



Hunters Square – A Home Maintenance Checklist

November 2023

Are you a new homeowner? Are you renting your first home? Regardless, as a new homeowner or renter, here are some regular maintenance tips to help you keep your home in its best condition and, also, help you save money by being proactive with preventative maintenance.

If you are a renter, these tips can help you alert your landlord to any potential problems and save you any inconvenience in the future. Many new residents do not realize that when you move to Hunters Square, you are responsible for repairs and maintenance to your unit. Management does not perform regular maintenance on the inside of our units. Management can assist you with issues regarding the common areas of our community or with questions on the exterior of our buildings.

You should also consider a homeowner's policy or renter's policy through your local insurance agent. If you should experience water or fire damage, as a result of a neighbor, this may help you recover some losses.

So read on, and learn all the matters of home ownership!

1. HVAC - It is recommended to have yearly inspections and maintenance to your heating and air conditioning system by an HVAC professional. Remember to replace your filter each month to ensure your unit will work more efficiently and save you some energy dollars. Another benefit will be cleaner air in your unit.

During the coming summer, it is important to maintain your air conditioning equipment and monitor the drainage of the condensation drain line. Failure to properly maintain the condensation drain line for the air conditioning unit will result in water backups and water damage to your unit as well as to your neighbors. Remember to pour a cup of bleach, followed by a cup of water, down the T valve each month during the warm weather months. If you have any questions about the T-valve, contact Management for more information.

During the winter, remember to clean the snow from the top and base of your heat pump.



2. WATER – Know where your water cut off valve is located. Do not wait until you have an emergency to find out.

Regularly inspect the water hoses for the washing machine for any cracks, breaks or leaks. Make sure to regularly maintain the water line from your refrigerator to assure water is not leaking on your neighbor below you.

Inspect the water line from the water source to the toilet for any leaks. These lines can burst and cause flooding to your unit and your neighbors. Check the toilet flapper to make sure it seals properly between flushes. Toilet leaks can waste up to 200 gallons of water per year and we all pay for that.

Please be reminded that only toilet paper is engineered to dissolve in water and is the only flushable material you should be using. Do not flush alternatives such as wipes, disposable diapers, facial tissue, napkins, or paper towels. If you need to use these alternatives, they should be disposed of in your regular trash. Improper use of these items will result in a clog of your pipes as well as the sewer system and could back up into your individual unit as well as your neighbor's.

Check all faucets in your kitchen and bathrooms for drips or repairs. Check kitchen and bath drains for speed of drainage. Slow drainage is an indication of a clog. Contact a plumber for any clogged drains. During the frigid winter months, if you keep your heat low, you may want to open cabinet doors to keep pipes from freezing.

Inspect your water heater for leaks or bulges in the seams. It is recommended that the water heater be placed in a shallow metal or plastic pan. This will help contain some leaking and give you time to respond to any water leaks. Drain the water heater regularly to remove any sediment collected at the bottom. Set your water heater at 120 degrees for peak performance.



3. Each year the Association contracts with a company to clean all dryer ducts in each building from the outside to the inside. You can help with this safety issue by cleaning your lint screen each time you use your dryer. Regular removal of lint will prevent a fire that may result from too much lint accumulation. You may want to contact a company to clean inside your unit from the rear of your dryer where it connects to the outside ductwork to assure that no lint is accumulated there.

4. Remember to change the battery in your smoke detector when the time changes. Also be aware that smoke detectors do expire. If you have had the smoke alarm more than 10 years, please consider replacing that alarm.

5. If you have a fireplace in your unit, the chimney should be inspected each year and certification of that inspection should be provided to Management. While using the fireplace, it is recommended that you clean every two years to avoid any liability issues due to negligent maintenance.

6. Exterior windows are the responsibility of the unit owner. Check your windows for any needed repairs and seal any leaks. Damages from window leaks are the responsibility of the unit owner.

HOW TO BE A GOOD NEIGHBOR



- ❖ Be friendly, but not a pain in the butt.
- ❖ Return all their stuff quickly & in the same, or better, condition.
- ❖ While our neighbors are our neighbors, our pets are family. However, it is important to remember that not all people are pet people. Please remember, your neighbors have no interest in cleaning up after your pets in the common areas.
- ❖ Be grateful for favors performed by your neighbors.
- ❖ Mind your own business and respect their privacy.

“A bad neighbor is a misfortune, as much as a good one is a great blessing.”

Hesiod