Manor at Olde Ivy Condominium Association Unit Maintenance and Safety Standards

All Manor owners and/or residents are highly encouraged to read and follow these important maintenance and safety standards which will to a high degree help prevent damage to individual units as well as the Manor buildings.

Insurance rates are high and will continue to rise with the increase in water, fire, flooding, hurricane, tornado, wind, and other types of property damage.

It is incumbent on all Manor owners to follow the maintenance and safety standards presented to help fight the rising cost of insurance.

**Important Insurance Information Relating to Damage Responsibility**

The Manor Association will hold all unit owners responsible for damages to common areas and the units when such damage is the result of:

1. Willful misconduct;
2. Gross negligence;
3. The unit’s owner, tenant, visitor or guest fails to comply with the provisions of the maintenance standards.

If the Association incurs an expense because a unit owner, his or her tenant, guest or invitee engages in any of the above behavior, then the Association may assess that expense solely against that owner’s unit.

Before levying the assessment, the Association will provide the owner with notice of an opportunity to be heard. Furthermore the assessment is limited to the portion of the expense that is not covered by the master insurance policy. This includes the following expenses:

1. Losses of a nature not covered by the master policy and
2. Losses or portions of losses that are not covered because of the deductible.

***Maintenance, Safety, Repair and Replacement Standards***

1. **Gas Appliances - Fireplaces and Gas Cooktops**

A gas leak can result in an explosion that could not only destroy a condominium, but an entire building or, worst yet, loss of life.

**If you smell gas, immediately call Atlanta Gas Light at 770.907.4231, or call 911. Open windows and doors to allow the gas to vent outside and not build up in the unit.**

We ask that you take note of these safety tips:

* If you leave your home, make sure the gas stove is turned off.
* If you leave for extended periods, be sure the gas cooktop is off and have someone who can check in if needed (a friend or neighbor).
* If anyone is going into your home while you are away (house guest, housekeeper, pet sitter, etc),be certain that they double check that everything is shut off prior to leaving.
* When igniting gas, make sure the flame is lit before walking away.
* If you turn the burner on and it does not ignite, be sure to turn it off. Gas will still be escaping unless the dial is in the off position.

1. **Dryer Vent Cleaning** - All clothes dryers have lint filters to prevent lint from accumulating in the vent duct. Lint is an extremely flammable substance and cleaning your lint trap is no substitute for a professional deep cleaning. The Association will arrange for a licensed and insured contractor that follows all applicable local building codes to perform the cleaning every three years.

**THIS IS MANDATORY.  THE COST OF THE SERVICE WILL BE ASSESSED TO YOUR HOMEOWNER ACCOUNT ONCE THE SERVICE HAS BEEN PERFORMED.**

Cleaning is a requirement. The Board will allow for an opt-out if you’ve had your dryer vent cleaned within the last year by a licensed professional. A receipt must be presented in order to opt-out of the mandatory cleaning.

1. **Water Heater Replacement** - Water heaters should be replaced within an industry safety standard of ten years. Any damage caused by a malfunctioning water heater past the age of ten years that is not covered by the Master Insurance Policy will be the responsibility of the unit owner whose unit is served by the heater. OR, in the event of any loss, claim, damage or expense that is caused or contributed by water which escapes from any water heater located within the boundaries of a Unit, there shall be a rebuttable presumption that the water heater failed because it was not replaced prior to the expiration of its anticipated useful life. The aforesaid presumption may be rebutted by the Unit Owner by providing proof to the Association that the water heater in question had not exceeded its anticipated life.
2. **Fire Alarm and Fire Sprinkler System Inspections -** The National Fire Protection Association (NFPA 72) requires all fire sprinklers systems including fire sprinkler heads and fire alarm systems be inspected annually. The State of Georgia and the Cobb County Fire Marshall have by code mandated the NFPA 72 inspection reports be submitted annually. Inspections are done every year in October.

Everyone’s cooperation regarding access within in the unit is an absolute necessity. Let your building representative or the property manger know that you will be available for the time designated or that you have provided access by giving a key to a neighbor or the building representative.

1. **Washing Machines** - Rubber washing machine hoses deteriorate over time and should be replaced with reinforced steel/metal braided hoses designed to prevent or greatly reduce the potential for hose failure and resulting water damage.
2. **Refrigerator Water Lines** - Refrigerator water lines should be replaced before a refrigerator reaches 10 years old. Braided stainless steel tubing is the best option when replacing the refrigerator water line.
3. **Toilets and Plumbing** - No running water spigots should be left unattended or allowed to cause an overflow. All leaky pipes, valves, toilet seals, toilet gaskets and running toilets must be promptly repaired. Evidence of running or sleeping water must be reported immediately to the Association’s Management Company. Each unit owner shall be responsible to report evidence of mold or conditions that could lead to mold to the Association’s Management Company.
4. **Water Leak Inspections and Reporting -** Unit owners and tenants should inspect for water leaks on a regular basis. Inspect around dishwashers, washing machines, refrigerators, under sinks and around toilets for any visible signs of water. Promptly report to the Association’s Management Company any leak or other condition resulting in escaped water upon identifying any such leak or condition or as quickly thereafter as is reasonably possible.
5. **HVAC Maintenance** - HVAC units should have a full annual inspection performed by a licensed technician. Twice a year inspections are highly recommended. Inspection shall include the systems vents and flues used for venting combustion gases or supplying combustion air. All repairs, cleaning, and maintenance must be completed at the time of inspection. Unit owners are required to maintain receipt records from contractors verifying that the required HVAC inspection and cleaning has occurred. Cleaning of the P-traps and condensate lines are critical maintenance pieces. Spring and fall are the best times for the inspections.
6. **Fire Sprinkler Head Notifications** - All owners and tenants should alert any contractor working inside the unit that fire sprinkler heads are located throughout and to be especially careful not to get any heat close to the fire sprinkler head and keep ladders and other tools from making contact with the heads. The fire sprinkler heads should be kept free of paint and dust as well.
7. **Smoke Detectors** - Smoke detectors should be tested in January and July each year. Batteries should be replaced annually in January. It is the responsibility of the owner to ensure that any and all smoke detectors found to not be in working order are to be replaced with the appropriate device (verify if device is 110 volt hardwired with 9 volt battery backup and whether interconnected with other smoke detector devices within the unit or building).
8. **Heat in Units -** Each Unit Owner shall be responsible to continuously maintain heat at no less than 65 degrees Fahrenheit in all areas contained within the boundaries of the Unit. In case of the unit being unoccupied, the unit owner must provide the management company with a local emergency contact. The emergency contact must inspect the vacant unit at least once per week to check for proper functioning of the heating system, frozen pipes, water leaks, or any other issues that may arise in the resident’s absence.
9. **Grill Safety** - Only electric grills are permitted. These grills should be cleaned on a regular basis. The grease from cooking can build up and catch fire. Grilling will not be done within a unit. Only grill in a well-ventilated area.
10. **Work to be Performed by Licensed Professionals** - Each unit owner shall be responsible to the Association for any damage caused by repairs or installations to any unit or limited common element not performed by licensed and insured professionals in accordance with at least the minimum standards required by the State of Georgia and Cobb County.
11. **Reporting Association Required Maintenance -** The unit owner is responsible for reporting maintenance problems to management in a timely fashion and, if required, must provide reasonable access to the unit for inspection and/or repairs as needed.
12. **General Requirements**
13. There shall be no storage of combustibles or hazardous materials (including but not limited to paints, thinners, gasoline, propane tanks, etc.) inside units, garages, or other enclosed spaces.
14. Shut the water off in the unit when leaving for more than two days.
15. Ensure the cook top gas burners are off upon leaving the unit.
16. Owners are responsible for notifying all residents of these rules and guidelines. Compliance with the maintenance standards outlined herein is the responsibility of the unit owner. For the purpose of interpreting and applying this maintenance, repair standards, where the context requires, the term “unit owner” shall also include any tenant, guest, invitee or other occupant of the unit.
17. All maintenance, inspections, and repairs to units must be done by licensed and insured contractors. The contractor must obtain permits for work where required by the local government.
18. The unit owner should retain a copy of any documentation related to the completion of the above maintenance requirements in the event that documentation of compliance is requested by the Association.

**16. Optional Maintenance Considerations**

1. Electrical Panels - Regular inspection of wiring and breakers should be conducted. An electrician must replace any old, worn, or damaged breakers and wiring. Total electrical usage both in the aggregate and per circuit in any Unit shall not exceed the capacity of the circuits which serve the Unit as labeled on or in the circuit boxes. Electrical breakers shall not be connected to more than one electrical conductor.
2. Hot Water Tanks - Installation of an automatic shut off device should be considered to minimize damage should the water heater fail. Where feasible, installation of a water heater pan with appropriate drainage pipe should be considered. If the drain connects to any common piping or travels beyond the boundaries of the unit, an approved variance request is required.
3. HVAC Shut Off - Installation of a device to shut down the unit HVAC when water backs up in the unit or condensate drain line is highly recommended. This will help prevent water damage to the unit and neighboring units.
4. Doors and Windows - The owner must properly maintain these areas by repairing or replacing as needed. The owner shall ensure that all windows and doors are properly closed and latched to prevent damage from precipitation or windblown precipitation.