

# Breeza Homeowner Maintenance Guide

This guide has been prepared for you, a Breeza unit owner, by Breeza Owners Association. It is meant to offer owners and residents suggestions for care and maintenance of your residential units. This guide is not meant to replace the governing documents of the community, nor is it meant to be comprehensive in nature. It is still up to you, the homeowner, to practice good judgment and maintain your home, whether you live in the unit or rent to tenants.

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## Quick Tips For Condo Maintenance

- Have your AC and heating unit serviced annually by a licensed company
- Replace AC unit filters quarterly or sooner
- Have appliances serviced annually by an appliance technician
- Clean both dryer vents after **each** use
- Use a licensed electrician to make repairs and inspections
- Have a licensed plumber inspect and snake drains annually
- Replace light bulbs with efficient, long-lasting LED bulbs
- Exercise water shut-off valves regularly
- Turn off water shut-off valves while on vacation
- Call Management immediately for any water emergencies. **Ph: 800-400-2284**
- Use only enzyme or bacteria based “safe” products to clear sinks and drains
- Don’t put anything larger than food crumbs down your waste disposal
- Don’t leave any appliance plugged in that gets hot while you are away
- Don’t leave your home when washer, dryer, or dishwasher is running
- Don’t use chemicals or tablets in toilet tanks

## Introduction

The fees you pay monthly to the Association are intended to pay for common building systems and services that serve the entire community. All maintenance within the individual residential unit condominium is the sole responsibility of the residential unit owner.

To protect your investment and minimize the chances of problems that could cause damage to other units, you should undertake regular preventive maintenance. Preventive maintenance means regularly inspecting and repairing equipment and facilities to prevent costly damage from occurring over time. It is important because neglecting maintenance in your unit can cause damage and leave you liable for costs to repair your unit, affected units and HOA common area.

Please also see the Maintenance Responsibility Chart (Appendix A), which details community components and assigns the responsibility for maintenance to either the Association or owners.

Copies of the Homeowner Maintenance Guide and Maintenance Responsibility Chart are available from the front desk staff. We encourage all new and existing unit owners to read them.

## Responsibilities

Homeowners are responsible for all repairs and maintenance within their unit, while the Association is responsible for common area.

Common area is defined in the CC&Rs. In summary, designated common area on the condominium plan is owned in undivided interest by the owners of the residential units. The common area includes the bearing walls located within the residential unit and all structural components within a unit, which may be required for the support of the building. So, if you have a structural column in your unit, it is designated common area and would be maintained by the association, except for any finish you apply. If you damage it, you would be liable for the damage.

Any utility facility serving more than one residential unit, wherever located, is part of a common area, as shown in the condominium plan.

Condominium owners are responsible for the interiors of their own units, which includes all improvements situated within its boundaries, including, but not limited to:

- Interior walls (except interior bearing walls)
- Appliances, such as washer/dryer refrigerator, garbage disposal
- Cabinets, such as bathroom and kitchen cabinets and built in closets
- Interior doors
- Electrical, heating, plumbing and other utility fixtures

An owner's failure to maintain the facilities in their unit constitutes negligence and makes the owner financially liable for any and all damage to the common area and/or other units caused by negligence.

*Residential or Commercial Unit means the elements of a condominium that are not owned in common with all other members.*

### *Breeza Homeowner Maintenance Guide*

If exclusive system(s) in your walls fail, such as water supply lines or drainage pipes, it is your responsibility to repair and you may be liable if the incident affects other units. The Association may be responsible for some systems in your walls, but those servicing your unit exclusively are your responsibility, even if the association must turn off common area systems in order to facilitate repair.

## General Maintenance Tips

- Only hire licensed and insured contractors for your service needs. Legitimate contractors hold at least \$1 million of insurance and will provide you with a certificate if you ask. This will provide you with protection if their work fails. *(To check a contractor's license go to: <https://www2.cslb.ca.gov/OnlineServices/CheckLicense/CheckLicense.aspx>)*
- The Association does not recommend contractors. However, Management can provide the name and contact information of vendors that do work in high-rise buildings. All Association vendors have the proper licensing and insurance. It is your responsibility to schedule and deal with the contractor. Any dispute arising between you and the contractor is your responsibility. The Association will not intervene under any circumstances.
- Never operate an appliance when you are not home or while you are sleeping.
- If you bought your condo as a foreclosure or short sale be advised; when they say "as is", that's what they mean. So, take some of the money you saved on the condo and service all of the things that are likely to damage any improvements you intend to make.
- There is no State-mandated licensing or training requirements to become a home inspector and it has been our experience that the vast majority are not experts in construction; especially commercial high rise construction, systems and components. A home inspection is no guarantee that your new purchase is free of defects.
- Make sure the management office has your contact phone numbers and email address so we can contact you in an emergency. Also, leave an emergency key with management. At minimum have someone locally available with a key that can respond promptly during an emergency. Be aware, if the Association must force entry into a condo for an emergency, because an emergency key was not filed with Management, the condo owner will be responsible for all costs related to the entry of the condo. Keys left with Management **will be used for emergency only** and will not be given out to dog-walkers or housecleaning.
- Share this information with your tenants and your neighbors!

## Water Shut-Off Procedures

Some repairs to plumbing fixtures may require a water shutoff in the residential unit. Unit water shut-off valves are zone-based and affect multiple units at a time.

For this reason, homeowners must schedule water shut-offs with Management a minimum of 5 business days in advance. If you are having a water emergency, contact Management **immediately**.

### *Breeza Homeowner Maintenance Guide*

Owners must also submit contact and insurance information for contractors to Management prior to shut-off.

Water shut-offs may take place during the following date/times:

Tuesdays, Wednesdays, Thursdays – (9:00am – 3:00pm)

No water shut-offs are permitted on holidays.

## **Water Intrusion Policy**

The following policies and procedures are designed to protect the financial interests of all 162 unit owners and provide guidelines and procedures for handling routine and emergency plumbing issues within Breeza Owners Association. These policies will apply to all reported cases of back-ups, water leaks, and/or mold infestation within one or more of the project's residential units.

### **Insurance**

According to Breeza's CC&R's, each owner shall maintain adequate levels of liability and property insurance for the residential unit against losses to personal property located within the residential unit or Exclusive Use Easement Areas and to any floor and wall surface materials (e.g. paint, wallpaper, mirrors, carpets, tile and hardwood floors), upgrades or improvements installed by an owner located within the residential unit or Exclusive Use Common Areas. **The Association's insurance policies will not provide coverage against any of the foregoing.**

***It is VERY important and a requirement of CC&Rs that you maintain current and adequate insurance, since even if a leak is not your fault, you could be liable for thousands of dollars in restitution.***

### **Water Intrusion Responsibility**

*NOTE: The Association is only responsible for repairing leaks in common area pipes. Unit owners are responsible for repairing leaks in pipes within the unit or servicing the individual unit regardless of location.*

If a water intrusion is deemed to be common area, the Association will repair the water intrusion, dry out the affected common areas and/or residential units, and will remediate any mold in the common areas and/or residential units (if the mold can be attributed to the common area source). The Association is only responsible for drywall removal, dry-out, and installation of drywall. Texturing, painting, trim board, flooring, and personal property are the responsibility of the Owner even if the water intrusion was a common area source.

The Association shall not be liable to any owner or his or her tenants, guests or others, for damage to personal property, decorations, floor or wall coverings, and other similar items within a unit, resulting from water which may leak or flow from outside of any unit or from any part of the building, or from any

pipes, drains, conduits, appliances or equipment or from any other place or cause, unless caused by the negligence of the Association, its Board of Directors, Agents or Employees.

Unit owners have responsibility to inspect, maintain and repair facilities that service their unit exclusively. All such inspections, maintenance, and repairs should be performed as needed, but at least annually by a licensed, qualified and experienced high-rise plumbing company. Please note that an Owner's failure to inspect, maintain, and repair the plumbing lines, fixtures, and appliances in his/her unit as stated in this policy shall constitute negligence by that Owner, and shall make that Owner financially responsible for any and all damage to the common areas and/or other units caused by that negligence.

When a water intrusion originates in a residential unit, the Association is not legally responsible to repair the leak, dry out affected units, or repair the damage to the affected units. Each unit owner affected by a leak in a neighboring unit must be prepared to act to protect and restore his or her own unit. However, because of the potential for excessive damage if the situation is not immediately addressed by all affected owners, the Association is prepared to act as outlined in this section and will seek to recover its costs from the responsible owner. Other affected unit owners must seek their own recovery from the party ultimately responsible. The Association will not act as a representative for any owner/resident on the issue of cost recovery.

*NOTE: Water intrusions are a serious matter in high-rise condos. It is the Owner's responsibility to report any water intrusions immediately to Management.*

## **Plumbing Protocol and Procedures**

### ***Water Intrusion (Leaks)***

Owners are required to repair all leaks in their units, and to report all water intrusion and/or mold growth in their units to Management immediately upon discovery. It is frequently impossible to determine who is ultimately responsible for a leak or moisture intrusion problem before work begins. Therefore, when responsibility is uncertain, the Association may begin the work and will advise the owners within a reasonable time if and when the Association believes one or more of these owners may have full or partial financial responsibility. If the leak is determined to be a unit owner's responsibility, the Association will do nothing beyond ensuring the water will not spread to common areas or other units. It will be the Owner's responsibility to contact a licensed plumber to repair the leak.

If a water intrusion is threatening a common area or is affecting more than one unit, the Association will make reasonable effort to contact affected owners and request entry to the unit to remediate the problem. The Association may forcibly enter the unit if deemed an emergency to the common area or other units. For this reason, it is important to leave an emergency key or door code with management and make sure your contact information is updated.

### *Breeza Homeowner Maintenance Guide*

The Association will not clean or replace any of the owner/resident's personal property. The owner/resident is solely responsible for cleaning or replacing any damaged furniture, clothing or other personal property within his/her unit regardless of the person or entity responsible for the initial water intrusion. The owner will also be responsible for the unit's utility costs even if the contractor undertaking the remediation and restoration work uses these utilities.

Every Owner/Resident must make his or her individual decision whether to remain in the unit during the remediation and restoration work. Any Resident choosing to remain in the unit does so at his/her own risk. The resident, not the Association, shall be responsible for all relocation costs during the remediation and/or restoration period. If the unit is occupied by a tenant, the landlord and tenant must resolve any issues associated with relocation between themselves. The Association does not assume any responsibility for the landlord's lost rent, temporary relocation costs and/or loss of use, if any.

If you discover a leak:

- Call Management immediately upon discovery of water intrusion.
- Never report a leak via email as this can result in a delayed response.

### **Clogged Kitchen or Sewer Lines**

Clogged kitchen lines are often caused by resident's improper use of their garbage disposal (i.e. disposing of foods and grease) or a malfunctioning garbage disposal. **Foods like corn husks, egg shells, bones, celery, onion skins, rice, potato skins, and other fibrous items, or liquid or solid grease can cause a back-up in the drain line.**

Main sewer line blockages can be identified by the overflow or the backing up of sewage into toilets and/or bathtubs. **Please be advised that paper towels, facial tissue, and sanitary products are not safe to flush down the toilet.** These materials can clog the main sewer line.

The Association conducts annual maintenance of the common drain lines as required therefore the Association will not be responsible for paying for kitchen or sewer line clogging due to excessive food, grease, or debris in the line whether found in the residential unit line or common area. The Association will not pay for these lines to be cleared due to homeowner negligence.

If your kitchen or sewer lines are blocked:

- Immediately call Management to notify of a possible backup.
- Contact a licensed and insured plumber and schedule an appointment for them to clear out the blockage for your unit. It is recommended that a plumber is contacted immediately upon discovery of the back up to avoid further damage.
- If you do not have a preferred plumber or do not know who to call, Management can provide a list of approved plumbers that can service high-rise residential units. "Approved" means that the Association is aware that the plumber is licensed, insured, and have worked in the building previously. Approval does not guarantee a plumber's workmanship.
- Owner is responsible for paying the plumber's invoice.

- If your flooring and/or furniture are wet, it is your responsibility to contact and hire a restoration/water extraction company to attend to your interior belongings. They belong to you and must be maintained by you.
- If damage is substantial, it is recommended that you contact your personal homeowner's insurance company and file a claim for damages.

## Recommended Preventive Maintenance

### Kitchen

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#### Garbage

#### GUIDELINES:

- Disposers/Kitchen* □ Garbage disposer misuse can cause blockages in your kitchen sink *Drains* and sometimes the neighbor's sink. The only food that should be placed in a disposer is just the smallest bits and pieces left on your dishes after you clean them off in the garbage bag. **Stringy materials such as celery, rhubarb, corn husks, or banana peels should NEVER be placed in garbage disposers under any circumstances. It is a myth to use eggshells to clean disposers.** The protein in eggs acts like glue and catches other pieces of food and will clog the pipes.
- **Never pour grease down your sinks.** Let the grease solidify and scrape it into a plastic garbage bag.
  - You should run hot water before using the disposer, then run cold water during operation, and then hot water again after operation.

#### MAINTENANCE:

- To clean the disposer and sharpen the blades, grind 2 (1" x 1") ice cubes every 4-6 months. Adding some baking soda or vinegar can help kill odors. The disposer should be inspected and operation should be checked annually.
- Your kitchen sink trap should be removed and cleaned annually and the drain line should be cleaned to the common line by a qualified licensed and insured plumber.

## Refrigerators/Ice Makers

### GUIDELINES:

- Most units at Breeza have a separate water line for the refrigerator icemaker line. If you paint your condo, make sure the soft copper line that serves your icemaker is not broken or leaking after the refrigerator is moved back in place.

### MAINTENANCE:

- Check behind the refrigerator after the painting is completed or twice per year.
- If you don't use your icemaker, turn it off inside the freezer and then shut off the angle stop at the wall.
- The refrigerator coils should be cleaned twice per year. Removing the grill from the bottom of the refrigerator and vacuuming the dust from the coils achieves this.

## Dishwashers

### GUIDELINES:

- Dishwashers can be the cause of major water intrusion if they are not maintained or installed properly.

### MAINTENANCE:

- You should inspect underneath the appliance at least twice per year. You can do this by removing the toe kick in the front of the machine.
- Quarterly, the supply and drain lines should be inspected during and after the dishwasher is operated.
- If you don't use your dishwasher try to run it at least four times per year so the seals don't dry out and the pump stays operational.

## Bathrooms

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### Toilet

### GUIDELINES:

- Only normal waste and toilet tissue may be flushed down the toilet in your unit. **Kleenex or paper towels will not break down sufficiently to clear the lines and risk a sanitary system blockage.**
- **Never flush cat litter, hygiene products, plastics, or anything besides normal waste and toilet tissue.**
- Toilets should not continue to run water after they are flushed. If you must jiggle the handle to make this stop, this is a sign your toilet needs to be serviced. Your toilet bowl should not move when you sit on it. If the toilet moves, have it inspected by a licensed plumber. Always use a new wax ring when replacing or re-installing your toilet.

### MAINTENANCE:

- Toilet valves and stoppers should be replaced every 3-5 years.
- Toilet waste lines should be snaked up to the 4 inch common area water riser annually.

*Tub/Shower and  
Vanity Drains*

GUIDELINES:

- The waste line from your shower and vanity drains are your maintenance responsibility up until it connects to the common drain line.
- If you have long hair or wash your pets in the tub, you are depositing that hair into the drain pipes that will continue to build up and eventually block the line. In most every unit, it is not possible for your shower or sinks to be clogged from the common line without affecting other fixtures in your unit or without affecting other units on that plumbing stack.

MAINTENANCE:

- The lines serving your showers and vanities should be cleaned up to the common line at least annually; or more frequently if you have long hair or pets. Make sure you have a licensed and insured plumber who is familiar with high rise construction or you could end up paying for their mistake if they damage any common area components due to improper workmanship.

*Faucets/Shower  
Valves, Angle Stops  
and Trim*

GUIDELINES:

- You shower/tub assembly is made up of a shower valve, valve cartridge, handle, and escutcheon. The valve has screw-in shutoffs that should close completely. No water should drip through the valve when the shut-offs are closed. If the valve continues to drip, you should replace the shower valve assembly. This will require a water shut-off in your unit and a qualified plumber to install.

MAINTENANCE:

- The shower valve should be internally inspected annually by a plumber. Debris can collect in the valve so it should be flushed every year. The O-rings and diaphragm should be inspected and the parts lubricated prior to reassembly. If they are damaged, a rebuild or replacement may be necessary.
- Every year you should clean and caulk, with a quality silicone, all escutcheon plates and the spigot in your tub/shower. The tub overflow should be inspected to ensure the gasket has not moved. The tub enclosure should be inspected for cracks.
- All of the aerators should be cleaned or replaced every year.
- If your pipes rattle or vibrate when you run your fixtures, this is most likely a bad valve, clogged or worn shower cartridge. Start by cleaning the shower cartridge. If the problem persists, replace the shower cartridge with a new one. A rebuild or replacement may be necessary if problems continue. Contact a qualified plumber to install.
- Angle stops should be exercised annually at minimum. Exercising the angle stop requires closing the valve completely and opening it back up again. It should close completely and not allow any water

to drip while closed. Do not force the angle stop to close. You could break it and cause a leak or a flood. If your angle stop is leaking, corroded, or drips while closed have them replaced by a qualified plumber. You will need to schedule a water shut-off to repair.

- Generally, angle stops should be replaced every 10 years. We recommend ¼ turn ball valve angle stops.

## *Ventilation*

### GUIDELINES:

- Each bathroom is equipped with a ventilation fan connected to duct that travels to the exterior of the building. Hair and dust collect on the grille and can block air passage.

### MAINTENANCE:

- The fan register and interior of the fan should be vacuumed and cleared of lint twice per year – more often if you smoke or have pets.

## Laundry

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### GUIDELINES:

- The originally installed laundry units were one-piece stackable conventional washer and dryer systems and were not the highest of quality appliances available. These machines will begin to reach the end of their useable life. If you've never had your machine serviced, it is recommended that you have it inspected by a qualified appliance technician.

In most units, the dryer exhaust usually connects to booster fan located on the ceiling above the dryer. The purpose of the booster fan is to push the dryer's hot air out through the long exhaust ducts to the exterior of the building. These exhaust ducts are in-slab and exit to the side of the building. Maintenance and repair of these ducts is the responsibility of the owner.

- Never put oversized items like comforters or large pillows in the laundry machines. Oversized items can cause the machine to overflow and flood your unit and the units below.

### MAINTENANCE:

- As simple as it sounds, all owners should clean both dryer vent traps (there are two (2)) AFTER EACH USE to avoid fire-causing build-ups. Owners who lease their units should pay particular attention to this and ask their tenants to follow this rule as well.
- Each year, the machine should be pulled away from the wall and all hoses inspected for leaks and replaced as needed. If your hoses are rubber, they should be replaced with braided stainless steel hoses. You should also inspect the host bibs connections for corrosion and leaks. If your hose bibs need to be replaced, you will need to schedule a water shut-off with management so your plumber can repair the bibs. Again, make sure you hire a licensed, insured plumber to complete the repair.
- The dryer exhaust ducts and booster fan should be inspected and cleaned annually by a professional duct cleaning company. Failure to do so, can cause poor drying performance and ultimately become a fire hazard.
- The exterior dryer vent termination should be inspected and cleaned every 3 months. Remove the vent, clear any lint and replace.

## Heating, Ventilation and Air Conditioning (HVAC)

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### GUIDELINES:

- The unit that controls your heating and air conditioning is called a Water Source Heat Pump (WSHP). It is the most expensive piece of equipment in the unit and can cost several thousand dollars to replace.
- Your WSHP needs to operate regularly to stay in good working order so you should not let the WSHP sit idle for long periods of time. You should operate the unit in heating and cooling modes for a short period of time at least quarterly.
- The air returns and grilles should be kept free of any furniture or other items that block free air flow. NEVER run your WSHP unit without the filters.

### MAINTENANCE:

- Filters can be easily replaced by homeowners and should be replaced every 3-6 months. If you are smoker or have pets, the filters should be replaced more often. Filters can be found at local retailers.
- The WSHP should be inspected and serviced annually. The WSHP is commercial grade equipment and should only be serviced by a licensed and insured contractor with the training and certifications to work on this type of equipment.

## Fire/Life Safety

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### *Fire Alarm/Horns*

### GUIDELINES:

- Every condominium in Breeza has a speaker on the wall or ceiling called an annunciator or horn. This device is required by the fire code. It allows residents to hear the alarm and announcements in case of emergencies or major building notifications. If you disconnect or damage this device, a fault code is sent to the fire alarm panel in the fire control room. The fault code only shows the floor of the fault, not the condo producing the alarm. The Association must have our alarm vendor troubleshoot the system to narrow down the approximate area. If you damage the speaker, you are responsible for the cost to replace.

### MAINTENANCE:

- No maintenance required on owner's part.
- Paint around the speaker. **DO NOT DISCONNECT.** We do not ignore fire alarm faults.

Smoke Detectors

GUIDELINES:

- The smoke detector in your unit is your responsibility and only affects your unit. The smoke detectors outside your condo in the corridors are tied to the building fire alarm system. When a corridor detector is activated the fire alarm panel will tell us what floor and which device detected smoke. All fire alarms are taken very seriously and we never reset the panel until we are sure there is no actual fire.
- If you burn food or popcorn in your unit, **do not open your front door.** Open your windows and balcony doors. The sprinklers on your balcony are not smoke sensitive, they are temperature sensitive and will only activate under a real fire condition.
- If there is an actual fire, leave your condo immediately, close the doors behind you, and call 911 and then call building Management to tell them where the fire is. MAINTENANCE:
- Replace the batteries in your smoke detectors twice per year.

Fire Sprinklers

GUIDELINES:

Every condo has fire sprinkler heads in every room and closet. Maintenance of the fire sprinkler system is the Association's responsibility and owners are responsible to pay for maintenance of sprinklers in their condo. But owners should not attempt to clean or repair these safety devices. If you have a sprinkler head that is damaged, corroded, or leaking you must call management to report it. Management will have our sprinkler contractor perform the appropriate repair to assure there is no water discharged. If you break a sprinkler it will discharge water continuously until the fire pump is manually stopped. This water flow will cause catastrophic damage to your condo and the building in only a few minutes.

- **Never paint sprinkler heads or trim**
- **Never hang anything on fire sprinkler heads**
- **Never place candles or bulbs within 2 feet of sprinkler heads**
- **Never touch or disturb fire sprinkler heads** MAINTENANCE:
- No maintenance required on the owner's part. Notify management of any damaged, corroded, or leaking fire sprinklers.

Breeza Homeowner Maintenance Guide  
**Scheduled Maintenance Summary**

Component	Quarterly (or sooner)	Semi- Annual	Annual	Maintenance and Inspection
Smoke Detectors				
	X			Test and inspect
			X	Replace smoke detector 9 volt battery
Sprinkler				
			X	Check sprinkler head for leakage
Dishwasher				
	X			Inspect dishwasher and under sink for leakage
Refrigerator				
		X		Vacuum the grill and underneath refrigerator
		X		Check ice maker for leaks and exercise supply line valve
Faucet and Drains				
	X			Operate faucet and drain stopper, test for proper drain flow, clean "P" trap if needed
	X			Under sinks check supply hoses and drain pipes
	X			Inspect tub and shower drain stopper and check for leaks
			X	Snake all drain lines including laundry and sink lines
Toilets				
	X			Inspect and repair minor toilet water leaks
	X			Inspect toilet fill and flush valve operation and check for leaks
	X			Tighten toilet seat if needed
			X	Replace toilet flapper
Washer				
	X			Inspect washer and hose connections for leaks
Dryer				
	X			Clean lint filter (after every drying cycle)
			X	Clean dryer vent
Sink, Tub and Shower				
		X		Inspect and repair white or clear sink, tub and shower caulking
			X	Clean out sediment in all fixtures
			X	Check shower head for leaks
Angle Stops				
			X	Turn valves completely off and on to verify no water is leaking

*Breeza Homeowner Maintenance Guide*

Air Conditioning				
	X			Clean cabinet interior and vacuum
	X			Replace Air Filter
			X	Annual inspection by certified HVAC technician
		X		If not used regularly, run for at least 10 minutes twice per year

Gas Fireplace				
	X			Turn unit on and off if not used regularly
		X		Check external vent for obstructions
Bathroom Exhaust Fans				
		X		Vacuum/clean grilles/filters
Shower Valves				
			X	Inspect annually to ensure water shut-off
		X		Inspect/clean debris. Replace as needed