

Homeowner's Guide

Care and Maintenance
for Your New Home

GRAY  POINT
H O M E S

HOMEOWNER'S GUIDE – CARE AND MAINTENANCE FOR YOUR NEW HOME

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Welcome Home!

Congratulations on the purchase of your new Gray Point home and welcome to our family of homeowners! Your home was built with thoughtful design and features exceptional construction. We trust that the pride we have taken in crafting your home will be evident today and for years to come.

This Homeowner's Guide will provide you with an overview of your new home, details regarding how to obtain service covered by your Limited Warranty and practical tips for maintaining your investment.

A Limited Warranty was included in your closing paperwork. We encourage you to familiarize yourself with its contents and to keep it in a secure place. Detailed instructions regarding how to obtain service under your Limited Warranty, as well service request instructions are included in this binder. Rest assured that we will continue to provide you with exceptional service long after you've moved into your home. We are available to answer your questions and will make every effort to ensure your continued satisfaction.

Practical tips, maintenance checklists and solutions to common issues can be found in the Home Care and Maintenance section. This material will help you take a proactive approach to upkeep and maintenance as well as provide you with invaluable tips to keep your home in top condition. With proper care, your home will continue to exceed your expectations for years to come.

As you move forward to create a warm and welcoming home that reflects your personal style, know that Gray Point Homes stands with you. Whether this is your first home or you are a seasoned homeowner, we are committed to enhancing your ownership experience and building a long-lasting and mutually rewarding relationship.



I WARRANTY STATEMENT

Gray Point Homes warrants against defects caused by faulty workmanship and materials due to non-compliance with approved construction standards set forth by our warranty company during year one only. To prevent misunderstandings, the homeowner should become familiar with these approved standards by reading the Insurance/Warranty Documents provided by the warranty company.

Our warranty program meets industry standards, and it is a limited warranty. Many items are excluded from warranty coverage for various reasons. Several of these excluded items were noted on your initial walk-through. Others are listed in this section, as well as on the enclosed warranty document.

It is of great benefit for homeowners to have an appreciation and understanding of home construction and care. Certain conditions and changes are inevitable or unavoidable due to time, atmospheric or ground conditions, etc., and require care by the homeowner.

The builder reserves the right to decide whether to repair or replace damaged materials.

The wide range of materials used in your new home is subject to some degree of wear through handling and installation. Minor scratches, dents, or other imperfections in wood trim, sliding glass doors, countertops, doors, wallpaper, glass surfaces, and other areas will occur and are unavoidable. Minor variations in wood finishes, caused by natural variation in the wood grain, will also occur. Should they be of a magnitude to be readily and immediately apparent, Gray Point Homes will correct them. However, minor and hard-to-see nicks, scratches, cuts, blemishes, and finish variations are not covered by Gray Point Homes' warranty.

OUR GOAL: To build a new home you are proud to live in and we are proud to say we built; and to provide you the best possible total value in a new home.

EXCLUSIONS FROM WARRANTY COVERAGE

Appliances/Equipment: Your warranties on appliances, equipment and other consumer products are provided by the manufacturer. The warranty information pertaining to these appliances are enclosed in your homeowner package.

Driveways, sidewalks, patios and other flatwork: These structures are poured separately from your house slab, and are subject to slight movement that will cause hairline cracks. These cracks are of common occurrence due to soil conditions and are therefore not covered in your limited warranty.

Landscaping/sod: As noted on your walk-through, your sod and landscaping (if applicable) is alive and in good condition. These items require immediate attention upon move-in and are the homeowner's responsibility. Your warranty does not cover sod and landscaping that dies due to lack of water (critical in winter months too), lack of fertilizer, effects of temperature, neglect, insect infestation or abuse.

Grading and drainage: Gray Point Homes is responsible for initially establishing the proper grades and swales to ensure proper drainage away from the home. The homeowner is responsible for maintaining these grades and swales. It is recommended that ground cover be established immediately over exposed-areas of the yard to prevent wash-outs and erosion from intense rainfall. Your warranty does not apply to gullies, erosion, or water standing or ponding in your yard which lasts for less than 24 hours.

Fixtures: These include plumbing, electrical, interior and exterior locks. Note: fixtures tarnish naturally and are not warranted on appearance.

Cracks: These include drywall, moldings, tile grout or mortar, concrete, and wood. Hairline cracks are common in these materials due to shrinkage and settling, and are not covered in your warranty.
Fiberglass doors: These doors require re-staining and re-application of urethane after exposure to sunlight for prolonged periods.

Wrinkling roof: Roof rafters will be apparent under shingles depending upon the angle of the sun and time-of-year. This is common, and no effort will be made to correct it.

Vinyl: Vinyl is a soft material that dents, scratches, tears, and pits easily. The degree of durability depends on the grade. Therefore, vinyl is not covered in your warranty.

Loss or damage caused by or resulting from acts of God: e.g., freeze damage to pipes, insect infestation, or wind-driven water through brick, vents, windows or doors.

Garage door openers not installed by Gray Point Homes: Any changes to the garage door without approval from Gray Point Homes will void any warranty on the door itself.

Water Heater: Because of the location of the water heater and various means of running water lines by different plumbing contractors, Gray Point Homes can not guarantee the lead time for hot water at fixtures. Our maximum allowable lead time will be 2 minutes to reach from one fixture to the next.

MAINTENANCE SCHEDULE

Item	Monthly	Quarterly	Semi-annually	Annually	Comments
Clean and test smoke alarms	x				
Test and reset all GFIs	x				
Clean and change A/C filter	x				Or as directed by manufacturer
Inspect heat system				x	Early in the Fall
Inspect air conditioning system				x	Early in the Spring
Inspect site drainage			x		
Seal exterior masonry cracks			x		
Inspect exterior paint or stain			x		
Touch up caulk		x			
Touch up grout		x			
Lube garage overhead door and tighten bolts				x	
Drain water from bottom of water heater				x	Or as directed by manufacturer
Clean gutters			x		
Operate pressure relief valve on water heater				x	
Clean window weep hoes			x		
Clean masonry weep holes			x		
Inspect roof and chimney flashings				x	
Inspect behind refrigerator and icemaker for leakage	x				
Inspect hoses for washing machine		x			
Inspect wall behind washing machine for moisture	x				Replace every 5 years
Inspect under dishwasher for leaks	x				
Inspect water heater pan		x			
Inspect secondary pan under HVAC unit		x			
Inspect caulking around windows and doors			x		
Clean chimney				x	Or as needed
Inspect exterior for bird nests and remove (bird droppings are a source of mold in an attic space)				x	
Inspect for visible mold				x	

III LOT, LANDSCAPING AND CONCRETE

LOT BOUNDARIES AND EASEMENTS

Your lot was surveyed by a licensed surveyor after your home was built. A copy of the survey was given to you by the title company at closing. The survey shows your lot size and the location of lot boundaries and drainage.

The survey will also show by dotted or broken lines if there are any easements affecting your property. The most common type of easement is the "utility easement," usually located parallel with the rear or side lot lines.

The Owner retains title to the property subject to the rights of persons or firms to whom the easement has been granted. The Owner is responsible for maintenance of an easement. Since the utility companies are permitted access across utility easements at any time, an easement must never be obstructed so as to prevent such access. If you have any questions regarding your rights or responsibilities relating to an easement, they can be answered by contacting your title company.

The engineers located iron lot pins at each corner of your lot when they made your lot survey. Their location is shown on the survey with the letters "IP". Be sure to check your survey and locate your lot pins anytime you plan additional construction, such as a fence. The tops of the lot pins will be below the surface of the finished lot grading. If you are not able to locate them yourself, the firm noted on the survey may locate them for a minimum service charge.

GRADING AND DRAINAGE

The primary purpose of finished lot grading is to provide drainage away from the foundation of your home. This grading is done in compliance with the standards established by our engineers, the FHA, VA, and city governments. Your survey states that Gray Point Homes is responsible only for initially establishing the proper grades and swales; the homeowner is responsible for maintaining such grades and swales, which may/will be altered by the rain.

The soil in some areas has qualities for expansion and contraction when moisture is introduced or removed. IT IS IMPORTANT THAT WATER NOT BE ALLOWED TO STAND NEAR A HOUSE FOUNDATION. To affect proper drainage away from the building, it is often necessary to create a drainage swale (an open channel) to carry off surface water. Frequently, such swales not only carry the drainage from your own property, but also intercept and carry drainage from higher adjacent properties. Extreme care should be exercised to insure that the drainage pattern is not altered, as severe damage to the foundation and structure of your home may result from doing so. Blocking or altering the flow of water across your lot may damage not only your home but may also damage a neighbor's property as a result of the modification of the drainage plan.

Because drainage swales serve such an important function, it is essential that you keep them unaltered and free from blockage. An early effort to get a good stand of grass in the swales will be a worthwhile investment of time and energy in minimizing drainage problems.

SOIL

Because soil erosion cannot be prevented by the builder, it is excluded from warranty coverage. Since loose soil may wash onto walks, drives and streets, or fill the drainage swales before getting a complete cover of grass, it's important that you keep eroded soil removed from these areas during the short period of time between move-in and achieving grass coverage. This can be accomplished with a hand rake.

Much of the soil in our area contains a type of clay that is very sensitive to water conditions - it can expand when wet, and shrink similarly when dry.

When expanded with heavy moisture, these soils can exert tremendous pressures on concrete foundations or other structures in the soil. These pressures can force expansion both upwards and sideways.

Soil engineers have found that the greatest expansion occurs when totally dry soil suddenly becomes saturated, so they strongly recommend light watering at regular intervals in areas around foundations and other structures. Such watering will prevent total contraction of the soil away from a foundation that would be otherwise followed by severe expansion if the soil were drenched.

Take care to see that no depressions in the soil close to the foundation can collect and hold water; and that drainage away from the foundation and other concrete structures is definite, yet gradual.

Gray Point Homes suggests that shrubs be planted approximately two feet from the foundation so they can be watered regularly and the roots will not draw excessive amounts of water from the soils under the slab.

When you are watering lawns and plants, take care not to allow sprinkling for long periods on the soil right at your foundation, nor on the walls of the structure – because the brick's mortar and woodwork making up the exterior of the home can actually transfer moisture from the outer to the inner walls if water is thrown against it long enough. Also, the exterior wood of your home will expand if kept wet over long periods – and then be subjected to drying and shrinkage when the watering is stopped.

LANDSCAPING

TREES

Non-native trees should be planted at least ten feet from the house. Care should be taken in preparing the ground for tree or shrub planting to avoid damaging water, sewer or electric lines with a pick or a shovel. If you are in doubt about the location of buried lines or cables, call the appropriate utility company and they will locate and mark them for you. If you have native trees on your lot, avoid fertilizing or watering them excessively – they are not conditioned to it.

Watering of newly planted trees must be done in a deep soaking fashion. A slow drip or watering from a hose is required. Sprinkler systems provide only a topical watering for trees. Any new trees require this deep soaking at least three times a week.

We have installed a durable low maintenance grass lawn in the front of your home. The following information is to assist you in the proper care of your lawn and provide you with basic information related to this care.

WATERING

Immediately after installation, water all sodded areas until water has saturated through the bottom of the sod's dirt pad (this is critical even during the winter months). If water accumulates into puddles on top of the sod prior to this saturation, turn off the sprinkler in that particular area and allow the water to soak in. Check the sod daily to ensure the dirt pad is still moist. If so, watering may be skipped that day. If it is drying out, water the sod again. Reflected heat along buildings and large concrete areas dries sod more quickly, so be sure to check these areas often.

Do not be alarmed if your grass turns yellow or brown for the few days after planting. It is not abnormal for the sod to go into shock. Continue this watering procedure until the sod has begun to take root securely into the soil. In growing season, this is usually about five to ten days. In dormant season, it will vary depending upon the temperature. At this time, the watering schedule can be the same as for an established lawn. Watering should be done once every three days for 15 to 20 minutes. The frequency may increase during extremely hot summers, but during spring, winter, and fall months, it will be more than adequate. Watering during the morning hours will eliminate many types of fungus or mold problems. Avoid watering after sundown and never water in excess where run off is apparent.

FERTILIZING

A balanced lawn fertilizer should be applied to your new sod after installation. It may be done immediately, even before the initial watering. The first fertilization will act as a stimulant to establish your grass sooner. Use any of the following fertilizer ratios at a medium application rate: 12-12-12, 13-13-13, 8-8-8, 10-20-10, 8-10-8, or a similar ratio, depending on your location. After establishment of the lawn, it should be put on a regular program of fertilization. You may contact a reputable company to apply this program for you. If you desire to maintain your own lawn, it is advisable to consult an arborist or landscape professional.

CONCRETE

FOUNDATION

Concrete expands with summer heat and contracts with winter cold. This unavoidable movement is further aggravated in some areas by expansive soil when moisture is introduced. Wet weather can cause the ground to expand and may lift the foundation. In most cases the foundation will raise uniformly, causing no damage, hence, the term "floating" foundation.

Problems occur when there is uneven watering. It is imperative that you water your back yard whenever you water the

front yard. You must maintain the same conditions in your backyard as you have in the front yard. Failure to do so may cause differential settlement – a portion of your house may be lifted while another portion may settle.

FOUNDATION MAINTENANCE

Proper foundation maintenance will minimize the impact of differential soil movement. Because of heavy rains at certain times of the year, it is impossible to keep moisture away from the foundation. However, good drainage will control excessive moisture, and this is very important. Excessive drying of the soil can be prevented by controlled watering around the foundation during dry seasons. Trees and other large vegetation accelerate the drying process, and careful consideration should be given when planting. Proper landscaping and ground cover will help prevent drying.

Some recommended steps for foundation maintenance and care:

- Maintain positive drainage away from the foundation with a suggested slope of four inches in the first six feet away from the foundation.
- Fill any depressions adjacent to or near the foundation with native soil. Do not use pure sand or other granular materials. Use soil of similar consistency as the rest of your soil.
- Check gutters and downspouts to be sure that water is discharged away from the foundation. Water should be carried approximately four feet from the slab.
- Water liberally around the foundation during dry spells. This should be done in a uniform manner around the entire house to prevent uneven soil moisture. This will include the areas of the yard where there is not grass or plants. Automatic lawn sprinkling or automatic foundation soaker hose systems may be installed and are very beneficial. Even with an automatic watering system, you must still inspect your yard for even moisture distribution.
- Plant trees a distance away from the foundation equal to their anticipated height. If existing trees are near the foundation, they will draw water from the foundation, thus requiring more water within this area. Sometimes tree roots that go under the foundation will need to be cut and a barrier trench installed to prevent new roots from growing under the foundation.

Cracks in the soil from drying should not be allowed to form. If they do, gradual watering should be applied adjacent to the cracks so that they will close. Water should not be placed directly into the open cracks.

The objective of a proper maintenance program is to attain as consistent moisture content as possible for the soil under the foundation and the perimeter of the house. Monitoring your watering program during dry seasons is essential and thought must be given to the effect that trees have in the removal of soil moisture during these dry seasons.

PROTECTING WALKS, DRIVES, PATIOS AND GARAGE OR CARPORT SLABS

The special soil conditions and climate characteristics present in Texas described herein make it necessary for owners to take routine precautions for protection of concrete and masonry work.

Gray Point Homes offers these facts and suggestions:

EXPANSION AND CONTRACTION

Walks, drives, patios and garage or slabs are subject to the same soil conditions as your home's foundation. These surfaces contain less reinforcement than the foundation, since they support little or no structural weight, but their exposure to extreme heat and cold causes noticeable expansion and contraction.

EXPANSION JOINTS

Expansion joints are located in walks and drives at regular intervals to prevent a break in the concrete when it expands. When it absorbs the forces of expansion to prevent the concrete from peaking or breaking, the joint material may be forced or squeezed above the surface of the concrete.

TO TRIM OR LEAVE ALONE?

If the expansion joint becomes unsightly, you can trim off the protruding edge flush with the surface of the concrete if you like. However, when the concrete is cold, contraction may reopen the joint, leaving an opening larger than intended or desired. These openings should not be filled too soon, since the space may be needed when the concrete expands again.

Eventually, due to normal settling, the gap may become permanent. Use sand, not dirt, to fill the opening.

Your home was built using sound construction methods on the flatwork, however, surface cracking may still occur. Surface cracks are normal and are not a cause for alarm since they exist merely on the surface and do not affect the strength of the concrete. If you wish to repair the surface crack, use a paintbrush to apply wet concrete in the area being filled. Remove excess mix from the surface with a damp sponge or cloth.

IV HOME CARE AND MAINTENANCE

A. EXTERIOR MATERIALS AND FINISH

The homes in your neighborhood were built with a wide variety of exterior finish materials chosen for their pleasing appearance and minimum maintenance characteristics. All such materials are subject to expansion and contraction, weathering, and aging. The finish of some surfaces age faster than others, depending on its exposure to the elements.

The general characteristics of the primary materials used are discussed below.

WOOD

This most widely used and warmest of building materials generally requires a finishing coat to protect it from the elements. Many of the characteristics of wood while alive are retained for years after its application as a building material. For example, wood may cause paint to blister by retention of moisture; it may bleed some sap; it may shrink and change shape in some instances. Gray Point Homes uses care in selecting the type of wood best suited for the performance of a specific function; nevertheless, some of these reactions will occur in your home. Shrinkage of the material or settling may create open points in the siding and around joints of door and window openings. You can prevent paint peeling by filling the openings with caulking compound.

PAINT

Paint is most generally used to provide the protection wood requires. All paint is subject to fading, especially on areas exposed to direct sunlight.

Touch-up may be necessary on a painted surface. An exact color match is difficult, since the area to which the new paint is being applied may have already begun to oxidize. A close or reasonable match is the best one can expect. After a period of time, most paint touch-ups will weather out so as to be inconspicuous. Local water contains certain chemicals that, if sprayed repeatedly on any exterior painted surface, can cause the paint to bleach and fade when exposed to sunlight. Therefore, sprinklers should not be located where they will continually throw water against the side of the house during long periods of dry weather. However, it is recommended that the exterior painted surfaces be hosed down occasionally to wash away the accumulated dust and any residue which might have formed as a result of the oxidation of the paint.

Paint blistering and peeling is usually caused by moisture coming through the wood material. Over-painting the exterior of your home builds up an unnecessary and troublesome thickness of paint which may crack and peel. Therefore, frequent over-painting of your home should be avoided.

STAIN

Certain wood finishes are intentionally stained rather than painted. Stain provides a protective finish that penetrates and protects the material, yet allows the natural weathering process. The faded or weathered appearance of stained exterior surfaces is the normal result of exposure of the wood to the elements, and in no way decreases the life of the material. The change in appearance is designed to bring out the beauty of the wood and lend a mellow patina as time goes by.

However, if don't prefer a weathered appearance, you may choose to re-stain the material every two to three years. Stain can be applied with either a brush or spray and is a relatively simple process which does not require the skill of repainting. Varnish applied over the stain protects a stained finish, but may crack or begin to peel as a result of weather conditions, especially on a door exposed to the sun for long periods of time. Varnish may need sanding and resealing several times a year, and is part of homeowner maintenance.

PLANK SIDING

Plank siding is a durable alternative to traditional wood or brick siding. These products are engineered to resist exposure to moisture – humidity, rain, etc. It is resistant to fire and wood-destroying organisms, such as termites. It should not rot, crack or delaminate.

Paint is applied for cosmetic reasons and although it will perform very well while applied to plank siding, it will not stand up to exposure as well as the siding itself.

B. MASONRY AND ROOF

MASONRY

Masonry is a low-maintenance material; however, periodic inspection is necessary to check for cracks resulting from normal settling.

Small weep holes were created at regular intervals at the bottom of masonry walls to allow moisture, which accumulates between the interior surface of the masonry and the wood framing, to escape. THESE HOLES MUST BE KEPT OPEN, AND NOT BLOCKED BY LANDSCAPING SOIL OR COVER REPAIRS.

For repairs to masonry, thoroughly remove all loose particles of mortar with a wire brush or a thin blade. Moisten the crack. Just before the filling hardens in place, rub with burlap or similar material to produce a matching texture.

For large cracks, cut back to form a V-shaped groove to a depth about equal to the width of the V at the surface and not less than one-half inch. Fill with mortar (one-part cement, two parts sand – the sand should pass through a 50-mesh screen) mixed to the consistency of damp earth.

For medium cracks, fill with a heavy paste made by mixing dry cement-based paint with a little water. Force paste into the crack with a stiff brush or putty knife. To match the existing wall finish, use a colored paint to form the paste.

As a substitute for cement-based paint you may use a mixture of cement and fine sand (one part cement, two parts sand – the sand should pass through a 100-mesh screen) mixed with sufficient water to form a heavy paste.

For fine or hairline cracks, work cement-based paint into the crack with a stiff, short-bristle brush.

Caulking seals, the joint where two materials come together and prevents leakage. It will in time dry out, revealing cracks that should be repaired promptly to prevent unseen damage.

FIREPLACE

Before using your fireplace, light a newspaper in it to make sure smoke is being drawn properly. Never start a fire in the fireplace until you're sure the damper is open. Keep the damper closed when the fireplace is not in use to prevent conditioned air from escaping up the chimney.

Smoke from an improper fireplace draw can damage paint finish. Homeowners should take proper precautions to inspect the draw, and extinguish the fire immediately if improper draw occurs. A slightly open window may be necessary to provide a proper draw until a fire is started. Fires should be built to the rear of the firebox, to avoid the dangers of a burning log rolling out of the fireplace.

ROOF

Shingles with "seal-tab" edges were used on your home to provide long roof life. The underside of each shingle has spots of adhesive around the edge. Warm temperatures cause the adhesive to melt and seal each shingle to the shingle beneath it. This scaling action reduces wind damage and helps prevent roof leaks in driving rains.

Occasionally, an exposed shingle will stick to the shingle beneath it in a humped position. You can easily correct this by pulling the exposed end of the humped shingle loose and flattening it.

LEAKS

Leaks are most likely to occur where the roof joins the chimney, roof jacks, or vent pipes. These areas are protected by a flashing which prevents water from leaking into the house. Flashing should be inspected for wear and tear at least once per year. If rust appears, clean it off with a wire brush and paint with a metal primer coat and a suitable top coat. If inspection reveals the flashing to be cracked at the edges, repair the cracks with flashing cement or a similar compound from your local hardware store.

Debris should be removed from the roof to avoid possible discoloration and deterioration. When it is necessary to walk on the roof, exercise care to put your weight only on the roof framing members, and be sure to get a qualified installer for radio or television antennas on the roof. Specifically, avoid attaching TV antennas or antenna guide wires to vent pipes or roof

jacks. The vibration created by wind blowing against the antenna may break the lead seal around the pipe, allowing water to leak into the house.

As previously mentioned in the exclusions section, roof rafters will be visible depending upon the time of year and angle of the sun. This is common, and no effort is necessary to correct it.

C. LUMBER AND MILLWORK

Wood, the most versatile and widely used of all framing materials, was used to build the framework for your home. The size and grade of individual framing members provide a safety factor more than adequate to withstand the stresses to which they will normally be subjected.

Natural settling as well as expansion and contraction of wood framing will occur. A break-in period will minimize the adverse effects of shrinkage and settling on a new home. During this period, your home's temperature and humidity should be maintained as constant as possible. Do not over or under heat your new home. In winter, hot dry air will cause the wood to dry too rapidly, resulting in rapid contraction and joint separation. Avoid this by maintaining an interior temperature between 70 and 80 degrees.

EXTERIOR PASSAGE DOORS

Door operation is affected most by humidity extremes. While the interior surface may be exposed to 20% to 30% humidity, the exterior humidity may be as high as 98% to 100%. If an exterior door is exposed to such extreme differentials in humidity frequently enough, it may warp. The excessive use of vaporizers can also create door jamming.

GARAGE DOORS

You should periodically check garage doors for adjustment and lubricate the rollers for easy operation. If you add a garage door opener after closing, be sure the installation is done by a qualified installer. Garage door openers not installed by Gray Point Homes will void many garage door warranties.

INTERIOR DOORS

The 'reveal' (the space between the bottom of the door and the floor covering) was sized for the floor covering installed by Gray Point Homes. Rubber doorstops in your home will minimize damage to gypsum wallboard from door knobs striking its surface.

WINDOWS

The aluminum windows in your home require minimum maintenance. These windows were checked for ease of operation and a tight seal after installation. Normal settling may cause the movable portion to bind in the frame and require additional force to operate. Silicone spray lubricant applied to the channel on either side of the opening will normally restore free operation.

Condensation on windows is caused by humid conditions in the home. This is more prominent in new homes where all materials have not had time to cure. This condition can be minimized by leaving all blinds and drapes open during the day. A constant interior temperature during the first six months will also help with the curing process and reduce the moisture on the windows.

When raising a window, grab the lower edge of the movable leaf. When lowering the window, grab the top edge of the movable leaf. This procedure is recommended to minimize the chance of pulling the window frame loose from the glazed surface.

WINDOW SCREENS

Screens were carefully checked and installed for fit prior to completion of your new Gray Point home. The screen frames are aluminum, which requires little maintenance. They are lightweight and easy to remove and install. Most window screens are held in the frame by tension. If a screen is allowed to fall to the ground or is gouged by any object, permanent damage may result. For this reason, a periodic check of the screens should be made to insure that they are tightly in place. Screens should always be handled with care.

SLIDING GLASS DOORS

The door unit is suspended in an aluminum frame and slides on nylon rollers. Occasional spraying of the tracks with a silicone solution after cleaning the bottom track will assure smooth operation. Rocks and dirt should be removed promptly from the track to avoid damage to both nylon guide wheels and the tracks. If a door is hard to open or close, be sure to check the track to determine if an object is restricting its operation.

The movable leaf of the door has adjustment screws in the jamb edges which, when tightened or loosened, provide the required tension for smooth operation. Small drain holes are located in the tracks to permit water to escape from the track channel. These holes should be kept open; otherwise, water may back up under the movable leaf and leak inside the house. Although this door is equipped with nylon weather stripping to provide a tight seal, some rain may seep around the edges in a hard, driving rain.

SLIDING GLASS DOOR SCREENS

Sliding glass door screens have a double function, acting as both screens and doors. These units operate on the same track by tension provided by four spring-loaded rollers built into the screen. To remove the screen from the track, gently grasp the sides with both hands and lift up and out. If the screen is difficult to remove, loosen the two screws at the top or bottom and repeat the operation. Reverse the process to re-install. If normal screen operation is difficult, lubricate with silicone spray or adjust by turning the screws located at the top or the bottom of the frame on the side of the screen. Just as in operating the sliding glass door, care must be taken to prevent racking of the screen when opening and closing.

BI-FOLD AND SLIDING CLOSET DOORS

For extra strength, bi-fold and sliding closet doors are hung at both the top and bottom on tracks with nylon guides. Expansion or contraction of the framing members surrounding the opening, or normal settling of the house, may cause a slight change in the size or shape of the opening, permitting the nylon guide to slip from the track, usually at the top. A minor adjustment with a screwdriver will correct the door for proper operation. First, get into the closet and shut the door. On the edge of the door containing the guide mechanism there is an opening providing access to the guide mechanism. Slide the mechanism up or down as necessary until the guide sits in the track as far as it will go without force. Tighten the lock screw which holds the guide in place in the track. When making this adjustment, check the other lock screws for tightness and the guides for proper projection into the track. The aluminum track should be sprayed with a silicone solution to lubricate the nylon guide and provide easy operation.

WOOD TRIM AND MOLDINGS

Normal settling of the house and shrinkage of the wood may cause trim to separate at the joints or move slightly from its original position. To repair cracks in painted or stained trim joints, fill the crack with putty or wood filler and repaint the joint. If the joint between the floor and trim at the base of the wall begins to increase in width, you should caulk the open joint and repaint it. To repair cracks in pre-finished vinyl-clad wood trim joints, simply fill the cracks with a furniture repair putty stick of a color to blend with the trim. Repainting of pre-finished vinyl-clad wood trim and molding is unnecessary.

CABINETS

Vinyl-surfaced or wood cabinets and doors were selected for their attractive appearance, minimal maintenance and resistance to wear. Drawers are equipped with nylon guide wheels running in a track for smooth operation.

A drawer can be removed for cleaning by pulling the drawer completely open, then tipping it up and pulling it out.

KITCHEN COUNTER AND VANITY TOPS

(Laminated Plastic)

The laminated plastic surfaces on the kitchen countertops and, in some cases, bath and vanity tops, add decorative color and provide an excellent work surface requiring little maintenance. Although laminated plastics are durable, they can be damaged. It is possible for the surface to be burned or cut. For best results in maintaining your countertops, follow these simple steps:

- Use a trivet or hot pad to protect countertops from hot vessels, especially those that are dry or contain hot greases with temperatures considerably above that of boiling water (212° F).
- Use a cutting board when using sharp knives. Laminates, like glass, can be cut by sharp blades. Never scrape

the surface with a sharp object such as a razor blade or knife.

- Wipe up strong solutions immediately. Prolonged contact with bleaches, mineral acids, lye, copper cleaners, iodine or dye can stain the surface. Tea, dark juices, vinegar and washable ink may be removed with a mild abrasive.
- Pounding on laminated countertops can cause damage. The softer core material may shatter, endangering the surface.
- Wash occasionally to prevent damage from sliding objects, using a liquid wax product.
- Wash with soap and water to prevent build-up of grease and dust which may dull colors.
- Harsh or abrasive cleansers should be avoided as repeated use will tend to scratch or mar the surface. A limited use of such cleansers for stubborn spots or lacquer thinner for removing paint or glue spots should not damage the surface.

MARBLE VANITY TOPS

Marble vanity tops are highly decorative and easily maintained if a few simple precautions are taken. Steel wool or abrasive cleansers may scratch and dull the finish and should never be used. Do not let burning cigarettes fall onto the counter top. Although the marble cannot be burned, the heat will discolor it and leave unsightly stains.

D. INTERIOR WALLS AND CEILINGS

ABOUT SHEETROCK

Painted surfaces of interior walls and ceilings of your home are gypsum wallboard (sheetrock). This material is used for its stability, even painting surface, and resistance to fire. Although gypsum wallboard possesses many desirable qualities, like all building materials, it has limitations.

Normal house settling and shifting may cause small cracks to occur at door and window openings and at some wall and ceiling joints. Such cracks are not serious and do not reflect any weakness in the structure. Changes in the weather (temperature and moisture content) may cause these small cracks to appear wider at times and more narrow at others. Immediate repair of these cracks should be delayed, as further shrinkage may reopen them. The best time for repair of hairline cracks is approximately one year after occupancy, when most shrinkage and settling should have occurred. There is no feasible method to prevent the cause of hairline cracks, as they are caused by settling and shifting of the house. Nail pops and swelling of sheetrock joints are other conditions which can occur after occupancy.

PAINT

Interior wall surfaces have been decorated painted using a high-quality latex paint. While these surfaces have limited washability, they should be cleaned by lightly sponging with a warm water and mild soap solution, as they will not withstand scrubbing or abrasive cleansers. In place of soap, a mild detergent solution may be used if applied carefully with a soft sponge. The wall texture in Gray Point Homes is sized with a hardening agent, which gives a certain amount of added protection. However, scrubbing may break off the grains of texture, exposing the soluble texture to moisture. As a result, it is possible that the dissolved texture may wipe off, along with the paint adhering to it.

Interior paint, although more protected than exterior painted surfaces, is exposed to light and other elements which cause fading and discoloration. Paint from the original can will not match a surface exposed to a month of sunlight; therefore, the Builder can be expected to make only a reasonable color match of the affected area when touching up is required.

E. FLOOR COVERING

CARPETING

The carpeting installed in your home was laid by a professional installer as prescribed by the manufacturer. Cleaning, normal foot traffic, moving furniture over the carpet, etc., will cause the carpet to stretch. Stretching of carpet is a normal occurrence.

Indentation of the nap can be prevented by using coasters under the heavy pieces of furniture.

To retain the beauty of your carpet, clean it frequently with a vacuum cleaner. Carpeting should be cleaned once a year by a professional cleaning firm. Shampooing will brighten the color and remove hidden dirt normal cleaning cannot remove.

VINYL “NO WAX” FLOORS

If vinyl flooring has been installed in your home, extra care will be required to avoid nicking and denting the surface, which can be easily damaged. Whatever the grade of vinyl used, a regular maintenance routine of sweeping and damp-mopping is required to keep all “no-wax” flooring looking its best. For best results, these procedures are recommended:

- Sweep or vacuum thoroughly.
- Damp-mop with a sponge mop and warm water, pressing hard enough to loosen the surface dirt.
- Clean a small area at a time, wringing the sponge out frequently to be sure you are picking up the dirt and not redistributing it.
- These steps should be followed by using a no-rinse floor cleaner specially formulated for use on “no-wax” flooring.
- Never use steel wool or scouring cleansers.

Please note that using throw rugs and small rubber mats with non-skid backings have certain additives in the rubber, called antioxidants, which react with the linoleum (vinyl) flooring, producing a characteristic staining or discoloration. Gray Point Homes is not liable for this condition.

F. CENTRAL HEAT AND AIR

Your central heating and cooling system is designed to provide many years of comfort and trouble-free operation. Before selecting the size unit for your home, the engineers considered the area of living space, window openings and their locations, as well as the directional orientation of your home to ensure that it can be heated or cooled to a comfortable temperature. However, the efficiency of the unit is affected by many things which cannot be anticipated and over which the Builder has no control.

It is sometimes difficult to maintain temperatures within the comfort range under circumstances such as these:

- When there is a gathering of a larger group than the size of family for which the unit was designed.
- When an above-average amount of cooking is being done.
- When windows and glass doors are not properly draped or shaded for protection from exposure to the sun.
- When windows or doors are left open.
- When the filter is allowed to become dirty.

These important facts about your heating and cooling system will help you understand its operation. Be sure also to refer to the manufacturer’s instructions attached to the unit.

- DO NOT be alarmed if your a/c system runs extensively.
- Air conditioners are most efficient when they run continuously for a long period of time. Oversized equipment will run for shorter periods of time, but will not remove moisture (humidity) from the air. A properly-sized unit will remove humidity effectively as it cools.
- Condensation Drip Pan – Once every three months, the primary drain line (1” plastic white pipe) connected to the metal pan under the attic furnace is to be inspected for clogging. If the primary drain line is clogged, call your a/c provider. Your secondary drain (located outside at the rear or side window) will show signs of water dripping. Call your a/c contractor to correct the stoppage. To prevent the stoppage, pour 2 oz. of bleach down the primary drain.

Central cooling and heating systems are designed to go through a series of audible automatic operations that are not a cause for concern.

1. Air noise results from air being drawn into the unit and being forced out through the ceiling diffusers in each room.
2. Expansion and contraction of ductwork may occur when the unit is new or the temperature is extremely hot or cold.
3. Fan, motor and moving parts move the air as described under “air noise” above. The moving parts in your central system are designed to keep noise level at a minimum.
4. Thermostat “click” may be heard prior to the unit’s starting or stopping. The thermostat is the brain of the system, activating its automatic operations. The greatest amount of electricity required to operate the unit is at the start of the cycle. The electricity used to keep the unit operating once started is comparatively slight.
5. Children should be cautioned against tampering or playing with the thermostat. The thermostat is delicate and contains bulbs of mercury essential to its operation which, if broken, can be dangerous to both children and adults.
6. Starting of fan: the delay in the starting of the fan when heat is turned on is designed to deliver warm air into the room as soon as the blower starts. When cooling is turned on, the blower unit begins and runs the full length of

the cooling cycle. The cooling cycle occurs more frequently and runs for a longer period of time than the heating cycle.

OPERATION

To keep temperature within a comfortable range, the system switch can be set on either "Heat" or "Cool". The fan control may be set on "Automatic" (intermittent) or "On" (continuous). Running the fan continuously often helps to keep a more even temperature throughout the house and is recommended, especially in two-story homes. Wide changes in settings should be avoided; one or two degrees at a time is preferable.

Care should be taken to see that lamps, radios or TV sets are not set under or near your thermostat, as they generate heat and will actuate the thermostat.

The contractor who installed your heating and cooling system will check the unit and start it up the first time both for heating and cooling. Thereafter, for initial cooling start-up, open all register dampers. As the home begins to cool, partially close dampers in the cooler areas to balance the system. For initial heating start-up, follow the same procedure but damper the warmer areas. Do not block return air grills or completely close more than 25° of your supply registers. Single or multidirectional curved blade ceiling registers are not intended to discharge downward; they should be adjusted to discharge horizontally to distribute the air evenly over the room and particularly toward windows and doors.

DO NOT OPERATE THE UNIT WHEN ANY OF THE COVER PANELS ARE REMOVED.

TROUBLE CHECKS

OPERATIONAL FAILURE

Check the circuit breaker box for a tripped circuit. If the breaker appears to be at the "On" position, reset it by turning it to "Off" firmly and then back to "On". If the unit still will not operate, call the heating and air conditioning contractor.

NOT COOLING

Check to see that the system switch is set on "Cool". Turn the unit off at the thermostat and check to see if the filter is dirty. Check all windows and doors to be sure they are securely closed. Check to see if the a/c breaker is flipped off by locating the electrical panel in the garage. If none of these checks reveals a possible cause of the unit not cooling, call the contractor.

LOW AIR FLOW

Low air flow can cause damage to your equipment. Low air flow is caused by blocked return air grills, closed air supply dampers and dirty filters. Frozen evaporator coils and excessive condensation at the coil case are indications of trouble. Some condensation, both indoors and out, is to be expected in excessively hot, humid weather.

A clean filter is essential to operating your a/c system. Dirty filters can reduce the quantity of air that can pass through the system and will cause short cycling of your compressor; this can damage the compressor motor and other components of the system. Not replacing the filters on a regular basis can cause the cooling coils to become coated with grease, dirt and lint. As a result, the unit will cease to cool efficiently, and your electric bill will be greatly increased.

The filter is located in the bottom of the unit or located at the ceiling grill. **ALWAYS TURN OFF THE UNIT** before removing the filter, and be sure the filter is properly secured when putting it back into position. If the filter becomes worn or damaged, replace it.

The filter should be cleaned or replaced twice weekly for the first month of operation, and as often as necessary afterwards to maintain cleanliness. Generally, once or twice a month is sufficient, but never leave a filter unclean or unchanged for more than a month. Keeping your filter clean is a maintenance responsibility and is not covered by the Limited Warranty. If inadequate performance or equipment failure is the result of a filter which is dirty or improperly replaced by the Owner, or a filter is used that is not recommended by the manufacturer, the Owner will be billed for repair and resulting damage at the regular service rate by the air conditioning contractor.

CONDENSER COIL MAINTENANCE

The condenser of your a/c unit dissipates the heat absorbed by the cooling system. It does not work well when clogged with wind-blown leaves, paper, or other foreign matter. This can increase your electric bill unnecessarily by causing your air

conditioning to work harder. For this reason, condenser coils should be inspected and cleaned periodically.

Seasonal servicing is recommended at the beginning of the heating and cooling seasons. A reputable heating and air conditioning service contractor (preferably a factory-authorized service agent) should be called to inspect and service the unit to assure you of enjoyable, trouble-free operation.

G. PLUMBING AND ELECTRICAL

PLUMBING

EMERGENCY SITUATIONS

MAIN VALVE

The main valve to cut off your home's entire water supply is located in the front or rear yard near the water hydrant. You should locate this valve in case of a future emergency.

LEAKING METER

If a water leak occurs at the water meter, it should be determined from which side of the meter the water is leaking. To do this, shut off the cut-off main valve mentioned above. If the meter needle keeps turning, the leak is on the "house side". Water leaks on the house side will be repaired by the plumber under Gray Point Homes warranty if they occur during the Limited Warranty period. Should the meter needle stop or not be turning, it is safe to assume the leakage is occurring on the "street side" of the meter. In this case, the water company's emergency repair department should be contacted, regardless of the age of the home.

HOSE BIBS (WATER HYDRANTS)

The hose bibs are located outside the home and are soldered to copper tubing. Care should be taken when pulling a garden hose to avoid breaking the faucet loose or off. As an added precaution, tie the hose to a stake driven in the ground near the hose bib so that when the hose is pulled, the stress is on the stake rather than on the hose bib itself.

WINTERTIME WATER LINE PROTECTION

It's the homeowner's responsibility to drain or otherwise protect all water lines (both interior and exterior) from freezing temperatures. These measures will assist you:

1. Remove all hoses from hose bibs. Hoses should be disconnected, drained, and stored in an area protected from freezing weather.
2. Shut off and drain all sprinkler systems.
3. Insulate all exposed water lines and outside faucets.
4. If the temperature is expected to fall below 20°, water at the interior spigot should be left running a very small amount both hot and cold.
5. If you are going on vacation, close all water supply valves and drain all lines. If lines are drained, the electrical power or gas supply to the water heater must be shut off.

PLUMBING FIXTURE CARE

- Carelessness causes many scratches and stains. Scraping or banging metal utensils in the kitchen sink will gradually scratch and dull the surface, and the porcelain enamel surface may chip. The finish is then susceptible to stains which become increasingly difficult to remove.
- If your home is equipped with a stainless steel sink, you will find that it is highly resistant to scratching, chipping and stains. It is easily cleaned with a good detergent, and the luster can be enhanced and any water spots removed by wiping with vegetable oil. Never use steel wool or abrasive cleanser on your sink.
- Never step in a bathtub or shower with shoes on. Shoe soles may carry gritty particles which can scratch the surface. Porcelain or china fixtures can easily be chipped by a sharp blow from a hard object.
- The joint between the bottom of the tub and floor tile and top of the tub and tile wainscot was caulked with white cement or caulking compound to seal the joints. House settling or drying of the caulking will cause these joints to reopen.
- The bathtub recess and walls of shower enclosures are ceramic-tiled. Through normal house settling, some

separation at the grout (mortar) line may occur. Separation around the base of the shower or at the joint between the tile and tub should be repaired with a caulking compound such as tile putty or white cement, available at most hardware stores. Correct this problem promptly, as cracks can allow water to get behind the gypsum wallboard or under floor tile, causing damage.

- Fiberglass tub and shower units are molded into a single unit, and consequently there is no caulking to be replaced. Fiberglass is easily cleaned with a detergent cleanser. Steel wool and abrasive cleansers should never be used on fiberglass. Fiberglass units are resistant to chipping, however, should chipping occur, repairs can be made with a compound available at most hardware stores.

MAINTENANCE OF PLUMBING SYSTEM

The four most common problems associated with plumbing are leaking faucets, clogged aerators, clogged sewer lines and running commodes.

Leaking Faucets are caused by worn or damaged faucet washers. To prolong the life of the washers, turn the faucet only hard enough to stop the flow of water.

When the flow from lavatory or sink faucets reduces or becomes irregular in shape, remove the aerator. Observe the relation of one part to another so it can be re-assembled in the same way. Clean the screens, re-assemble, and replace on spout. Due to the relatively high mineral content of local water, this should be done frequently.

When waste water gurgles and seeps away slowly from a sink, lavatory, bathtub or shower, or backs up in the toilet bowl, foreign matter in the waste line may be retarding the flow of water. To reduce the chance of a sewer line or commode becoming clogged, do not dispose of hair, grease, lint, diapers, feminine products or rubbish through the commode or sink drains.

Running commodes are usually caused by a worn or sticking shutoff valve or too high a float level. When the commode is new, some dirt may lodge in the cut-off-valve, in which case repeated flushing may free the dirt. A worn or sticking valve may be at fault after the home is several years old. If the running is caused by too high a float level, the level can easily be adjusted downward by turning the thumb screw at the valve end of the float stem. For best operation, the water level in the tank, when full, should rest on the "water line" stamped inside the tank.

ELECTRICAL

The electrical system in your home was engineered to meet code requirements and provide adequate power for the many appliances and electrical conveniences. Ordinarily, small additional appliances which require your personal attendance for their operation may be added without fear of overloading a circuit; however, if you intend to add a large appliance, such as heavy power tool, consult a reliable electrical contractor to determine whether additional wiring is required.

SAFETY DEVICES

A number of safety devices have been built into your electrical system. The primary safety device is the panel box, which contains a series of circuit breakers to prevent circuit overloading. It is usually located in the garage, the bedroom wing or exterior wall. It is a good idea to make a chart of your circuit breaker panel showing which outlets or appliances are on each line. When a circuit overloads, one or more circuit breakers "trip" or "break" to stop the flow of electrical currents to all outlets serviced off the circuit. Too many electrical items being operated off one circuit, a worn cord, a defective switch, plug or overloaded appliance can all cause the circuit to trip. Locate the cause before resetting the circuit breaker.

The main breaker box is located adjacent to the panel box. If a number of circuits fail at one time, the "main" should be checked to determine if the circuit has tripped. If the reset breaker trips again for no apparent reason, call an electrical contractor.

POWER FAILURES

In case of complete power failure in your home, check to see if your neighbors have power. If they have power and you don't, it is probable that one of your main circuits has tripped. Find out what caused the circuit to trip before you try to reset it. If your neighbors don't have power, the difficulty is probably somewhere in the power lines outside your home. Call the Emergency Department of the electrical utility company and report it.

ELECTRICAL FIXTURES

The glass portion of most electrical fixtures is held in place with set screws. To avoid breaking the glass, these screws should never be tightened more than finger tight. Care should always be taken when cleaning the fixtures, as most are fragile, three-wire cords, the third wire should be grounded.

ELECTRICAL SYSTEM SAFETY TIPS

1. Do not overload any one circuit by using too many appliances at the same time.
2. If your portable power tools are equipped with three-wire cords, the third wire should be grounded.
3. Water is a conductor of electricity – always remove appliance plugs before touching water faucets while holding appliance.
4. Metal sockets on pull chain fixtures, especially in damp locations, should never be touched with wet hands.
5. Never touch a fan, radio or any other appliance while in a bathtub or shower.
6. Always disconnect electricity when replacing a switch or receptacle.
7. Never touch an electrical device at the same time you touch part of the plumbing system.
8. Be sure to specify approved weather-proof fittings and wiring for any outdoor lighting you may have added to your home.

YOUR G.F.I SYSTEM

G.F.I. breakers are connected to all outlets in bathrooms and other potentially wet areas such as the kitchen, front and back porch outlets, and garage. Installed for your safety, they are designed to trip when moisture enters the system. They are very sensitive and may also trip from a sudden surge in the power supply. In this case, simply reset the breaker on the circuit.

H. APPLIANCES

Gray Point Homes carefully chose built-in appliances for your home that should give you many years of trouble-free service. In addition to this section, you will find more detailed information on the care and operation of your kitchen appliances in the manufacturer's instruction booklets. Use your appliances efficiently and enjoy their features to the fullest. Study these booklets carefully and refer to them often until you are entirely familiar with the appliances.

DISHWASHER

Your dishwasher will be a valuable timesaver once you are familiar with its performance capabilities. The most frequent complaint from the owners of new dishwashers is that the dishes are not clean, or they are spotted. "Not cleaning" is usually a result of low hot water temperature. With the water heater thermostat set at "normal", which is usually adequate, water should be run off at the sink tap until hot before turning on the dishwasher. If spotting is the problem, the dishwasher detergent is usually the cause. Several brands may have to be tried to find the one that does the best job, since each is chemically formulated for various water conditions.

CAUTION:

Plastic and wooden utensils vary in their ability to withstand the combination of high water temperature and detergents used in your automatic dishwasher. Therefore, only those types approved for high temperature washing should be washed in your dishwasher. If you are in doubt about your plastic dishes, contact the dish manufacturer. Light plastic articles should be racked securely so they won't be displaced by the vigorous washing action.

DISPOSER

You may use your disposer for most ordinary food waste. The following should not be put in your disposer: animal fat, corn husks, grease, skin from chickens, artichokes, metal, string, rubber bands, oyster or clam shells, glass, bottle caps, plastic bags, cloth or metal foil.

Follow these procedures to operate the disposer:

1. Turn on the cold water to brisk flow before switching on the unit.
2. Turn on the disposer.
3. Scrape food waste into sink and feed into disposer, but do not pack.
4. Continue the flow of water during and for an extra 30 seconds after the grinding operation to keep the unit fresh and clean and to flush out the drain pipes.

5. Your dishwasher may drain into the disposer; therefore, clear the disposer of all food wastes before operating your dishwasher.
6. Never use chemical or solvent cleaning compounds in the unit. They may corrode the shredding mechanism.

Overloading: Your disposer is equipped with its own circuit breaker (a button or switch) located on the side or bottom of the unit. This circuit will trip if the unit is overloaded. When overloading occurs, shut the switch off, unplug the motor, remove the debris from the unit, plug the unit back in, and reset the circuit breaker by pushing the red overload button. Turn the wall switch on again. If the motor does not restart, shut it off and call a certified technician for service.

Jammed Disposer: Turn off wall switch immediately and unplug motor. Insert a non-metal or wood tool and turn counter-clockwise until free. Remove obstruction causing jamming. Plug in unit and turn on switch. If the disposer does not operate, turn off the switch, as the circuit breaker has been cut off. Wait two or three minutes, then reset the circuit breaker and turn on the switch for regular operation.

VENT HOOD

The vent hood includes either a charcoal or aluminum filter designed to remove heat and cooking odors from the air. The charcoal filter traps grease and lint and should be replaced periodically (once or twice a year). The aluminum filter should be cleaned every two weeks (or when dirty) in the same mild detergent used for dishwashing and dried thoroughly before re-installation in the hood. A dishwasher does an excellent job of cleaning the hood filter. Do not operate the hood without the filter.

RANGE

Like your stainless steel sink, your stainless steel range top is resistant to scratching and difficult to damage. Clean it with a non-abrasive cleanser. Never use steel wool, as it will mar and dull the finish. Water spots can be prevented by wiping and polishing with a dry cloth or paper towel.

HOME OWNERSHIP

PROPERTY RIGHTS

Construction sites are dangerous for children. Children can be seriously injured while playing around new construction areas. Parents will be held responsible for keeping their children away from the construction area and out of inventory houses. Please help us keep your children safe by warning them of the dangers of playing in hazardous areas and reinforce to them that construction sites are off-limits.

PREPARATION FOR EMERGENCIES

Be prepared for possible emergencies which may arise by having these things in a readily accessible location:

1. A small screwdriver or ice pick which can be inserted into the lock on the bathroom door, in the event a small child locks themselves in.
2. Fire extinguisher – every home should have at least one. Your family should know its location and operation. Have it checked regularly to be sure it functions properly.
3. First aid kit – Keep small first aid kits in your medicine cabinet for quick treatment of cuts, burns, other injuries.
4. Emergency phone numbers – To avoid needless delay when an emergency arises, keep important phone numbers affixed to your telephone. Quick calls to the right numbers can save life and property. Know how to call your doctor or hospital, report a fire, or reach the police. It's also a good idea to include the numbers of mechanical contractors for your home's plumbing, electrical, heating, an air-conditioning.

TEMPORARILY VACATING YOUR HOME

Precautionary measures should be taken when you leave your home unoccupied for an extended time.

Things to do before your trip:

- **Roof:** Repair all leaks. Prevent overflow by checking downspouts and gutter to insure they are clear of leaves, birds' nest or rubbish.
- **Refrigerator:** Disconnect, defrost and leave door ajar.
- **Water:** Shut off the main water valve outside the house to prevent freezing or leaking. During cold weather, for

example, improperly prepared plumbing fixtures could cause serious home damage. Drain hot water tanks or commodes that might freeze or break. Be sure to refill them immediately upon your return.

- Electricity: To prevent damage from short circuits or lightning while you are absent, cut off the electricity.
- Telephone: You may want to have your telephone temporarily disconnected. If so, notify the telephone company.
- Doors and windows: To discourage intruders and prevent weather damage, close and lock all doors and windows. Close all window coverings to protect the interior from light and dust.
- Newspapers: Stopping newspaper deliveries until your return prevents an accumulation of papers during your absence. A mound of newspapers on the front porch or in the front yard is notice to trespassers and burglars that no one is at home.
- Lawn: It's wise to make arrangements for someone to water or keep the lawn while you're away. Unkept yards also attract trespassers and burglars and may cause dangerous grass fires.
- Pets and houseplants: Don't forget to "board" pets and house plants with a neighbor or make arrangements for their care.

PROPERTY RIGHTS

Over half a million accidental fires damage American homes each year. Here are a few ways to reduce the risk of fire in your home:

1. Regularly discard trash. Don't let items such as clothing, old mattresses, curtains, furniture, papers and rags accumulate.
2. Keep oily rags in closed metal containers and keep oily mops put up.
3. Be sure home tools, machinery, motors and appliances are serviced and clean.
4. Make sure the area surrounding your home is free of weeds, trash, dried brush and dead grass.
5. Always replace worn electric cords.
6. Keep matches in a safe place and out of reach of children.
7. Provide an adequate supply of ashtrays, even if you don't smoke.
8. Be careful not to overload your electrical circuits.
9. Provide one or more fire extinguishers of a type approved or recommended by your fire department or insurance carrier.

HOME REPAIR AND IMPROVEMENT

Before contracting for any home improvements, such as a fence, an additional room or tool shed, refer to your lot survey to be sure the proposed improvements will fit on the lot. Next, check your copy of the subdivision restrictions to determine if the planned improvements are permitted. Finally, inquire whether a building permit will be required, and, if so, if the plans meet the City's requirements.

All colors and materials used in decorating the interior and exterior of your home are listed on your copy of the Color Selection Sheet. You may want to keep it handy in the event you wish to refer to it at a future date.