sunlight can cause irreparable damage to hardwood floors. To preserve the beauty of your hardwood floors, install and use window coverings in these areas.

### *Traffic Paths*

A dulling of the finish in heavy traffic areas is likely.

### *Warping*

Warping will occur if the floor repeatedly becomes wet or is thoroughly soaked even once. Slight warping in the area of heat vents or heat-producing appliances is also typical.

In summer months or in areas exposed to high moisture or humidity level the flooring material may expand and warp or cup in appearance. Again, this usually correct itself as the season change and moisture levels drops. In the heating season, the drier air may cause small separations to appear between boards. The National Oak Flooring Manufacturer's Association (NOFMA) standards allow for hairline cracks up to the width of a dime in a properly installed hardwood floor. Usually these separations will disappear during spring and summer when the relative humidity levels are higher.

Any excessive gapping, warping or cupping should be reported to the Customer Service Department. Keep in mind, however, that repair of the reported warping/gapping may be deferred in order to allow such changes to correct themselves naturally as the seasons change.

Shrinkage will result in separations between the members of hardwood floors. If these exceed 3/16 inch, Joseph Freed Homes will fill them one time. Joseph Freed Homes is not responsible for removing excess filler that appears on the surface if the boards expand due to subsequent changes in

humidity and expel the filler.

### Joseph Freed Homes Limited Warranty Guidelines

During the orientation we will confirm that hardwood floors are in acceptable condition. We will correct any readily noticeable cosmetic defects listed soon after the orientation. You are responsible for routine maintenance of hardwood floors. Moreover, unless identified during your orientation, because of normal wear and tear, the process of moving in and setting up your new home and everyday use (all of which are under your control and which are your responsibility), the need to identify any problems before closing is heightened.

### *Floor Squeaks*

Some floor squeaks are unavoidable. Although Joseph Freed Homes does not warrant against floor squeaks, a reasonable effort will be made to correct them prior to closing. After that, floor squeaks are not warrantable.

## Heating System

### Homeowner Use and Maintenance Guidelines

Good maintenance of the furnace can save energy dollars and prolong the life of the furnace. Carefully read and follow the manufacturer's literature on use and maintenance of your system. Guidelines here include general information only.

### *Adjust Vents*

Experiment with the adjustable registers in your home to establish the best heat flow for your lifestyle. Generally, you can reduce the heat in seldom-used or interior rooms. This is an individual matter and you will need to balance the system for your own family's needs.

### *Avoid Overheating*

Do not overheat your new home. Overheating can cause excessive shrinkage of framing lumber and may materially damage the home. In the beginning, use as little heat as possible and increase it gradually.

### *Furnace Panel*

You need to position the blower panel correctly for the furnace blower (fan) to operate. This panel compresses a button that tells the blower it is safe to operate. If this panel is not on tightly, the fan will not come on.

### *Combustion Air*

Furnaces we install include combustion air vents.

*Never cover or block the combustion air vent in any way. Outside air is needed to supply the furnace with sufficient oxygen. Blocking the combustion air vent will cause the furnace to draw air down the vent pipe and pull poisonous gases back into your home.*

### ***Ductwork Noise***

Some popping or pinging sounds are the natural result of ductwork heating and cooling in response to air flow as the system operates.

### ***Filter***

**Remember to change or clean the filter monthly during both the heating and cooling season.** A clogged filter can slow airflow and cause cold spots in your home. Although it takes less than one minute to change the filter, this is one of the most frequently overlooked details of normal furnace care. Buy filters in large quantity for the sake of convenience.

If you have a permanent, washable, removable filter, you need to clean this monthly. Use water only to clean the filter, tap to dry or air dry, and leave unit off for a brief period. Do not use soaps or detergents on the filter. To avoid corrosion, be sure that the filter is dry before reinstalling it into the furnace.

### ***Furnished Home***

The heating system was designed with a furnished home in mind. If you move in during the cooler part of the year and have not yet acquired all of your draperies and furnishings, the home may seem cooler than you would expect.

### ***Fuse***

Some furnaces have a fuse directly above the on-off switch. It absorbs any spikes in the line such as close electrical strikes or power surges. Unlike old fuses that burn out and clearly indicate that they are blown, these fuses, similar to automobile fuses, have a spring that depresses when tripped. Unless you have examined these quite carefully before, it may be hard to determine if the fuse has blown. We suggest that you buy some extra fuses of the same size to have on hand.

### ***Gas Odor***

If you smell gas, call the gas company immediately.



## ***Odor***

A new heating system may emit an odor for a few moments when you first turn it on. An established system may emit an odor after being unused for an extended time (such as after the summer months if you do not use air conditioning). This is caused by dust that has settled in the ducts and should pass quickly.

## ***On-Off Switch***

The furnace has an on-off blower switch. This switch looks like a regular light switch and is located in a metal box outside the furnace. When turned off, this switch overrides all furnace commands and shuts down the blower. This is usually done only when maintenance service is being performed, although young children have been known to turn the furnace off using this switch. Glow plugs light the furnace, pilots are no longer installed on furnaces.

## ***Registers***

Heat register covers are removable and adjustable. You are responsible for adjusting the dampers in these covers to regulate the heat flow within the home. Registers in the rooms farther away from the furnace will usually need to be opened wider.

## ***Return Air Vents***

Remember that air can only be placed into a room if that amount of air is removed. Air restriction to the furnace can result in poorly supplied air from the furnace. For maximum comfort and efficient energy use, arrange furniture and draperies to allow unobstructed airflow from registers and to cold air returns.

## ***Temperature***

Depending on the home, temperatures can normally vary from floor to floor as much as 10 degrees F or more on extremely cold days. The furnace blower will typically cycle on and off more frequently and for shorter periods during severe cold spells. It is recommended that the homeowner keep the thermostat in the "on" position (in lieu of "auto"), this will cause the blower to continuously circulate air throughout your home. It does not increase your energy bill because although the blower increases electricity, it will circulate air, thus reducing the amount of heat or air-conditioning required. The use of the blower will also help reduce the likelihood of condensation within your home.

## ***Thermostat***

The furnace will come on automatically when the temperature at the thermostat registers below the setting you have selected. **Once the furnace is on, setting the thermostat to a higher temperature will not heat the home faster.** Thermostats are calibrated to within plus or minus 5 degrees Fahrenheit.

### *Trial Run*

Have a trial run early in the fall to test the furnace. (The same applies to air-conditioning in the spring.) If service is needed, it is much better to discover that before the heating/cooling season.

## **Joseph Freed Homes Limited Warranty Guidelines**

We will install heating systems according to local building codes, as well as to engineering designs of the unit.

Adequacy of the system is determined by its ability to establish a temperature of 70 degrees F, as measured in the center of the room, five feet above the floor. In extremely cold temperatures (10 degrees below or colder), the system should be able to maintain a temperature differential of 80 degrees from the outside temperature.

### *Duct Placement*

The exact placement of heat ducts may vary from those positions shown in similar floor plans.

### *Ductwork*

Although the heat system is not a sealed system, the ductwork should remain attached and securely fastened. If during the warranty period it becomes unattached, Joseph Freed Homes will repair as needed.

### *Furnace Sounds*

Expansion or contraction of metal ductwork results in ticking or popping sounds. While eliminating all these sounds is impossible, Joseph Freed Homes will correct oilcanning. (Oilcanning occurs when a large area of sheet metal like those found in air ducts makes a loud noise as it moves up and down in response to temperature changes.)

# **Humidifier**

## **Homeowner Use and Maintenance Guidelines**

### *Humidifier*

Maintaining a proper level of relative humidity is an important factor in creating a comfortable living environment during the heating season. It is also important in preventing damage to natural materials, particularly wood flooring and millwork. Air, which becomes too dry, may lead to shrinkage and cracking of flooring and millwork. Excessive humidity can lead to swelling or warping of wood and water damage to walls and windows if excessive condensation occurs.

The humidifier installed on your furnace adds moisture to the air as it is heated to raise its relative humidity. A plumbing supply line with a shut-off valve and drain is connected to the humidifier.

The water passes over a screen located in the air stream within the humidifier. As the air is blown through the screen, water evaporates thereby raising the moisture content of the air.

The periodic maintenance of a humidifier includes regular visual inspection of water supply and drain piping to make sure the flow of water is unimpeded. Occasionally the dissipation unit also requires cleaning. Consult the humidifier owner's manual for further information on how to perform this inspection, cleaning or replacement of the moisture pad.

### *Humidistat*

The humidistat is the main control mechanism for the operation of the humidifier. You will need to adjust the humidistat setting as exterior temperatures change. As exterior temperatures **decrease**, the level of relative humidity should be **decreased**. This will prevent excessive condensation from forming on the glass surfaces of windows and terrace doors. Your humidistat will have guidelines recommending the proper setting based on exterior temperatures.

The setting of your humidistat follows a very simple rule of thumb: Should you notice excessive static electricity in your home, then turn the humidistat up. If there is a good deal of condensation on your windows, then the humidistat should be turned down.

## Joseph Fred Homes Limited Warranty Guidelines

Refer to the Manufacturer's Limited Warranty for information regarding coverage of the humidifier.

# Landscaping

## Daisy Square Townhome Limited Warranty Guidelines

Landscaping materials we install are warranted for one growing season, through the Common Area Limited Warranty. We will confirm the healthy condition of all plant materials during the orientation. Maintaining landscaping is your and/or the Condominium Association's responsibility.

# Mildew

## Homeowner Use and Maintenance Guidelines

Mildew is a fungus that spreads through the air in microscopic spores. It thrives on moisture and feeds on surfaces or dirt. Cleaning mildew from your home is your responsibility. Solutions that remove mildew are available from local paint or home improvement stores. Wear protective eyewear and rubber gloves for this task; the chemicals that remove mildew are unfriendly to humans.

## Joseph Freed Homes Limited Warranty Guidelines

We will remove any mildew noted during the orientation. Joseph Freed Homes' warranty excludes mildew.

## MIRRORS

### Homeowner Use and Maintenance Guidelines

To clean your mirrors, use any reliable liquid glass cleaner or polisher available at most hardware or grocery stores. Avoid acidic cleaners and splashing water under the mirror; either can cause the silvering to deteriorate. Avoid getting glass cleaners on plumbing fixtures as some formulas can deteriorate the finish.

### Joseph Freed Homes Limited Warranty Guidelines

We will confirm that all mirrors are in acceptable condition during the orientation. Joseph Freed Homes' Limited Warranty will only correct scratches, chips, or other damage to mirrors noted during the orientation.

## Paint and Stain

### Homeowner Use and Maintenance Guidelines

Due to changes in the formula for paint (such as the elimination of lead to make paints safer), painted surfaces must be washed gently using mild soap and as little water as possible. Avoid abrasive cleaners, scouring pads, or scrub brushes. Flat paints show washing marks more easily than gloss paints do. Often, homeowners prefer the results obtained by touching up rather than washing.

### Colors

Your selection sheets are your record of the paint and stain color names, numbers, and brands in your home.

### Exterior

Your Homeowners' Association maintains exterior paint. Consult your condominium documents for specific information, if applicable.

## **Stain**

For minor interior stain touch-ups, a furniture-polish-and-stain treatment is inexpensive, easy to use, and will blend in with the wood grain. Follow directions on the bottle.

## **Touch-Up**

When doing paint touch-ups, use a small brush, applying paint only to the damaged spot. Touch-up may not match the surrounding area exactly, even if the same paint mix is used. When it is time to repaint a room, prepare the wall surfaces first by cleaning with a mild soap and water mixture or a reliable cleaning product.

## **Wall Cracks**

We suggest that you wait until after the first heating season to repair drywall cracks or other separations due to shrinkage.

*See also Drywall.*

## **Joseph Freed Homes Limited Warranty Guidelines**

During your orientation we will confirm that all painted or stained surfaces are in acceptable condition. Joseph Freed Homes will touch up paint as indicated on the orientation list. **You are responsible for all subsequent touch-up, except painting we perform as part of another warranty repair.**

## **Fading**

Expect fading of paint or stain due to the effects of sun and weather. The Joseph Freed Limited Warranty excludes this occurrence.

## **Touch-Up Visible**

Paint touch-up is visible under certain lighting conditions.

## **Wood Grain**

Due to wood characteristics, color variations will result when stain is applied to wood. This is natural and requires no repair. Today's water-based paints often make wood grain visible on painted trim. Joseph Freed Homes does not provide corrections for this condition.

## Phone Jacks

### Homeowner Use and Maintenance Guidelines

Your home is equipped with telephone jacks as shown on the blueprints and selection sheets. Initiating phone or internet service, additions to phone or internet service, and moving phone outlets for decorating purposes or convenience are your responsibility.

### Joseph Freed Homes Limited Warranty Guidelines

Joseph Freed Homes will correct outlets improperly positioned (i.e. if a phone cannot be installed due to a cabinet or countertop that is installed as part of the original home). Joseph Freed Homes will repair wiring that does not perform as intended from the common phone service box into the home. From the service box outward, care of the wiring is the responsibility of the local telephone service company.

## Plumbing

### Homeowner Use and Maintenance Guidelines

We want to draw your attention to a water-saving regulation that went into effect in 1993, which prohibits the manufacture of toilets that use more than 1.6 gallons of water per flush. In the search for a balance among comfort, convenience, and sensible use of natural resources, the government conducted several studies. The 1.6-gallon toilet turned out to be the size that overall consistently saves water.

As a result of implementing this standard, flushing twice is occasionally necessary to completely empty the toilet bowl. Even though you flush twice on occasion, rest assured that overall you are saving water and we have complied with the law. Similarly, flow restrictors are manufactured into most faucets and all showerheads and cannot be removed. We apologize for any inconvenience this may cause.

### Aerators

Even though your plumbing lines have been flushed to remove dirt and foreign matter, small amounts of minerals may enter the line. Aerators on the faucets strain much of this from your water. Minerals caught in

these aerators may cause the faucets to drip because washers wear more rapidly when they come in contact with foreign matter.

You should clean the aerator with in the first week of occupancy and once a year thereafter, for proper operation of your faucets. If the water is shut off to any device the aerator should be cleaned out immediately.

*>See also Dripping Faucet.*

## *Cleaning*

Follow manufacturer's directions for cleaning fixtures. Avoid abrasive cleansers. They remove the shiny finish and leave behind a porous surface that is difficult to keep clean. Clean plumbing fixtures with a soft sponge and soapy water (a nonabrasive cleaner or a liquid detergent is usually recommended by manufacturers). Then polish the fixtures with a dry cloth to prevent water spots. Care for brass fixtures with a good-quality brass cleaner, available at most hardware stores.

## *Clogs*

The main causes of toilet clogs are domestic items such as disposable diapers, excessive amounts of toilet paper, sanitary supplies, paper-towels, cotton swabs, dental floss, and children's toys. Improper garbage disposal use also causes many plumbing clogs. Always use plenty of cold water when running the disposal. This recommendation also applies to grease; supplied with a steady flow of cold water, the grease congeals and is cut up by the blades. If you use hot water, the grease remains a liquid, then cools and solidifies in the sewer line. Allow the water to run 10 to 15 seconds after shutting off the disposal.

You can usually clear clogged traps with a plunger, being sure that the toilet bowl is  $\frac{2}{3}$  full of water. If you use chemical agents, follow directions carefully to avoid personal injury or damage to the fixtures.

Clean a plunger drain stopper—usually found in bathroom sinks—by loosening the nut under the sink at the back, pulling out the rod attached to the plunger, and lifting the stopper. Clean and return the mechanism to its original position.

## *Dripping Faucet*

You can repair a dripping faucet by shutting off the water at the valve directly under the sink, then removing the faucet stem, changing the washer, and reinstalling the faucet stem. The showerhead is repaired the same way. Replace the washer with another of the same type and size. You can minimize the frequency of this repair by remembering not to turn faucets off with excessive force. (Please note that some manufacturers do not use rubber washers.)

## *Extended Absence*

If you plan to be away for an extended period, you should drain your water supply lines. To do this, shut off the main supply line and open the faucets to relieve pressure in the lines. You may also wish to shut off the water heater. Do this by turning off the cold water supply valve on top and the gas control at the bottom. Drain the tank by running a hose from the spigot on the bottom to the basement floor drain. If you leave the tank full, keep the pilot on and set the temperature to its lowest or "vacation" setting. Check manufacturer's directions for additional hints and instructions.

## *Freezing Pipes*

Provided the home is heated at a normal level, pipes should not freeze at temperatures above zero degrees Fahrenheit. Set the heat at 65 degrees Fahrenheit, if you are away during winter months. Keep windows/patio doors closed to protect plumbing lines running through this area from freezing temperatures.

In unusually frigid weather or if you will be gone more than a day or two, open cabinet doors to allow warm air to circulate around pipes. Use an ordinary hair dryer to thaw pipes that are frozen, before turning on the main water supply. Never use an open flame.

### ***Gold or Brass Finish***

Avoid using any abrasive cleaners on gold or antique brass fixtures. Use only mild detergent and water or a cleaning product recommended by the manufacturer.

### ***Leaks***

If a major plumbing leak occurs, the first step is to turn off the supply of water to the area involved. This may mean shutting off the water to the entire home. Then contact the Homeowners' Association Management Company, or if under warranty, contact our Emergency Hot Line.

### ***Low Pressure***

Occasional cleaning of the aerators on your faucets (normally every three to four months) will allow proper flow of water. The water department controls the overall water pressure.

### ***Marble or Manufactured Marble***

Marble and manufactured marble will not chip as readily as porcelain enamel but can be damaged by a sharp blow. Avoid abrasive cleansers or razor blades on manufactured marble; both damage the surface. Always mix hot and cold water at manufactured marble sinks; running only hot water can damage the sink.

### ***Porcelain***

You can damage porcelain enamel with a sharp blow from a heavy object or by scratching. Do not stand in the bathtub wearing shoes unless you have placed a protective layer of newspaper, tarp or drop cloth over the bottom of the tub. If you splatter paint onto the porcelain enamel surfaces during redecorating, wipe it up immediately. If a spot dries before you notice it, use a recommended solvent.

### ***Running Toilet***

To stop running water, check the shut-off float in the tank. You will most likely find it has lifted too high in the tank, preventing the valve from shutting off completely. In this case, gently bend the float rod down until it stops the water at the correct level. The float should be free and not rub the side of the tank or any other parts. Also check the chain on the flush handle. If it is too tight, it will prevent the rubber stopper at the bottom of the tank from sealing, resulting in running water.



### *Stainless Steel*

Clean stainless steel sinks with soap and water to preserve their luster. Avoid abrasive cleaners; these will damage the finish. An occasional cleaning with a good stainless steel cleaner will enhance the finish. Avoid leaving produce on a stainless steel surface, since prolonged contact will produce can stain the finish.

### *Tank Care*

Avoid exposing the toilet to blows from sharp or heavy objects, which can cause chipping or cracking. Avoid abnormal pressures against the sides of the tank. It is possible to crack the tank at the points where it is attached to the bowl.

An explanation of water evaporation from sink and floor drain p-traps may cause a sewer smell. Solution is to add water.

## **Joseph Freed Homes Limited Warranty Guidelines**

During the orientation we will confirm that all plumbing fixtures are in acceptable condition and that all faucets and drains operate freely.

During the warranty period, Joseph Freed Homes is responsible for repairing clogged drains caused by defective workmanship or material. However, the homeowner is responsible for all repair costs should the homeowner's action or negligence produce the clog, or if the homeowner failed to report the clog on a timely basis. The use of bleach tablets or liquids or any other tablets in fresh water tank toilet voids warranty as relates to any toilet leak or running toilet. Tablets disintegrate toilet seals and can warp seals resulting in leaks.

### *Cosmetic Damage*

Joseph Freed Homes will correct any fixture damage noted on the orientation list. Repairing chips, scratches, or other surface damage noted subsequent to the orientation list is your responsibility.

### *Leaks*

During the warranty period, Joseph Freed Homes will repair leaks in the plumbing system. If a plumbing leak caused by a warranted item results in drywall or floor covering damage, Joseph Freed Homes will repair or replace items that were part of the home as originally purchased. We do not make adjustments for secondary damages (for example, damage to wallpaper, subsequent paint jobs, drapes, and personal belongings). Insurance should cover these items.

### *Noise*

Changes in temperature or the flow of the water itself will cause some noise in the pipes. This is normal and requires no repair. Joseph Freed Homes will repair persistent water hammer.

**Supply**

Joseph Freed Homes will correct construction conditions that disrupt the supply of water to your home.

## **Resilient (Vinyl) Flooring**

### **Homeowner Use and Maintenance Guidelines**

Although resilient floors are designed for minimum care, they do have maintenance needs. Follow any manufacturer's specific recommendations for care and cleaning. Some resilient floors require regular application of a good floor finish. This assures you of retaining a high gloss. However, avoid using cleaning or finishing agents on the new floor until the adhesive has thoroughly set. This will take about two weeks.

### **Color and Pattern**

Your color selection sheets provide a record of the brand, style, and color of floor coverings in your home. Please retain this information for future reference.

### **Limit Water Damage**

Wipe up spills and vacuum crumbs instead of washing resilient floors frequently with water. Limit mopping or washing with water; excessive amounts of water on resilient floors can penetrate seams and get under edges, causing the material to lift and curl.

### **Moving Furniture**

Moving appliances across resilient floor covering can result in tears and wrinkles. Install coasters on furniture legs to prevent permanent damage. If you damage the resilient floor, you can have it successfully patched by professionals. Whenever possible, we leave any remnants of floor covering materials for this reason.

### **No Wax**

The resilient flooring installed in your home is the no-wax type. No-wax means a clear, tough coating that provides both a shiny appearance and a durable surface. However, even this surface will scuff or mark. Follow the manufacturer's recommendations for maintaining the finish.

### **Raised Nail Heads**

Raised nail heads are the result of movements of the floor joist caused by natural shrinkage and deflection. In most cases, we have used special nails and glued the underlayment to help minimize this movement. If a nail head becomes visible through resilient flooring, place a block of wood over it and hit the block with a hammer to reset the nail.

### ***Scrubbing and Buffing***

Frequent scrubbing or electric buffing is harder on floors than regular foot traffic. Use acrylic finishes if you scrub or buff.

### ***Seams***

Any brand or type of resilient flooring may separate slightly due to shrinkage. Seams can lift or curl if excessive moisture is allowed to penetrate them. You can use a special caulking at tub or floor joints to seal seams at those locations. Avoid getting large amounts of water on the floor from baths and showers.

### ***Adhesion***

Resilient floor covering should adhere to the flooring below. Joseph Freed Homes will repair lifting or bubbling and screw pops that appear on the surface, during the warranty period.

### ***Ridges***

Joseph Freed Homes has sanded and filled the joints of underlayment to minimize the possibility of ridges showing through resilient floor coverings. Depressions or ridges that appear through the resilient flooring shall not exceed 1/8" in width. The ridge or depression measurement is taken from the gap created at one end of the 6" straight edge placed over the depression or ridge with 3" of the straight edge on each side of the defect, held tightly to the floor. During the warranty period Joseph Freed Homes will correct any ridge or depression that exceeds the warranty criteria.

### ***Seams***

Seams will occur and are sealed at the time of installation. During the warranty period Joseph Freed Homes will correct gaps in excess of 1/16 inch where resilient flooring pieces meet or 1/4 inch where resilient flooring meets another material. Joseph Freed Homes will correct curling at seams unless caused by excessive water.

Repair Note: The Joseph Freed Homes' representative, at their sole option, will determine the method of repair. Joseph Freed Homes cannot ensure that resilient floor covering repairs requiring new material will match the color of existing material. Joseph Freed Homes is not responsible for manufacturer dye-lot variations.

## **Joseph Freed Homes Limited Warranty Guidelines**

Carefully examine all resilient floor coverings during your orientation. Scratches, gouges, dents and other damage will not be repaired after occupancy unless specifically noted on the orientation checklist.

## Roof

(Common Element)

### Homeowner Care and Maintenance

Your Homeowners' Association is responsible for the maintenance of exterior elements of the development.

### Joseph Freed Homes Limited Warranty Guidelines

Joseph Freed Homes will work with the Homeowners Association to make any repairs that fall within the Common Area Limited Warranty, for the first year following Association turnover.

## Rough Carpentry

### The Daisy Square Limited Warranty Guidelines

The systems described below have been designed to provide average abatement of the transmission of airborne noise and impact noise and to provide a consistent level of acoustical comfort to all project residents. They are not to be considered in any way a soundproof construction assembly. As in all multi-family housing situations, unusually loud noises including, but not limited to those created by parties, running, bouncing of balls, video or audio equipment, trains, or other sources may be transmitted through walls, or windows.

Some floor squeaks are unavoidable. Although Joseph Freed Homes does not warrant against floor squeaks, a reasonable effort will be made to correct them prior to closing. After that, floor squeaks are not warrantable.

### Floor Deflection

Floors will deflect (bend) when walked on. This will be more noticeable next to hatches, bookcases, pianos, chairs, and other heavy furniture. This is not a structural deficiency and Joseph Freed Homes will take no action for this occurrence.

### Floor Level

In accordance with architectural specifications, floor level is not to exceed 1/2" within a 4 foot measured area perpendicular to any ridge or indentation.

### *Plumb Walls*

During the warranty period Joseph Freed Homes will correct walls that are out of plumb more than 1/2" in an 8-foot distance or walls that are bowed more than 1/4" in any 32-inch measurement.

It is important to remember that any modification to either the floor, ceiling, or demising wall systems, for example adding electrical outlets or adding in-wall stereo speakers may severely compromise the acoustical integrity of the system as originally designed. Also, the floor-ceiling assembly has been designed to minimize noise transmission between levels in a particular unit, and it will not necessarily eliminate noise generated by the wood structure due to the movement of people above.

## **Siding** (Common Element)

### **Homeowner Care and Maintenance**

Your Homeowners' Association is responsible for the maintenance of exterior elements of the development.

### **Joseph Freed Homes Limited Warranty Guidelines**

Joseph Freed Homes will work with the Homeowner's Association to make any repairs that fall within the Common Area Limited Warranty, for the first year following Association turnover.

## **Smoke Detectors**

### **Homeowner Use and Maintenance Guidelines**

Read the manufacturer's manual for detailed information on the care of your smoke detectors.

### *Cleaning*

For your safety, clean each smoke detector monthly to prevent a false alarm or lack of response in a fire. After cleaning, push the test button to confirm the alarm is working. It is recommended that batteries be replaced twice a year. If smoke detector chirps continually this indicates that batteries are running low and need replacing. Doing so when the time changes is a sensible approach to this important safety maintenance item.

## Joseph Freed Homes Limited Warranty Guidelines

Joseph Freed Homes does not represent that the smoke detectors will provide the protection for which they are installed or intended. We will test smoke detectors during the orientation to confirm that they are working and to familiarize you with the alarm. You are responsible for obtaining fire insurance.

## Stairs

### Homeowner Use and Maintenance Guidelines

No known method of installation prevents all vibration or squeaks in a staircase. A shrinkage crack will develop where the stairs meet the wall. When this occurs, apply a thin bead of latex caulk and, when dry, touch up with paint.

## Joseph Freed Homes Limited Warranty Guidelines

Although Joseph Freed Homes does not warrant against stair vibration and squeaks, a reasonable effort will be made to correct them.

## Ventilation

### Homeowner Use and Maintenance Guidelines

Homes today are built more tightly than ever. This saves energy dollars but creates a potential concern. Condensation, cooking odors, indoor pollutants, and carbon monoxide may all accumulate. We provide mechanical and passive methods for ventilating homes. Your attention to ventilation is important to your health and safety.

Your daily habits can help keep your home well ventilated:

- Do not cover or interfere in any way with the fresh air supply to your furnace.
- Develop the habit of running the hood fan when you are cooking and the bath fans when the bathrooms are in use.
- Ventilate your house by opening windows, when weather permits.

Proper ventilation will prevent excessive moisture from forming on the inside of the windows. This helps reduce cleaning chores considerably. It is recommended that the homeowner keep the thermostat in the "on" position (in lieu of "auto"), this will cause the blower to continuously circulate air throughout your home. It does not increase your energy bill because although the blower increases electricity, it will circulate air, thus reducing the amount of heat or air-conditioning required. The use of the blower will also help reduce the likelihood of condensation within your home.

**Joseph Freed Homes Limited Warranty Guidelines**

Joseph Freed Homes' warranty guidelines for active components (for example, exhaust fans) are discussed under the appropriate headings (such as electrical systems, heating system, and so on).

## **Windows, Screens, and Patio Doors**

### **Homeowner Use and Maintenance Guidelines**

Contact a glass company for re-glazing of any windows that break. Glass is difficult to install without special tools and expertise. Exterior glass is considered a common element and any issue should be referred to the Association.

#### ***Cleaning***

Clean aluminum metal surfaces with warm, clear water. Do not use powdered cleaner. After each cleaning, apply a silicone lubricant. Clean glass as needed with vinegar and water, a commercial glass cleaner, or the product recommended by the window manufacturer. Be careful to use non-abrasive towels or rags to avoid surface scratches.

#### ***Door Locks***

Acquaint yourself with the operation of patio door hardware for maximum security.

#### ***Door Tracks***

Keep patio door tracks clean for smooth operation and to prevent damage to the doorframe. Silicone lubricants work well for these tracks.

#### ***Invisible Glass***

Under certain lighting conditions, door glass may be hard to see. If you keep the screen fully closed when the glass door is open, your family will be accustomed to opening something before going through.

#### ***Sticking Windows***

Most sliding windows (both vertical and horizontal) are designed for a 10-pound pull. If sticking occurs or excessive pressure is required to open or close a window, apply a clear silicone lubricant spray. This is available at hardware stores. Avoid petroleum-based products. In order to maintain ease of use, the homeowner must exercise all windows on a regular basis. Lack of use can cause a window to become difficult to operate. Windows should be locked whenever the windows are closed. This will help against settlement and extend window's operating ability.

In heavy rains, water may collect in the bottom channel of window frames. Weep holes are provided to allow excess water to escape to the outside. Keep the bottom window channels and weep holes free of dirt and debris for proper operation.

## **Joseph Freed Homes Limited Warranty Guidelines**

We will confirm that all windows and screens are in acceptable condition during the orientation. Joseph Freed Homes will repair or replace broken windows or damaged screens noted on the orientation list. Windows should operate with reasonable ease and locks should perform as designed.

### ***Condensation***

Condensation on interior surfaces of the window and frame is the result of high humidity within the home and low outside temperatures. You influence the humidity level within your home; Joseph Freed Homes provides no corrective measure for this condition.

Condensation that accumulates between the panes of glass in dual-glazed windows indicates a broken seal. Joseph Freed Homes will replace the window if this occurs during the warranty period.

### ***Infiltration***

Some air and dust will infiltrate around windows, especially before the installation of landscaping in the general area. Joseph Freed Homes' warranty excludes this occurrence.

### ***Locking***

It is imperative that the windows stay locked when not in use the first 12 months. Otherwise the windows will not go through normal building settlement and you may experience difficulty with the opening and closing operation thereafter.

### ***Scratches***

Joseph Freed Homes confirms that all window glass is in acceptable condition at the orientation. Minor scratches on windows can result from delivery, handling, and other construction activities. Joseph Freed Homes will replace windows that have scratches readily visible from a distance of four feet at or prior to the Orientation. Joseph Freed Homes does not replace windows that have scratches visible only under certain lighting conditions.

### ***Tinting***

If you add tinting to dual-glazed windows, all warranties are voided. Damage can result from condensation or excessive heat build-up between the panes of glass. Refer to the manufacturer's literature for additional information.

*>See also Ventilation.*



## Wood Trim

### Homeowner Use and Maintenance Guidelines

Shrinkage of wood trim occurs during the first two years or longer, depending on temperature and humidity. All lumber is more vulnerable to shrinkage during the heating season. Maintaining a moderate and stable temperature helps to minimize the effects of shrinkage. Wood will shrink less lengthwise than across the grain. Wood shrinkage can result in separation at joints of trim pieces. You can usually correct this with caulking and touch-up painting.

Shrinkage may also cause a piece of trim to pull away from the wall. If this occurs, drive in another nail close to, but not exactly in, the existing nail hole. Fill the old nail hole with putty and touch up with paint as needed. If the base shoe (small trim between base molding and the floor) appears to be lifting from the floor, this is probably due to slight shrinkage of the floor joists below. Again, you can correct this condition by removing the old nails and re-nailing. You may prefer to wait until after the first heating season to make any needed repairs at one time when redecorating.

*>See also Expansion and Contraction.*

### Joseph Freed Homes Limited Warranty Guidelines

During the orientation we will confirm that wood trim is in acceptable condition. Minor imperfections in wood materials will be visible and will require no action. Joseph Freed Homes will correct readily noticeable construction damage such as chips and gouges listed during the orientation.

### *Raised Grain*

Because of the effects of weather on natural wood, you should expect raised grain to develop. This is normal and not a defect in the wood or paint. Warranty coverage excludes this condition.

Our warranty service system is designed to accept written reports of non-emergency items. This provides you with the maximum protection and allows us to operate efficiently, thereby providing faster service to all homeowners. Emergency reports are the only reports accepted by phone.

As indicated on the following page, our policy is to accept warranty forms two months and eleven months after closing as well as in emergency situations.

Please note that the Limited Warranty contains certain exclusions and limitations. Please review the Limited Warranty carefully to understand the developer's responsibilities as well as your own responsibilities. Also, please note that this Homeowner's Manual is not intended to supercede the terms of your home's Limited Warranty. As a result, in the event of any conflict between the Limited Warranty and this Homeowner's Manual, the Limited Warranty will take precedence.

Joseph Freed Homes  
220 North Smith Street  
Suite 300  
Palatine, IL 60067

**Dear Homeowner,**

We want our Homeowner Manual to be responsive to the needs of our homeowner's. If you have suggestions on ways to make this manual more useful, topics we should add, or information we should clarify, please record your thoughts below and mail, email or fax them to us. We revise this material once each year and will add your comments to the revisions file for our next edition.

Thank you,  
Joseph Freed Homes  
Customer Service Department  
(248-203-6458)  
[customerservice@jfreed.com](mailto:customerservice@jfreed.com)

# DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION

## Introduction to Community Association Living

This document has been provided in an effort to acquaint you with the benefits that are available to community Associations and the living requirements for realizing those advantages.

This document is not intended to interpret or replace the specific aspects of the Association Documents for your specific community.

### 1. Definition of a Community Association:

- A. A community Association or CA is a group of owners who wish to provide a communal basis for preserving, maintaining, and enhancing their homes and property.
- B. A community Association has three essential elements:

1. Membership in the CA is mandatory and automatic for all owners. This is unlike other Associations whose membership is voluntary.

2. Certain documents bind all owners to be governed by the community Association. These documents require mutual obligations to be performed by the individual owner and the community

3. Mandatory lien-based economic charges or assessments are levied on each owner in order to operate and maintain the CA.

### 2. Governing Documents:

- A. The purpose of community Association Governing Documents is to provide for the legal structure and operation of the community. They are: the Master Deed and Bylaws recorded for DSTA.
- B. The Documents:

1. Define the rights and obligation of both the CA and its owners.
2. Create a binding relationship between each owner and the CA.
3. Establish the mechanisms for governing and funding the CA's operations.
4. Set forth rules and standards for:
  - a. Protection of both owners and the community.
  - b. Enhancement of property values.
  - c. Promotion of harmonious living.

### 3. Purposes of the Community Association:

- A. To maintain physical aspects of the community such as entrances, roads, green belts, retention ponds, and other common amenities.
- B. To require participation by all members of the community so that the benefit of maintaining the community is evenly shared by all members of the Association.
- C. To function as a business and require reporting functions that are set forth for non-profit corporations.

4. Benefits Offered in a Community Association:

- A. Uniform standards and restrictions are set forth in the governing Documents to ensure that Association members maintain their home and property in a manner that is not offensive to other homeowners. These standards help to ensure that the community remains attractive and orderly, thus providing a basis for increased property values.
- B. Enforcement mechanisms within the Governing Documents help to ensure that any nuisance or detracting condition within the community can be promptly addressed and corrected. These mechanisms often provide that the Association may make any necessary corrections on behalf of the community at the expense of the violator.
- C. Community activities can be easily coordinated since the Association exists as a legal entity and may not be dissolved by the community. These activities are typically coordinated by various committees that serve to benefit the Association and may include neighborhood watch programs, community yard sales, block parties, and various activities for children in the community.

5. Maintenance of the Community:

- A. The Association's responsibility for maintaining the community is defined in the Master Deed or the Covenants, Conditions and Restrictions for the community. These responsibilities typically include maintenance of Common Areas such as, entrances, park areas, green belts, private roads, ponds, and Common Area landscaping within the community. However, these items can vary between communities based on the specifications set forth in the Governing Documents.
- B. Standards are typically set forth for the proper maintenance and care of individually owned items within the community, such as landscaping improvements, pools, decks, exterior paint, etc. Reasonable standards for the creation and maintenance of these items can be enforced and corrected by the Association.
- C. Aspects of maintenance or governance of the community that are not specifically addressed in the Master Deed or the Covenants, Conditions and Restrictions may be addressed in Rules & Regulations, which are established by a Board of Directors. These Rules & Regulations should serve to further defined the needs and desires of the community as a whole, and can be altered from time to time by the Board of Directors, or a majority of Association members in the community. Enforcement of the Rules & Regulations occur in the same manner as the requirements set forth in the Master Deed or the Covenants, Conditions, and Restrictions.

6. Finances:

- A. The financial needs of the community are established by the Board of Directors in the form of an Annual Budget, which is then distributed to all Community Association members. This budget details the total funds needed for the maintenance, administration, and future needs of the community and further details the individual obligation of each Association member for their share of the annual expenses.
- B. The Budget consists of those responsibilities that are delegated to the Association within the governing documents which typically consists of the following items:
  - Administrative Costs, such as annual audits, tax returns, legal fees, and management fees.
  - Operational Costs, such as utilities, rubbish removal, etc.
  - Maintenance and Repair Expenses, such as lawn mowing, snow removal, road repairs, etc.
  - Taxes and Insurance Cost, such as income tax on interest income, property and casualty insurance for the Common areas, annual reporting fees to the state of Michigan, etc.
  - Reserve Contributions, which are funds placed into savings by the Association for the future cost of repair or replacement of capital items, which may include roads, landscaping, and other infrastructure items that have an anticipated useful life.

**7. Administration of the Association's Affairs:**

C. Since any property owner within the community is automatically a member of the Association, the payment of Association fees is mandatory. This arrangement ensures that all Association members will contribute their proportionate share of the funds required to properly administer and maintain the Association. Any assessments that are not paid by members of the Association become a lien against their property that will accrue late fees and can be forcefully collected by the Association. While it is the hope and desire of all communities that their Association members will choose to willingly participate in their proportionate share of the Annual Budget, it is reassuring to all community members that this obligation can be forcefully collected if a member of the Association becomes delinquent in their financial obligation to the community. The legal rights of collection by the Association can include a lien filed against the property of an Association member and the foreclosure of that lien if the delinquency persists.

A. The affairs of the Association are typically handled by a management firm at the direction of an elected Board of Directors comprised of Co-Owners. These administrative tasks consist of collecting Association fees, maintaining the Common Elements of the community, coordinating information and certifications, or the resale of units, handling insurance claims within the community, enforcement of the community's By-Laws and Rules & Regulations, coordinating Annual Meetings, Election Meetings, and other governance requirements within the community, preparation of an Annual Budget, coordination for an annual audit review, and the appropriate tax return, and other similar tasks that are associated with the affairs of a business.

B. To help ensure that accurate information and timely responses are provided to requests from Association members, a central office is typically utilized to supply this service. Typical requests include information for real estate closing, questions regarding By-Law restrictions and limits placed on exterior modifications, By-Law enforcement action, responding to emergency repairs and coordinating insurance claims, and coordinating community wide activities and meetings.

C. Effective management and administration of the Association's affairs relies heavily on input from Association members. The most successful Community Associations have members who communicate with the management company and Board of Directors regarding issues of importance to the Association. These issues may range from suggestions for improved maintenance of the Community, to By-Law violation matters that require intervention by the Board of Directors. Members of a community Association that take an active role in the affairs of their Association help to benefit their entire Community.

D. Decisions regarding the affairs of the Association are typically made by a Board of Directors and administered by a Management Company. The Board of Directors consists of Co-Owners and/or appointees of the Developer depending on the stage of construction that the Community has achieved. Typically, Co-Owners are elected to fill seats on the Board of Directors at various stages of completion of the community and a majority of the seats are usually transferred to Co-Owners of the Community when certificates of occupancy have been received by 75% of the entire Community. For Communities that are built in phases, the percentage of completion that is used to calculate when Board seats are awarded to Co-Owners is based on the anticipated number of units for the combination of all phases of the Community. In most cases, the first seat on the Board of Directors that is transferred to a Co-Owner of the Association takes place when 25% of the units have received a certificate of occupancy. Association members are also invited to give input to the developer during construction of the Community through the creation of an Advisory Committee that takes place after 1/3 of the units in a Community receive a certificate of occupancy.

E. Officers of the Board are elected by the Board to serve in roles described in the Bylaws. Typically, Boards Officers include a President, Vice-President, Secretary and a Treasurer. Board Officers are members of the Board of Directors. Voting power is distributed equally among the members of the Board of Directors.

**DAISY SQUARE TOWNHOMES CONDOMINIUM ASSOCIATION**  
*Your Community Information*

Subject	Policy
Annual Meeting	To be set by Board, with 10 days prior written notice. Will be held in May each year after the First Annual Meeting is held. First annual meeting may be held any time after 50% owner occupancy and no later than 120 days after 75% owner occupancy or 54 months after first conveyance of title to a non-developer owner.
Assessment Fees	Vary per unit Due on the first day of the month. \$25.00 Late Fee for payments received after the 10 <sup>th</sup> .
Description	109 Townhomes
Developer	Daisy at Plymouth LLC Joseph Freed Homes 220 North Smith Street, Suite 300 Palatine, IL 60067 (847) 215-5404 Emergency # (866)-610-6510
Fees	Late Fee \$25.00 Alteration/Modification Fee \$25.00 Satellite Installation Fee \$25.00 Resale of Unit Fee \$25.00 Master Deed and Bylaws Replacement Fee \$25.00
Fine Schedule	First-\$25.00 Second-\$50.00 Third-\$75.00 Fourth-\$100.00
Insurance Agent	Rosenthal Bros., Inc. 740 Waukegan Road, Deerfield, IL 6004 Karyl Foray or Debbie Miller (847) 940-4300 <a href="http://www.kforay@rosenthalbros.com">www.kforay@rosenthalbros.com</a>

Lawn Maintenance	Great Oaks: Lawn cutting, weeding and general maintenance is scheduled for Tuesday of each week.
Snow Removal	Great Oaks: Plowing & salting of roads and driveways, shoveling & de-icing of walks, steps, porches and garage doors, clearing access to mailbox stands.
Leasing of Units	Allowed per procedures set forth in Article VIII, Section 1 and 2 of the Association Bylaws
Light Bulb Replacement	All outside building light bulbs other than the streetlights are the responsibility of the Co-Owner.
Rubbish Removal	Waste Management: Rubbish pick-up is every Thursday Morning by 8:00 a.m. Rubbish to be placed at the end of driveway in a secure trash container with lid.

Revised-10/01/05





Joseph Freed Homes  
One of the Freed Group of Companies

Dear Homeowner:

Congratulations on your decision to purchase a new home from Joseph Freed Homes. We share your excitement about your new residence and look forward to having you work with us to have your home built.

Daisy Square Townhome Homeowner's Manual has been designed to assist you during and after the purchase of your home. The information presented here will answer many questions and prepare you for each step of the new home experience, making this exciting time easier. In addition to guiding you through the process of purchasing and building, this manual provides you with maintenance guidelines for all the key components of your home and includes a description of our Limited Warranty program.

Please take time to review this manual thoroughly. We suggest that you bring this manual to all meetings. As we progress, you will add items to it. When complete, your manual will provide a useful record of information about your new home and its many components.

If you need clarification or additional details about any topic discussed, please give us a call. We are delighted to welcome you as part of the Joseph Freed Homes' family and are always ready to serve you.

Sincerely,

David L. Kirschenbaum  
Joseph Freed Homes

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- Gas Water Heater
- Grading, Drainage and Roof Drains
- Gutters and Downspouts Hardware
- Hardwood Floors
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- Landscaping
- Mildew
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- Resilient (Vinyl) Flooring
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- Siding
- Smoke Detectors
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- Windows, Screens, and Patio Doors
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Joseph Freed Homes  
One of the Freed Group of Companies

## Building Homes...

## Building Neighborhoods...

## Building Relationships.

With more than 50 years of business experience, the Freed name has always stood for integrity in real estate development throughout the Midwest.

Founded in 1986, Joseph Freed Homes is an established developer of single and multifamily residences in urban and suburban communities. The company has completed more than 1,500 homes in Cook, Will, DuPage and Lake counties in Illinois including developments located in Arlington Heights, Bolingbrook, Chicago, Highland Park, Northbrook, Palatine, West Chicago, Wheaton and Wheeling. Over 1,000 plus homes are currently under development by Joseph Freed Homes, including neighborhoods in Des Plaines and Chicago, Illinois, Denver, Colorado, Plymouth and Royal Oak, Michigan, Charlotte, North Carolina and St. Louis, Missouri, offering homebuyers a wide range of options all backed by the Freed name, our extensive experience and our reputation for service-orientation and reliability.

## *We build homes*

Your Joseph Freed home is designed to meet three important specifications: it's built to last, to enhance your lifestyle and to increase in value. We stand behind what we build – with broad in-house expertise, a 24-hour-a-day customer service hotline for emergencies and a passion for developing long-term relationships.

## *We build neighborhoods*

Each Joseph Freed home is classically styled to endure the test of time. You won't find a 'cookie cutter' approach in any of our developments. This is certainly the case at the Daisy Square where purchasers have the option of choosing from a variety of innovative floor plans. What you will find is the creative use of space, materials and products; unexpected innovations; and an unusual responsiveness to customers' needs. You may be surprised by our hands-on approach, our attention to the smallest detail and our everyday honesty. We think you'll be delighted with our ability to exceed your expectations.

*We build relationships*

Standing behind every Joseph Freed home is Joseph Freed and Associates, one of the largest independent real estate development firms in the Midwest, with business roots going back more than 50 years. Joseph Freed and Associates is a developer, owner and manager of more than 7 million square feet of retail, office and mixed-use developments located throughout the Midwest.

Current and recent Joseph Freed Homes' developments include:

- The Annex at Terra Cotta Lofts, St. Louis, Missouri
- Churchill Lofts, Chicago, Illinois
- Creekside at Parker, Denver, Colorado
- Metropolitan Square - Loft Condominiums, Plymouth, Michigan
- Metropolitan Square - Ranches and Townhomes, Plymouth, Michigan
- Dearborn Mews, Chicago, Illinois
- Dry Creek Crossing, Littleton, Colorado
- Groves of Palatine – Condominiums and Rowhomes, Palatine, Illinois
- Main North Lofts, Royal Oak, Michigan
- Marlborough Woods, Charlotte, North Carolina
- Mentor Building, Chicago, Illinois
- Metropolitan Square, Des Plaines, Illinois
- Olympia Lofts, Chicago, Illinois
- One Milwaukee Place, Wheeling, Illinois
- Phoenix at Uptown Square, Chicago, Illinois
- Picardy Circle, Northbrook, Illinois
- Picardy East, Northbrook, Illinois
- Picardy Lane, Bolingbrook, Illinois
- Picardy on Diversey, Chicago, Illinois
- Picardy Place I, Wheeling, Illinois
- Picardy Place II, Wheeling, Illinois
- Residences of Arlington Town Square, Arlington Heights, Illinois
- Sewing Exchange, Chicago, Illinois
- Terra Cotta Lofts, St. Louis, Missouri
- The VIC Lofts, Chicago Illinois
- The VIC Residences, Chicago, Illinois
- Village of Highland Park, Highland Park, Illinois
- Wesley Square, Wheaton, Illinois
- Wheaton Place, Wheaton, Illinois

## What Happens Next?

### *An Overview of Your New Home Experience*

Purchasing a new home is an exciting experience. The process is also complex, with many details to be decided and arranged. While Joseph Freed Homes is building your new home, you participate by taking care of several important aspects of your purchase. The chronological list that follows outlines the events that typically take place in the purchase of a new home. Where time frames are specified, you need to observe them in order for us to deliver your home on schedule.

### **Purchasing Your Home**

The Purchase Agreement and various addenda constitute the legal understanding regarding the purchase of your new home. Please read the Purchase Agreement and all attachments carefully.

### **Homeowner Orientation**

The homeowner orientation has two purposes. The first is to demonstrate the features of your home and discuss maintenance and our Limited Warranty program. Equally important, we want to confirm that we have delivered your new home consistent with our quality standards and with all of your selections correctly installed.

### **Closing on Your Home**

Closing on Your Home, describes the documents you will sign and other important details about the closing process. We have included guidelines to assist you in preparing for closing and move-in.

### **Caring for Your Home**

Many of your responsibilities as a homeowner and Joseph Freed Homes' responsibilities under the terms of our Limited Warranty are discussed in Caring for Your Home, Page 9. *You should now begin to become familiar with the recommended home maintenance responsibilities you should handle as well as our warranty service commitment to you.*

### **Your Feedback and Suggestions**

Our desire to maintain open communication with you extends through the buying process and after your move-in. In an effort to improve the product and service we provide, we welcome your comments on how we have performed. We survey our customers immediately after closing. Your prompt and thorough response to our survey is key to our being able to serve you and future customers better on a going forward basis. Our goal is to build a superior home and the best customer relationship possible. Again, your feedback helps us reach those goals.

As time passes, if your housing needs change, we are ready at any time to build you another home. We also appreciate your referrals, and we do compensate homeowners who provide us with new purchasers who close on a home in the development. Our office is always happy to provide you with information about where we are currently building and the products we offer.

## Who's Who?

### *Some Names You Should Know*

Two-way communication is vital to a satisfactory relationship. Understanding what is happening and knowing who to contact can smooth the home-buying process. We believe that it is our responsibility to establish and maintain clear lines of communication. You play a vital part in that process by letting us know how we are doing and your level of happiness with your new home.

If you have any questions or concerns relating to your punch list you can reach the Quality Control Department by calling 248-203-6458, by faxing to 248-203-6469 or emailing to [microsofterservice@jifreed.com](mailto:microsofterservice@jifreed.com). Once your punch list items have been completed, calls should be forwarded to the Warranty Customer Service Department the above phone number or email address referenced above.

### Board of Directors

As Joseph Freed Homes completes Daisy Square Townhomes Condominium, we will work with Daisy Square Townhome Homeowners' Association Board of Directors as they perform the duties outlined in the Condominium Declaration and provide the necessary services for the day-to-day operation of Daisy Square Townhome until the Association is turned over to the homeowners.

As specified in the Condominium Declaration, control of Daisy Square Townhome Homeowners' Association will transfer from the Developer to an elected Board of Directors whose responsibilities are outlined in the Condominium Declaration. Three board members are to be chosen at the turnover meeting. You may use the space below to record the results of the first Board of Managers election.

Unit No. Phone Email

President

Secretary

Treasurer

Management of Daisy Square Townhomes

The Developer has engaged Habitat Company ("Management Company") to serve as the initial third party manager of Daisy Square Townhomes. The Management Company will be responsible for hiring the building maintenance employees as well as other miscellaneous service providers to the project. In addition, the Management Company will be scheduling and or coordinating move-ins, performing accounting functions, administering the day-to-day operation of the project and executing the directives of the Board of Directors. Representatives of the Management Company can be reached at the following number:

**DAISY SQUARE TOWNHOMES**

List of Important Contacts

NAMES	TELEPHONE NUMBERS
<b>Customer Service:</b> Joseph Freed Homes Customer Service 30600 Telegraph Road Suite 4290 Bingham Farms, MI 48025	Phone: 248-203-6458 Fax: 248-203-6469 email: <a href="mailto:microsofterservice@jfreed.com">microsofterservice@jfreed.com</a>
<b>Sales Office:</b> Daisy Square Sales Office 101 South Union Street Plymouth, MI 48170	Phone 734-207-2300 Fax 734-207-2323
<b>Management Company:</b> Mr. Ted Verner, Property Manager Habitat Company 29777 Telegraph Road Unit 3436 Southfield, Michigan 48034	Emergency: 734-668-3035 Phone 248-357-2068 Fax 248-357-5893
<b>Utility Companies (Customer Service Departments):</b> <ul style="list-style-type: none"> <li>• Consumers Energy / Gas</li> <li>• Ameritech-SBC / Phone</li> <li>• Detroit Edison / Electric</li> <li>• Comcast / Cable</li> <li>• City Treasurer's Office</li> <li>• Water/Garbage - City of Plymouth</li> </ul>	800-477-5050 800-244-4444 800-477-4747 734-459-7300 734-453-1234 734-453-7737

*We make every effort to keep our information current and accurate. However, if any detail in our discussion conflicts with the manufacturer's recommendations, you should follow the manufacturer's recommendations. Activate specific manufacturer's warranties by completing any registration cards included with their materials. In some cases, manufacturer's warranties may extend beyond the first year and it is in your best interest to be apprised of such coverage.*

had in the past. Please take time to read the literature provided by the manufacturers of consumer products and other items in your home. The information contained in those materials is not repeated here. Although much of the information may be familiar to you, some points may differ significantly from homes or apartments you have

that are not necessarily present in your home. followed by Joseph Freed Homes' Limited Warranty guidelines. This manual may discuss some components of the homes we build, listed in alphabetical order. Each topic includes suggestions for use and maintenance following pages, we have covered many important details. The subjects covered include the components of We recognize that it is impossible to anticipate and describe every aspect of good home care, but, in the

desirability of the development. enjoyment of it for years. The attention provided by each homeowner contributes significantly to the overall Warranty coverage on specific parts of your home. By caring for your new home attentively, you ensure your sometimes costly repair later. Note also that neglect of routine maintenance can void applicable Limited Many times a minor adjustment or repair done immediately saves a more serious, time-consuming, and

Natural fluctuations in temperature and humidity also affect your home. characteristics of the materials used in your home, and normal service required by the mechanical systems. We are proud of the homes we build and the neighborhoods in which we build. We strive to create long-lasting value. This cannot be achieved unless you, as the homeowner, properly maintain your home and all of its components. Periodic maintenance is necessary because of normal wear and tear, the inherent

## **Homeowner Use and Maintenance Guidelines**

maintenance is essential to providing a quality home for a lifetime. materials and workmanship have been used in your home, this does not mean that it will require no care or A home is one of the last hand-built products left in the world. Once we have assembled the natural and manufactured materials, the components interact with each other and the environment. Although quality

is done under our supervision to attain the best possible results for your investment. craftsmen. Before our using any material, it must meet our specifications for quality and durability. All work Joseph Freed Homes has constructed your home with quality materials and the labor of experienced

# **Caring for Your Home**



## Seasonal Maintenance Checklist

<p><b>MONTHLY</b></p> <ul style="list-style-type: none"> <li>• Clean or replace filter on furnace.</li> <li>• Drain a few quarts of water from hot water heater to remove sediment.</li> <li>• Test smoke alarms.</li> </ul>
<p><b>ANNUALLY</b></p> <ul style="list-style-type: none"> <li>• Clean window weep holes.</li> </ul>
<p><b>SPRING</b></p> <ul style="list-style-type: none"> <li>• Check air conditioning unit for cooling operation.</li> <li>• Inspect condensate drain line for signs of leaks.</li> <li>• Inspect exterior doors and window seals for weather tightness.</li> <li>• Check microhood filter for grease/dust build up.</li> <li>• Touch up grout and caulk as needed.</li> </ul>
<p><b>FALL</b></p> <ul style="list-style-type: none"> <li>• Inspect exterior doors and window seals for weather tightness.</li> <li>• Test fireplace units for proper operation, where applicable.</li> <li>• Check humidifier for operation, where applicable.</li> <li>• Inspect humidifier supply and drain lines for signs of leaks, where applicable.</li> <li>• Have hot water heater's internal flue inspected and cleaned.</li> <li>• Touch up grout and caulk as needed.</li> </ul>
<p><b>SUMMER</b></p> <ul style="list-style-type: none"> <li>• Inspect all floors and surfaces for wear.</li> <li>• Touch up grout and caulk as needed.</li> </ul>
<p><b>WINTER</b></p> <ul style="list-style-type: none"> <li>• Inspect all floors and surfaces for wear.</li> <li>• Touch up grout and caulk as needed.</li> </ul>

## **The Daisy Square Limited Warranty Guidelines**

While we strive to build a defect-free home, we are realistic enough to know that we may make mistakes or that something in the home may not perform as intended. When either occurs, we will make necessary corrections. In support of this commitment, Joseph Freed Homes provides you with a Limited Warranty. In addition to the information contained in the Limited Warranty itself, this manual includes details about one-year material and workmanship standards. The purpose is to let you know what our quality standard is for the typical concerns that can come up in a new home. The manual describes our standards for each item and what we will do to remedy items that do not meet our standards.

Our criteria for qualifying warranty repairs are based on typical industry practices in our development areas. However, we reserve the right to exceed these guidelines if common sense or individual circumstances dictate, without being obligated to exceed all guidelines to a similar degree or for all homeowners.

You will receive the signed Limited Warranty document at your closing. A specimen copy of this warranty was included in your Purchase Agreement. Please read through this information, as well as the service procedures discussed on the following pages. If you have any questions regarding the standards or procedures, contact our office. Please note that in the event of any conflict between the terms of this manual and the terms of the Limited Warranty, the terms of the Limited Warranty will take precedence.

## Reporting Procedures

All service requests must be in writing.

### *Emergency Service*

As defined by the Limited Warranty, "emergency" includes situations such as:

- Total loss of heat when the outside temperature is below 45 degrees Fahrenheit.
- Total loss of electricity. (Check with the utility company before reporting this circumstance to Joseph Freed Homes or an electrician.)
- Total loss of water. (Check with the water department to be certain the problem is not a general outage in the area or with the Management Company to be sure the main water supply hasn't been shut off.)
- Plumbing leak that requires the entire water supply to be shut off.
- Gas leak. (Contact your utility company or plumber if the leak is at the furnace or water heater supply lines. But do so from the outside of your home.)

During business hours, call Joseph Freed Homes:

**Monday to Friday 8:00 a.m. – 5:00 p.m.**

**248-203-6458**

After hours, or on weekends or holidays, contact The Homeowners' Association Management Company directly. Their phone number can be found in the List of Important Contacts found in this manual.

### *Sixty-Day Report*

In order for our service program to operate at maximum efficiency and for your own convenience, we suggest that you wait 60 days before submitting any warranty list. This allows you sufficient time to become settled in your new home and to thoroughly examine all integrated components and avoid a "piecemeal" approach to warranty repairs.

### *Year-End Report*

Near the end of the eleventh month of your Limited Warranty, you should submit a year-end report. We will also be happy to discuss any maintenance questions you may have at that time.

Important Note – As a matter of policy, once we complete a punch list item, (immediately following closing), we will ask for an acknowledgment that our work has been completed. If we ask for your initials/signature and you do not dispute the successful completion of the item, then there will be no warranty coverage for such item.

As with punch list items, following completion of the warranty work we will ask for your signature or initials indicating that the work has been completed. Please promptly comply with such request so we can serve all warranty customers better and with more efficiency.

### *Kitchen Appliance Warranties*

The manufacturers of kitchen appliances will work directly with you if any repairs are needed for these products. Customer service phone numbers are listed in the use and care materials for each appliance. Be prepared to provide the model and serial number of the item and the closing date on your home. Appliance warranties are generally in effect for one year; please refer to the literature provided by the manufacturer for complete information.

### **Service Processing Procedures**

You can help us to serve you better by providing complete information, including:

- Name, street, address, phone numbers and email address where you can be reached during business hours.
- A complete description of the problem, for example, "guest bath—cold water line leaks under sink," rather than "plumbing problem."

When we receive a warranty service request (at the two designated times mentioned above) we will contact you for an inspection appointment. Warranty inspection appointments are available Monday through Friday, 7 a.m. to 4 p.m. We inspect the items listed in your written request to confirm warranty coverage and determine the appropriate action. Generally reported items fall into one of three categories:

- Trade contractor item
- In-house item
- Home maintenance item (not covered)

If a trade contractor or an in-house employee is required to complete repairs, we issue a warranty work order and the repair technician contacts you to schedule at least three weeks after inspecting warranty claim. We intend to complete warranty work orders within 30 days of the inspection unless you are unavailable for access. If a back-ordered part or similar circumstance causes a delay, we will let you know.

If the item is home maintenance, we will review the maintenance steps with you and offer whatever informational assistance we can. Joseph Freed Homes does not provide routine home maintenance.

Note, if we are unable to access your home to make necessary reports we cannot be held responsible for such a state of affairs. Warranty work scheduling, while not always convenient to you, is a necessary part of the process. Your cooperation and scheduling flexibility is greatly appreciated.

## Reporting Warranty Items

The many details of warranty coverage can be confusing. We hope the Service Request form on the following page will make reporting items easier. If you do not know whom to contact, call our office and we will assist you. For items that you are responsible for please refer to the section "Caring For Your Home".

**Appliances**  
Contact the manufacturer directly with model and serial number, closing date, and detailed description of problem.

**Emergency**  
During our business hours (Monday through Friday, 8:00 a.m. until 5:00 p.m.), call our main office, 248-203-6458.

After hours, or on weekends or holidays, contact The Homeowners' Association Management Company directly. Their phone number can be found in the List Of Important Contacts found on page 12 of this manual.

**Non-emergency**  
Mail, fax or email written list of items to our office at the sixty day or eleven month mark of your home ownership. You can find service request forms at the end of this manual or you can request more by calling our office:

30600 Telegraph Road  
Suite 4290  
Bingham Farms, MI 48025  
Phone: 248-203-6458  
Fax: 248-203-6469  
Email: [micustomer@jfreed.com](mailto:micustomer@jfreed.com)

**Storm damage or other natural disaster**  
Contact your homeowners insurance agent immediately. Contain damage as much as possible without endangering yourself. In extreme situations, photograph the damage.

**Hours**  
Office: Monday through Friday, 8:00 a.m. until 5:00 p.m.  
Inspection appointments: Monday through Friday, 8 a.m. until 3 p.m.  
Work appointments: Monday through Friday, 7 a.m. until 3 p.m.

**Questions?**  
Feel free to call or email our main office during normal business hours, at 248-203-6458 or email to [micustomer@jfreed.com](mailto:micustomer@jfreed.com).



# Air Conditioning

## Homeowner Use and Maintenance Guidelines

Air conditioning can greatly enhance the comfort of your home, but if it is used improperly or inefficiently, wasted energy and frustration will result. These hints and suggestions are provided to help you maximize the use and enjoyment of your air conditioning system.

**Warranty Caution:** Any addition, alteration, or modification to the original heating, venting, or air conditioning system installed by the HVAC contractor who installed the system, pursuant to a requested punch list time or warranty claim, may void all applicable manufacturer's warranties.

Your air conditioning system is a whole unit system. The air conditioner unit is the mechanism that produces cooler air. The air conditioning system involves everything inside your home including, for example, drapes, blinds, and windows.

Your home air conditioning is a closed system, which means that the interior air is continually recycled and cooled until the desired air temperature is reached. The introduction of warm outside air disrupts the system and makes cooling impossible. Therefore, you should keep all windows closed. The heat from the sun shining through windows with open drapes is intense enough to overcome the cooling effect of the air conditioning unit. For best results, close the drapes on these windows.

Time is very important in your expectations of an air conditioning system. Unlike a light bulb, which reacts instantly when you turn on a switch, the air conditioning unit only begins a process when you set the thermostat.

For example, if you come home at 6 p.m. when the temperature has reached 90 degrees Fahrenheit and you then set your thermostat to 75 degrees, the air conditioning unit will begin cooling, but will take a bit of time to reach the desired temperature. During the whole day, the sun has been heating not only the air in the house, but the walls, the carpet, and the furniture. At 6 p.m. the air conditioning unit starts cooling the air, but also the walls, carpet, and furniture release heat and nullify this cooling. By the time the air conditioning unit has cooled the walls, carpet, and furniture, you may well have lost patience.

If evening cooling is your primary goal, set the thermostat at a moderate temperature in the morning while the house is cooler, allowing the system to maintain the cooler temperature. The temperature setting may then be lowered slightly when you arrive home, with better results. Once the system is operating, setting the thermostat at 60 degrees will *not* cool the home any faster and can result in the unit freezing up and not performing at all. Extended use under these conditions can damage the unit.

Turning the air-conditioning unit on when the outside temperature is lower than 50 degrees Fahrenheit can damage the compressor.

### ***Compressor Level***

Your air-condition unit was installed at a level position. To prevent inefficient operation and damage to the equipment, you must maintain the air conditioning compressor in a level position.

### ***Filter***

Remember to change or clean the filter **monthly**. A clogged filter can slow airflow and cause cold spots in your home. Although it takes less than one minute to change the filter, this is one of the most frequently overlooked details of normal furnace care. You may want to buy filters in large quantities for the sake of convenience.

If you have a permanent, washable, removable filter, you need to clean this monthly. Use water only to clean the filter, tap to dry or air dry, and leave unit off for a brief period. Do not use soaps or detergents on the filter.

### ***Humidifier***

If a humidifier is installed on the furnace system, turn it off when you use the air conditioning; otherwise, the additional moisture can cause a freeze-up of the cooling system.

### ***Manufacturer's Instructions***

Since the air conditioning system is combined with the heating system, follow the maintenance instructions for your furnace. The manufacturer's manual specifies maintenance for the condenser. Review and follow these points carefully.

### ***Temperature Variations***

Temperatures may vary from room to room by several degrees Fahrenheit. This is due to such variables as floor plan, orientation of the home on the lot or within the building, type and use of window coverings, vents, and traffic through the home.

### ***Ductwork and Supply Registers***

Metal galvanized ductwork runs from the heating and cooling systems in the mechanical closet/room to the exterior walls. In general, the supply registers are located at or near windows where the heat gain or loss is the greatest. The registers contain dampers, which can be opened and closed to control the volume of air discharged into a particular area.



### ***Trouble-Shooting***

The following are some common concerns associated with the operation of a gas forced-air mechanical system together with appropriate responses and some operating suggestions:

*"Some areas get too hot and some areas get too cold"*

Balance is the term used to describe the consistent temperature level throughout the unit. Achieving a properly balanced system may require the homeowner to adjust the volume of air delivered at different louvers in various rooms. Factors such as room lighting and exposure to summer sun or winter winds will affect the temperature in any particular area, as will the number of occupants and activities performed in area. Experimentation throughout the heating or cooling season by the homeowner should lead to the resolution of any temperature variation problems, which occur in a particular area.

*"The fan is not operating"*

Check the thermostat setting to confirm that the temperature setting has not been changed. In addition, check the thermostat to determine if the desired function – heating or cooling – has been selected. Take a look at the access panel on the front of the furnace to confirm that it is in place and secure. Also, check the disconnect switch at the furnace and the circuit breaker at the electrical panel to determine if power is being provided to the fan.

*"The air conditioning is not working"*

Again, check the thermostat setting to confirm that the cooling cycle has been selected and that the temperature setting is below the current unit temperature. The switch at the furnace must also be in the "on" position. Also, check the circuit breaker for the condenser unit in the electrical panel to assure that it is "on". The air conditioning has a removable breaker at the unit. If air conditioning unit is not working check to insure breaker is not loose.

*"Water is leaking from somewhere"*

During the cooling season, the source of a water leak may be a clogged or damaged condensate drain. If you can find this condensate drain, examine it to see if it has been kinked, knocked loose or punctured. Condensation is only produced when the air conditioner is operating, so turning off the thermostat will turn off the air conditioning and stop the supply of water, which may be leaking from a condensate drain.

During the heating season, the humidifier may be come the source of a leak from the supply or drain line which is connected to the humidifier. Shut off the humidifier with the humidistat and turn off the water supply to the humidifier to eliminate the humidifier's use of water. Contact a qualified service representative to investigate and rectify the problem.

*"There is noise coming from the ductwork"*

The movement of air through the ductwork and past louvers will generate some noise, which is unavoidable. Typically a cracking or popping noise may be heard as ductwork expands or contracts

as conditioned air begins to flow through the ductwork. The cracking or popping usually subsides within a few minutes after the furnace unit begins operation. Whistling noises usually can be reduced by a simple adjustment of the damper at the louver.

### **Joseph Freed Homes Limited Warranty Guidelines**

On extremely hot or cold days, a 5-6°F variance between the actual inside temperature and thermometer is acceptable. The air conditioning system is capable of maintaining a temperature of 78° F, as measured in the center of each room at a height of 5 feet. Should the outside temperature exceed 95°F, a differential of 15°F from the exterior temperature will be maintained.

#### *Refrigerant*

The outside temperature must be 70° F or higher for a contractor to add refrigerant to the system. If your home was completed during winter months, this "charging" of the system is unlikely to be complete and will need to be performed in the spring. If this is necessary, we will check and document this at your orientation. An HVAC technician will then visit your home, as well as others in the development, to perform this important task. We apologize in advance if outside temperatures become unseasonably warm in the late winter or early spring and your air conditioner is not charged when the heat rises. Because weather is unpredictable, we will do our level best to anticipate the need to charge the systems in your unit/building in an effort to minimize your discomfort.

#### *Non-emergency*

Lack of air conditioning service is not an emergency. Heating and air conditioning contractors in our region respond to air conditioning service requests in the order received.

## **Appliances**

### **Homeowner Use and Maintenance Guidelines**

Read and follow all manufacturers' instructions for the use and maintenance of each appliance in your home and keep them with this Manual for reference.

#### *Manufacturer's Service*

If a problem arises with an appliance **call the appropriate manufacturer directly**. The customer service number is listed in the manufacturer's warranty. When reporting warranty items to the appliance manufacturer, be prepared to supply the following details:

- Date of purchase (your closing date)
- Serial and model numbers, found on a metal plate or sticker inside the door or lid of each appliance
- Description of the problem

### *Registration*

*Complete and mail warranty registration cards directly to the manufacturer, as soon as you receive them, just after closing.*

### **Joseph Freed Homes Limited Warranty Guidelines**

We confirm that all appliance surfaces are in acceptable condition during your orientation. We assign all appliance warranties to you, effective on the date of closing. The appliance manufacturers warrant their products directly to you according to the terms and conditions of these written warranties.

For your convenience, the next page contains a chart to help you keep track of important model and serial number information for each of your appliances.

# Appliance Serial Numbers

Closing Date: \_\_\_\_\_

*Appliance      Manufacturer      Model #      Serial #      Service Phone #*

Cook Top				
Dishwasher				
Disposal				
Dryer				
Furnace				
Microwave				
Oven				
Range				
Range Hood				
Refrigerator				
Washer				
Water Heater				

## Asphalt (Common Element)

### Homeowner Care and Maintenance

Your Homeowners' Association is responsible for the maintenance of exterior elements of the development.

### Joseph Freed Homes Limited Warranty Guidelines

*Joseph Freed Homes will work with the Homeowner's Association to make any repairs that fall within in the Common Area Limited Warranty, for the first year following Association turnover.*

## Attic Access

### Homeowner Use and Maintenance Guidelines

The attic space is neither designed nor intended for storage. We provide access to this area for maintenance of mechanical equipment that may traverse the attic space. When you perform needed tasks in the attic, use caution and avoid stepping off wood members onto the drywall. This can result in personal injury or damage to the ceiling below. Your Limited Warranty does not cover such injury or damage.

### Joseph Freed Homes Limited Warranty Guidelines

Joseph Freed Homes and the local building department inspect the attic before your closing to confirm insulation is correct.

## Brass Fixtures

### Homeowner Use and Maintenance Guidelines

The manufacturer treats brass fixtures with a clear protective coating, electrostatically applied, to provide beauty and durability. This coating is not impervious to wear and tear. Atmospheric conditions, sunlight, caustic agents such as paints, and scratches from sharp objects can cause the protective coating to crack or peel, exposing the brass and resulting in spotting and discoloration. It is normal and expected that exterior brass fixtures will wear with age.

### *Cleaning*

Initial care of these products requires only periodic cleaning with a mild, nonabrasive soap and buffing with a soft cloth.

### *Corrosion*

Unless you have ordered solid brass fixtures, the brass on your fixtures is a coating on top of a base metal. Water having a high mineral content is corrosive to any brass—coated or solid.

### *Polish*

When peeling, spotting, or discoloration occurs, you can sometimes restore the beauty of the metal by completely removing the remaining coating and hand polishing the item with a suitable brass polish. Applying a light coat of wax and buffing with a soft cloth helps maintain the gloss.

### *Tarnish*

Like sterling silver, brass will gradually tarnish and eventually take on an antique appearance.

## **Joseph Freed Homes Limited Warranty Guidelines**

During the orientation we will confirm that brass fixtures are in acceptable condition. Joseph Freed Homes does not warrant against corrosion damage to the external surfaces or internal workings of plumbing fixtures that have been scratched or that have had improper maintenance. This limitation includes solid brass or brass-coated fixtures.

# **Brick**

(Common Element)

## **Homeowner Use and Maintenance Guidelines**

Your Homeowners' Association is responsible for the maintenance of exterior elements of the development.

## **Joseph Freed Homes Limited Warranty Guidelines**

Joseph Freed Homes will work with the Homeowners Association to make any repairs that fall within the Common Area Limited Warranty, for the first year following Association turnover.

# Cabinets

## Homeowner Use and Maintenance Guidelines

Your selection sheets are your record of the brand, style, and color of cabinets in your home. If you selected wood or wood veneer cabinets, expect differences in grain and color between and within the cabinet components due to natural variations in wood and the way it takes stain.

### *Cleaning*

Products such as lemon oil or polishes that include scratch resistance are suggested for wood cabinet care. Follow manufacturer's directions. Use such products a maximum of once every three to six months to avoid excessive build-up. Avoid paraffin-based spray waxes and washing cabinets with water, as both will damage the luster of the finish.

### *Hinges*

If hinges catch or drawer glides become sluggish, a small amount of silicone lubricant will improve their performance. Please note storage of chemicals (specific combinations) can corrode hinges' finishes.

### *Moisture*

Damage to cabinet surfaces and warping can result from operating appliances that generate large amounts of moisture (such as a crock pot) too near the cabinet. When operating such appliances, place them in a location that is not directly under a cabinet.

### *Warping*

During times of the year when humidity is low, your cabinet doors may warp and not close properly. The cabinet doors will relax and return to normal once humidity is added to the room.

In the event that a heat shield was installed, removal of this shield will void the warranty.

## Joseph Freed Homes Limited Warranty Guidelines

During the orientation we will confirm that all cabinet parts are installed and that their surfaces are in acceptable condition.

### ***Alignment***

Doors, drawer fronts, and handles should be level and even.

### ***Operation***

Cabinets should operate properly under normal use.

### ***Separations***

We will correct gaps between cabinets and the ceiling or cabinets and the walls by caulking or other means if the gap exceeds 1/4 inch (locations behind appliances are excepted from this repair).

### ***Warping***

If doors or drawer fronts warp in excess of 1/4 inch within 24 inches, we will correct this by adjustment or replacement. Your use of a humidifier will reduce the warping of cabinet doors.

### ***Wood Grain***

Readily noticeable variations in wood grain and color are normal in all wood or wood veneer selections. Replacements are not made due to such variations.

## **Carpet**

### ***Homeowner Use and Maintenance Guidelines***

Your selection sheets provide a record of the brand, style, and color of floor coverings in your home. Please retain this information for future reference. Refer to the various manufacturers' recommendations for additional information on the care of your floor coverings.

### ***Cleaning***

You can add years to the life of your carpet with regular care. Carpet wears out because of foot traffic and dirt particles that get trampled deep into the pile beyond the suction of vacuum cleaners. The dirt particles wear down the fibers like sandpaper and dull the carpet. The most important thing you can do to protect your carpet is to vacuum it frequently.

Vacuum twice each week lightly and once a week thoroughly. Heavy traffic areas may require more frequent cleaning. A light vacuuming is three passes; a thorough job may need seven passes. A



vacuum cleaner with a beater-bar agitates the pile and is more effective in bringing dirt to the surface for easy removal. Vacuuming high-traffic areas daily helps keep them clean and maintains the upright position of the nap.

Wipe spills and clean stains immediately. For best results, blot or dab any spill or stain; avoid rubbing. Test stain removers on an out-of-the-way area of the carpet, such as in a closet, to check for any undesirable effects. Have your carpet professionally cleaned regularly, usually once a year.

Some problem conditions that may occur with your new carpet and our suggested remedies are presented below.

### ***Burns***

Take care of any kind of burn immediately. First snip off the darkened fibers, then use a non-sudsing carpet cleaner and sponge with water. If the burn is extensive, talk with a professional about replacing the damaged area.

### ***Crushing***

Furniture and traffic may crush a carpet's pile fibers. Frequent vacuuming in high-traffic areas and glides or cups under heavy pieces of furniture can help prevent this. Rotating your furniture to change the traffic pattern in a room promotes more even wear. Some carpets resist matting and crushing because of their level of fiber, but this does not imply or guarantee that no matting or crushing will occur. Heavy traffic areas such as halls and stairways are more susceptible to wear and crushing. This is considered normal wear.

### ***Fading***

Science has yet to develop a color that will not fade with time. All carpets will slowly lose some color due to natural and artificial forces in the environment. You can delay this process by frequently removing soil with vacuuming, regularly changing air filters in heating and air conditioning systems, keeping humidity and room temperature from getting too high, and reducing sunlight exposure with window coverings.

### ***Filtration***

If interior doors are kept closed while the air conditioning is operating, air circulation from the closed room flows through the small space at the bottom of the door. This forces the air over the carpet fibers, which in turn act as a filter, catching particulate pollution. Over time, a noticeable stain develops at the threshold.

### ***Fuzzing***

In loop carpets, fibers may break. Simply clip the excess fibers.

### ***Pilling***

Pilling or small balls of fiber can appear on your carpet, depending on the type of carpet fiber and the type of traffic. If this occurs, clip off the pills. If they cover a large area, seek professional advice.

### ***Rippling***

With wall-to-wall carpeting, high humidity may cause rippling. If the carpet remains rippled after the humidity has left, have a professional re-stretch the carpeting using a power stretcher, not a knee-kicker.

### ***Seams***

Carpet usually comes in 12-foot widths, making seams necessary in most rooms. Visible seams are not a defect unless they have been improperly made or unless the material has a defect, making the seam appear more pronounced than normal. The more dense and uniform the carpet texture, the more visible the seams will be. Carpet styles with low, tight naps result in the most visible seams. Seams are never more visible than when the carpet is first installed. Usually with time, use, and vacuuming the seams become less visible.

### ***Shading***

Shading is an inherent quality of fine-cut pile carpets. Household traffic causes pile fibers to assume different angles; as a result, the carpet appears darker and lighter in these areas. A good vacuuming, which makes the pile all go in the same direction, provides a temporary remedy.

### ***Shedding***

New carpeting, especially pile, sheds bits of fiber for a period of time. Eventually these loose fibers are removed by vacuuming. Shedding usually occurs more with wool carpeting than with nylon or other synthetics.

### ***Snags***

Sharp-edged objects can grab or snag the carpet fiber. When this occurs, cut off the snag. If the snag is especially large, call a professional.

### ***Sprouting***

Occasionally you may find small tufts of fiber sprouting above carpet surface. Simply use scissors to cut off the sprout. Do not attempt to pull it, because other fibers will come out in the process.

### ***Stains***

No carpet is stain proof. Although your carpet manufacturer designates your carpet as stain-resistant, some substances may still cause permanent staining. These include hair dyes, shoe polish, paints, and inks. Some substances destroy or change the color of carpets, including bleaches, acne medications, drain cleaners, plant food, insecticides, and food or beverages with strongly colored natural dyes as found in some brands of mustard and herbal tea.

Refer to your care and maintenance brochures for recommended cleaning procedures for your particular fiber. Pretest any spot-removal solution in an inconspicuous area before using it in a large area. Apply several drops of the solution, hold a white tissue on the area, and count to ten. Examine both tissue and carpet for dye transfer and check for carpet damage.

### ***Static***

Cooler temperatures outside often contribute to static electricity inside. To avoid the problem, look for carpets made with anti-static. You can also install a humidifier to help control static build-up.

## **Joseph Freed Homes Limited Warranty Guidelines**

During your orientation, we will confirm that your carpet is in acceptable condition. We will correct stains or spots noted at this time by cleaning, patching, or replacement. Joseph Freed Homes will not be responsible for dye lot variations if replacements are made.

### ***Edges***

Edges of carpet along moldings and edges of stairs should be held firmly in place. In some areas, metal or other edging material may be used where carpet meets another floor covering.

### ***Seams***

Carpet seams will be visible. During the warranty period, Joseph Freed Homes will repair any gaps or fraying, if not caused by normal wear and tear, or abuse. Some seams may be more visible than others. Berber carpet seams are more visible because it is a thinner carpet.

## Caulking

### Homeowner Use and Maintenance Guidelines

Time and weather will shrink and dry caulking so that it no longer provides a good seal. As routine maintenance, check the caulking and make needed repairs. Caulking compounds and dispenser guns are available at all hardware stores. Read the manufacturer's instructions carefully to be certain that you select an appropriate caulk for the intended purpose.

#### *Latex Caulk*

Latex caulking is appropriate for an area that requires painting, such as along the stair stringer or where wood trim meets the wall.

#### *Silicone Caulk*

Caulking that contains silicone will not accept paint; it works best where water is present, for example, where tub meets tile or a sink meets a countertop.

### Joseph Freed Homes Limited Warranty Guidelines

During the orientation we confirm that appropriate areas are adequately caulked. Subsequent shrinkage or deterioration requires homeowner maintenance and is not the responsibility of Joseph Freed Homes.

*>See also Countertops, Expansion and Contraction, and Wood Trim.*

## Ceramic Tile

### Homeowner Use and Maintenance Guidelines

Your selection sheets include the brand and color of your ceramic tile.

#### *Cleaning*

Ceramic tile is one of the easiest floor coverings to maintain. Simply vacuum when needed. Occasionally, a wet mopping with warm water may be appropriate. Avoid adding detergent to the water. If you feel a cleaning agent is required, use a mild solution of warm water and dishwasher crystals (they will not result in a heavy, difficult-to-remove lather on the grout). Rinse thoroughly.

The ceramic tile installed on walls or countertops in your home may be washed with any nonabrasive soap, detergent, or tile cleaner. Abrasive cleaners will dull the finish.

### ***GROUT DISCOLORATION***

Clean grout that becomes yellowed or stained with a fiber brush, cleanser, and water. Grout cleansers and whiteners are available at most hardware stores.

### ***SEALING GROUT***

Ceramic tile is easy to maintain and impervious to water. However, the seams and joints are not waterproof and require special attention to prevent water damage.

Sealing grout is your decision and responsibility. Once grout has been sealed, ongoing maintenance of that seal is necessary and Limited Warranty coverage on grout that has been sealed is void.

### ***SEPARATIONS***

Slight separations may occur in the grout between tiles. This grout is for decorative purposes only; it does not hold the tile in place. Cracks in the grout can be filled using premixed grout purchased from flooring or hardware stores. Follow package directions.

Tile around bathtubs or countertops may appear to be pulling up after a time. This is caused by normal shrinkage of grout or caulk and shrinkage of wood members as they dry out. If this occurs, the best remedy is to purchase tub caulk or premixed grout from a hardware store. Follow directions on the container. This maintenance is important to protect the underlying surface from water damage.

## **JOSEPH FREED HOMES LIMITED WARRANTY GUIDELINES**

During the orientation we confirm that tile and grout areas are in acceptable condition. We will repair or replace cracked, badly chipped, or loose tiles noted at the orientation. Following the initial walk through, we cannot be held responsible for cracked or chipped tiles. Joseph Freed Homes is not responsible for variations in color or discontinued patterns. New grout may vary in color from the original.

Cracks appearing in grouting of ceramic tiles at joints or junctions with other materials are normal and are commonly due to shrinkage. Cracks in excess of 1/8 inch, will be repaired, one-time during the warranty period. Ongoing maintenance of these areas is the homeowner's responsibility.

## Chrome Fixtures

### Homeowner Use and Maintenance Guidelines

The manufacturer treats chrome fixtures with a clear protective coating, electrostatically applied, to provide beauty and durability. This coating is not impervious to wear and tear. Atmospheric conditions, sunlight, caustic agents such as paints, and scratches from sharp objects can cause the protective coating to crack or peel, exposing the brass and resulting in spotting and discoloration. It is normal and expected that exterior brass fixtures will wear with age.

#### *Cleaning*

Initial care of these products requires only periodic cleaning with a mild, nonabrasive soap and buffing with a soft cloth.

#### *Polish*

When peeling, spotting, or discoloration occurs, you can sometimes restore the beauty of the metal by completely removing the remaining coating and hand polishing the item with a suitable chrome polish.

### Joseph Freed Homes Limited Warranty Guidelines

During the orientation we will confirm that chrome fixtures are in acceptable condition. Joseph Freed Homes does not warrant against corrosion damage to the external surfaces or internal workings of plumbing fixtures that have been scratched or that have had improper maintenance. This limitation includes chrome fixtures.

## Concrete Flatwork

### Homeowner Use and Maintenance Guidelines

It is important to understand that concrete is a porous, brittle material that will expand, contract, and crack as the result of temperature changes, shrinkage, and stress. Hairline cracks that may appear on foundation walls are usually cosmetic, as opposed to structural. Foundation cracks are common and are caused by shrinkage or stress. We will address cracks in concrete more than 1/4" wide or 1/8" vertical displacement.

Shrinking results from the normal curing process of concrete that varies with the time of year and the moisture conditions that exist when the concrete is poured. Stress is caused by soil placed up against

the wall, plus the full weight of the home that rests upon the walls. The weight from these forces can create a variety of stresses which, in combination with seasonal temperature variations, can cause concrete and masonry foundations to expand and contract. The exterior of basement block are treated with a material that is water resistance, but not waterproof.

By maintaining good drainage, you protect your home's foundation and the concrete flatwork: the, porch, patio, driveway, garage floor, and sidewalks.

Concrete slabs are floating—they are not attached to the home's foundation walls. These are not a structural (load-bearing) element of the home and are not covered by the structural warranty.

### *Cracks*

Due to the large size of garage slabs, hairline cracks are common and are caused by expansion and contraction. These cracks are normal and it's best to leave them alone, since attempts to fill them will not stop expansion and contraction.

### *Heavy Vehicles*

Do not permit heavy vehicles such as moving vans or concrete trucks to drive on your concrete work. We design and install this concrete for residential use only.

### *Ice, Snow, and Chemicals*

Driving or parking on snow creates ice on the drive, which magnifies the effects of snow on the concrete surface. Remove ice and snow from concrete slabs as promptly as possible. Protect concrete from abuse by chemical agents such as pet urine, fertilizers, radiator overflow, repeated hosing, or de-icing agents, such as road salt that can drip from vehicles. All of these items can cause spalling (chipping of the surface) of concrete.

### *Sealer*

A concrete sealer, available at paint stores, will help you keep an unpainted concrete floor clean. Do not use soap on unpainted concrete. Instead, use plain water and washing soda or, if necessary, a scouring powder.

## **Joseph Freed Homes Limited Warranty Guidelines**

Concrete slabs are floating—they are not attached to the home's foundation walls. These are not a structural (load-bearing) element of the home and are not covered by the structural warranty. The Limited Warranty coverage is for one year.

**Color**

Concrete slabs vary in color. No correction is provided for this condition.

**Cracks**

Hairline cracks due to shrinkage are a normal occurrence. If concrete cracks exceed 1/4" in width or vertical displacement, Joseph Freed Homes will patch or repair them one time during the warranty year. Color match of the repaired area cannot be guaranteed.

**Finished Floors**

During the warranty period, Joseph Freed Homes will correct cracks, settling, or heaving that rupture finish floor materials that we installed as part of the home as you originally purchased it.

**Level Floors**

Concrete floors in the habitable areas of the home will be level to within 1/4" within any 32-inch measurement with the exception of an area specifically designed to slope toward a floor drain.

**Separation**

During the warranty period, Joseph Freed Homes will correct separation of concrete slabs from the home if separation exceeds one inch.

**Settling or Heaving**

Joseph Freed Homes will repair slabs, during the warranty period, that settle or heave in excess of 2 inches or if such movement results in negative drainage (toward the house) or hazardous vertical displacement.

**Spalling (Surface Chips)**

Causes of spalling include repeated hosing of concrete for cleaning, animal urine, radiator overflow, fertilizer, uncleared snow and ice, ice-melting agents, and road salts from vehicles. Repair of spalling is a maintenance task.

**Standing Water**

Water may stand on exterior concrete slabs for several hours after precipitation or from roof run-off. Joseph Freed Homes will correct conditions that cause water to remain longer than 24 hours, within 70°F unless it is from roof run-off of melting snow or ice.



## Condensation

### Homeowner Use and Maintenance Guidelines

Condensation on interior surfaces of the windows and frames comes from high humidity within the home combined with low outside temperatures and inadequate ventilation. Family lifestyle significantly influences these conditions. If your home includes a humidifier, closely observe the manufacturer's directions for its use, especially during periods of cooler temperatures.

*>See also Ventilation.*

### Joseph Freed Homes Limited Warranty Guidelines

Condensation results from a family's lifestyle and Joseph Freed Homes has no control over this. The Limited Warranty coverage excludes condensation.

## Countertops

### Homeowner Use and Maintenance Guidelines

Use a cutting board to protect your counters when you cut or chop. Protect the counter from heat and from extremely hot pans. If you cannot put your hand on it, do not put it on the counter. Do not use countertops as ironing boards and do not set lighted cigarettes on the edge of the counter.

### Caulking

The caulking between the countertop and the wall, along the joint at the backsplash, and around the sink may shrink, leaving a slight gap. Maintaining a good seal in these locations is important to keep moisture from reaching the wood under the laminates and to prevent possible warping.

### Cleaning

Refer to granite countertop supplier's specifications for proper cleaning instructions.

### Mats

Rubber drain mats can trap moisture beneath them, causing the laminated plastic to warp and blister. Dry the surface as needed.

### **Wax**

Wax is not necessary, but it can be used to make counters gleam.

*> See also Ceramic Tile.*

## **Joseph Freed Homes Limited Warranty Guidelines**

During your orientation we confirm that all countertops are in acceptable condition. We repair noticeable surface damage such as chips, cracks, and scratches noted on the orientation list. Repair of surface damage that occurs during or after your move-in is one of your home maintenance responsibilities.

### **Granite**

Refer to granite countertop supplier's specifications for proper cleaning applications and care.

Laminated countertops will have one or more discernible seams. Joseph Freed Homes will repair gaps or differential at the seams that exceed 1/16 inch, one time during the warranty period.

### **Separation from Wall**

Separation of countertops from walls, backsplash, and around sinks results from normal shrinkage of materials. If the separation is in excess of 1/4 inch, Joseph Freed Homes will recaulk these areas one time during the term of the Limited Warranty. Subsequent caulking will be your maintenance responsibility. Caulking should be homeowners responsibility.

Joseph Freed Homes' Limited Warranty specifically excludes responsibility for scratches or gouges on countertops that occur after closing.

# **Doors and Locks**

## **Homeowner Use and Maintenance Guidelines**

The doors installed in your home are wood products subject to such natural characteristics of wood as shrinkage and warpage. Due to natural fluctuations of humidity and the use of forced air furnaces, showers, and dishwashers, interior doors may occasionally require minor adjustments.

### ***Bi-fold Doors***

Interior bi-fold doors sometime stick or warp due to weather conditions. Apply a silicone lubricant to the tracks to minimize this inconvenience.

### ***Hinges***

You can remedy a squeaky door hinge by removing the hinge pin and applying a silicone lubricant to it. Avoid using oil, as it can gum up or attract dirt. Graphite works well as a lubricant but can create a gray smudge on the door or floor covering beneath the hinge if too much is applied.

### ***Keys***

Keep a duplicate privacy lock key where children cannot reach it in the event a youngster locks himself or herself in a room. The top edge of the door casing is often used as a place to keep the key. A small screwdriver or similarly shaped device can open some types of privacy locks.

### ***Locks***

Lubricate door locks with graphite or other waterproof lubricant. Avoid oil, as it will gum up.

### ***Slamming***

Slamming doors can damage both doors and jambs and can even cause cracking in walls. Teach children not to hang on the doorknob and swing back and forth; this will loosen the hardware and causes the door to sag.

### ***Shrinkage***

Use putty, filler, or latex caulk to fill any minor separations that develop at mitered joints in door trim. Follow with painting. Panels of wood doors shrink and expand in response to changes in temperature and humidity. Touching up the paint or stain on unfinished exposed areas is your home maintenance responsibility.

### ***Sticking***

The most common cause of a sticking door is the natural expansion of lumber due to changes in humidity. When sticking is due to swelling during a damp season, do not plane the door unless it continues to stick after the weather changes.

Before planing a door because of sticking, try two other steps: first, apply either a paste wax, light coat of paraffin, or candle wax to the sticking surface; or second, tighten the screws that hold the door jamb or door frame. If planing is necessary even after these measures, use sandpaper to smooth the door, then prime and paint the sanded area to seal against moisture.

### *Warping*

If a door warps slightly, keeping it closed as much as possible often returns it to normal.

### *Weather Stripping*

Weather stripping and exterior door thresholds occasionally require adjustment or replacement.

## **Joseph Freed Homes Limited Warranty Guidelines**

During the orientation we confirm that all doors are in acceptable condition and correctly adjusted. Joseph Freed Homes will repair construction damage to doors noted on the orientation list.

### *Adjustments*

Due to normal settling of the home, doors may require adjustment for proper fit. Joseph Freed Homes will make a one-time adjustment, within 60-days after closing as a part of the regular warranty process.

### *Panel Shrinkage*

Panels of wood doors shrink and expand in response to changes in temperature and humidity. Although touching up the paint or stain on unfinished exposed areas is your home maintenance responsibility, Joseph Freed Homes will repair split panels that allow light to be visible.

### *Warping*

During the warranty period, Joseph Freed Homes will repair doors that exceed 1/4 inch in warpage or deflection when measured diagonally from corner to corner across the face of the door.

## **Drywall**

### **Homeowner Use and Maintenance Guidelines**

Slight cracking, screw pops, or seams may become visible in walls and ceilings. These are caused by the shrinkage of the wood and normal deflection of rafters to which the drywall is attached. This is technically known as Truss Lift.