



Dear AMR Townhome Homeowner,

5/10/2020

Just like your car or hot tub, your home needs inspection, needs maintenance and occasionally needs repairs. Good consistent maintenance reduces repair cost. The AMR HOA is responsible for quite a bit of these tasks on the outside of the building. The Homeowner is responsible for the inside tasks and some outside tasks. Responsibilities are defined in the HOA Declarations, Project Maintenance Manual and the Owners' Responsibility Chart, all located on the HOA website. [www.amrhoa.com](http://www.amrhoa.com)

The list below is a recommended schedule for your use.

### **Spring**

Clean and Stain deck surface if you have a wood floor. Trex flooring only requires cleaning.

Clean out curb water main shut off valve of winter debris located in driveway or grass

Turn OFF Heat Tape if applicable

Clean Clothes Dryer Vent Duct to outside

Check Clothes Washer supply hoses

### **Summer**

Replace Smoke Detectors and CO2 batteries

Clean Fire Place Flue

Clean stove vent filter

Clean and rinse garage sewers, boiler room sewers and washer/dryer sewers if applicable.

### **Fall**

Have a professional firm inspect Boiler, Glycol system, Expansion Tanks, PRV Valve, Zone Valve Controller, Zone Valves, Thermostats, and Hot Water Tank per Operation and Maintenance Manual

Check water pressure (approx. 60-70 psi) using valve at any hose (Valve available at Lowe's)

Re-stain/Treat Exterior Front Door

Check for smooth operation of garage door, lubricate slides

Check window frames and all glass

### **Winter**

Turn ON heat tape

Check Outside lights and turn OFF outside hose bibbs

Clean deck surface

Deck and Patio snow removal as required



Your personal HO-6 insurance policy with \$25,000 loss assessment probably excludes coverage for a water leak that exists for more than 14 days. If you are a part time homeowner or travel extensively, you should check your policy for coverage. To avoid an uncovered claim, either turn OFF your domestic water valve (in boiler room) or make arrangements to have a neighbor or property manager inspect your home while you are away. Do not turn off water supply to the boiler and heating system. There are automated systems you can buy to control water leaks.

It helps the HOA Volunteers and Property Manager when the Homeowner observes outside maintenance issues. When you are here, please identify any problem quickly so that mitigation can happen before the problem escalates. Look for the irrigation system not working properly, siding deterioration, ice dams, snow blocking furnace vent stack, dead trees and bushes, noxious weeds, sidewalk issues, driveway issues, and roof problems.

Please use the AMR website [www.amrhoa.com](http://www.amrhoa.com) to contact our property manager.