



ELEMENTS DESIGN BUILD

Care & Maintenance Information

AIR CONDITIONING

MAINTENANCE

Furnished Homes

The air conditioning system installed in your home will provide you with many years of comfort, if given proper care and maintenance.

Thermostat

The cooling system design was planned with a furnished home in mind. If you move in during the warmer part of the year and have not yet acquired all of your window coverings and furnishings, the home may seem warmer to you than you would expect.

Manufacturer Instructions

The cooling system will come on automatically when the temperature at the thermostat registers above the setting you have selected. Setting the thermostat to a lower temperature will not cool the home faster.

Troubleshooting

Good maintenance of the cooling system can save energy dollars as well as prolong the life of the cooling system itself. Carefully read and follow the manufacturers' literature on use and care. The guidelines here only include general information.

Temperature Variations

The furnace has an on/off blower switch. This switch looks like a regular light switch. It is located in a metal box outside the furnace. The switch simply overrides all furnace commands and manually shuts down the blower. This is usually only done when maintenance service is performed. This switch can be inadvertently turned off and should be checked if the system is not working.

Ductwork Noise

Normal temperatures can vary from floor to floor (depending on the style of the home). Variations between inside temperatures and the thermostat setting can be as much as 6 degrees or more on extremely hot days. The furnace blower will typically cycle on and off more frequently and for shorter periods of time during severe hot spells.

Refrigerant Line Leaks

Some popping or pinging sounds are the natural result of ductwork heating and cooling.

Homeowner maintenance is required on the system.

Adjust Vents

You will find it advantageous to adjust the cooling vents to maximize air flow to occupied parts of the home. (Likewise, when the seasons change, it will probably be necessary to adjust them for comfortable heating.)

Filter

Remember to change, clean or check the air conditioning filter monthly. A clogged filter can slow air flow and cause uneven air flow in your home. Although it takes less than one minute to change the filter, this is one of the most frequently overlooked details of normal furnace care.

Return Air Vents

For maximum comfort and efficient energy use, place furniture and draperies to allow unobstructed air flow from registers and cold air returns. Have a trial run early in the spring to test the cooling system. If service is needed, it is much more convenient to discover the problem, prior to the cooling season.

Condensation Line

The primary condensation line allows condensation to drain from the air conditioning system. Condensation lines will clog under normal conditions. If the condensation line becomes clogged and the secondary line begins to drip, contact a professional to service your unit immediately.

Annual Inspection

To keep your air conditioning system operating at maximum efficiency, you should have it checked and serviced by a professional at least once a year

Air Conditioning Limited Warranty

Engineering

To fully and efficiently utilize your cooling system, you must understand that it is a total, whole-house system. The cooling system involves everything inside your home; including, for example, drapes and window coverings. Where applicable, the cooling system should be able to maintain a temperature of 78degrees (measured 5 feet above the center of the floor), under local outdoor ASHRAE specifications. In the case of excessive outdoor temperature, 95 degrees or above, a 17-degree difference will be difficult to maintain. Homeowner is responsible for minor adjustments such as balancing dampers and registers. All rooms will vary in temperature by 4 degrees. This is acceptable.

Refrigerant

The outside temperature must be 70 degrees or higher for refrigerant to be added to the system.

Compressor

It is important to maintain the A/C compressor in a level position. If it “settles” during the first year, Elements Design Build will correct this one time. Subsequently, the Homeowner must maintain it.

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Furnace Sounds

Expansion and contraction of metal ductwork will typically result in some ticking or popping sounds. It is not possible to eliminate these sounds.

Ductwork

Although the cooling system is not a “sealed system”, the ductwork should remain attached and securely fastened. If it becomes unattached, Elements Design Build will repair as needed.

Registers

Register covers are removable and adjustable. Homeowners are responsible for adjusting the dampers in these covers to regulate the air flow within the home. In particular, attention is drawn to the fact that rooms further away from the furnace will need to have vents opened more.

Duct Placement

The exact placement of ducts may vary slightly from those positions shown in similar floor plans.

Condensation Lines

Condensation lines will clog under normal conditions. Continued operation of drain lines requires Homeowner maintenance.

Refrigerant Lines

Elements Design Build will correct, within the first year of the Builders’ Warranty.

APPLIANCES

MAINTENANCE

Review all literature provided by the manufacturers, regarding the proper uses and care of the appliances.

Appliances Limited Warranty

Kitchen appliances are warranted directly to you by the manufacturers. Usually this warranty is for one year.

Manufacturer

Refer to literature on each appliance for details and limitations.

Registration

Mail warranty registration cards directly to the manufacturer.

Service

If a problem arises with an appliance, call the Warranty Service number, listed in the manufacturers' warranty. When reporting warranty items to the appliance manufacturer, be prepared to supply the following information:

1. The date of purchase (closing date)
2. The serial and model numbers (found on a metal plate on side or bottom of the appliance)
3. A description of the problem

BRICK (EXTERIOR) **MAINTENANCE**

Brick (Exterior) Limited Warranty

No regular maintenance is required. Weep holes, however, must be kept clear. Patching minor mortar cracks is not recommended. The patch is usually more noticeable than the crack.

Exterior masonry may have chips, irregular surfaces, color variations, etc., which occur during manufacturing and / or handling. Unless such conditions affect the structural integrity of the home, they will not be repaired.

CABINET **MAINTENANCE**

Hinges

Products such as *Liquid Gold* and *Old English Furniture Polish* and *Scratch Cover* are recommended for caring for cabinets. Follow container directions; do not use more than once a month to protect against excessive build-up. Avoid paraffin-based spray waxes or washing cabinets with water, as both will damage the luster of the finish.

If hinges catch, or drawer glides become sluggish, a small amount of lubricant will improve their action. Do not use WD-40; instead, use dry graphite powder.

Color, Style

Your color selection sheets are your records of the information regarding the cabinets in your home.

Cabinet Limited Warranty

Cabinets should operate properly under normal use. Doors, drawer fronts and handles should be level and even.

Warping

Warped doors or drawer fronts will be corrected if warping is in excess of ¼" within any 24" distance.

Separations

Gaps between cabinets and ceiling or cabinets and walls, will be corrected by caulking or other means if they are in excess of 1/8" (locations behind appliances excepted)

Wood Grain

Readily noticeable variations in wood grain and color are expected in all style selections. Replacements will not be made, due to such variations.

Surface Damage

Only those chips, scratches and other flaws in surfaces which are noted on the Pre-Settlement agreement list will be repaired.

CAULKING **MAINTENANCE**

Time and weather will shrink caulking and dry it out so that it no longer provides a good seal against moisture and air infiltration. As a matter of routine maintenance, it is wise to check the caulking and make repairs as needed. A tube of caulking is provided in your paint touch up kit. Caulking compounds and dispenser guns are available at hardware stores.

Silicone Caulk

Caulking that contains silicone will not accept paint but works best where water is present. (For example, where tub meets tile, or a sink meets a countertop).

Acrylic / Latex Caulk

Acrylic / Latex caulking is appropriate for an area that requires painting; for example, where a counter top backsplash meets the wall.

Colored Caulk

Colored caulking is available where larger selections are provided.

Caulking Limited Warranty

Caulking is a Homeowner maintenance item.

CEILING FANS **MAINTENANCE**

Ceiling fans will give you extended, trouble free service if a small amount of maintenance is performed. All ceiling fans are installed by screwing the threaded part of the extension rod into the fan housing. A set screw is installed to keep the fan from rotating. Over a period of time, if not checked and tightened, the set screw can become loose, causing the housing to unscrew and allows the fan to fall. Periodic tightening of the set screw will prevent this problem.

Ceiling Fan Limited Warranty

Refer to manufacturer's literature for details and limitations

CERAMIC TILE
MAINTENANCE

Separations

The ceramic tile installed on walls or countertops in your home may be washed with any non-abrasive soap or detergent. Abrasive cleaners will dull the finish; this includes mild abrasive liquid cleaners.

Tile around bathtubs or countertops may appear to be pulling up after time. This is caused by normal shrinkage of grout or caulk. If this occurs, the best remedy is to purchase "tub caulk" or premixed grout from a hardware store. This maintenance is important to protect the underlying surface from water damage. Elements Design Build does not offer or warrant grout sealers.

Ceramic Tile
Limited Warranty

Cracked, badly chipped or loose tiles noted on Walk Through will be repaired or replaced, as needed. Elements Design Build is not responsible for variations in color or discontinued patterns. New grout may vary in color from the original. Cracks appearing in grouting of ceramic tiles at joints or junctions with other materials are commonly due to normal shrinkage conditions. Elements Design Build will repair grouting, if necessary, one time during the first year but will not be responsible for color variations in grout, tile or discontinued tile. Any grouting or caulking that is needed after that time is considered Homeowner maintenance.

CONCRETE
MAINTENANCE

Foundation

All concrete in your home has been installed in accordance with the recommendations of an engineer. The foundation of your home has been designed and installed in accordance with the recommendations of our consulting soil engineer. It is a floating foundation and will rise and fall vertically with soil conditions. Some soils are highly expansive and may rise and fall vertically up to 6 inches from a dry condition to a moisture saturated condition.

It is important to maintain uniform moisture conditions in the soil around your home and foundation. If this is not done, one portion of your foundation will move more than other portions. The foundation will bend under such conditions. This generally does not damage the foundation, but the walls of brick and sheetrock will not bend with the foundation. Brick and sheetrock will show cracks under these conditions, this is a normal occurrence. Please read and follow the guidelines under "Grading / Drainage and Landscaping".

Flatwork

To properly care for your exterior concrete, always be aware of areas where water is collecting and fill these in. Do not allow downspouts to drain in such a way that the water will get under the concrete. Seal any cracks in control joints or surface areas immediately with a flexible gray colored sealant.

Cracks

By maintaining good drainage away from your home, you are protecting your home's foundation. Maintenance of drainage away from all concrete slabs will minimize cracking and other forms of movement. Cracks in slabs should be sealed with a waterproof concrete caulk to prevent moisture from penetrating to the soil beneath.

Cracking in the concrete flatwork is often caused by temperature extremes. During the summer, moisture finds its way under the concrete along the edges or through cracks in the surface. In winter, this moisture forms frost that can lift the concrete, increasing or causing more cracking.

Expansion Joints

Expansion joints have been used to help control expansion; however, concrete is also susceptible to shrinking. If the concrete shrinks, moisture can penetrate under the concrete and lift the expansion joint. If this occurs, you can fill the gap created, with a gray silicone sealant which can be purchased at most hardware stores.

Control Joints

The intent of Control Joints is to control the location of concrete cracks.

Sweeping / Cleaning

Do not wash patios, porches, drives, etc., with cold water from an outside faucet when temperatures are extremely high, and the hot sun has been shining on the concrete. The abrupt change in temperature can damage the surface bond of the concrete. Sweeping is the preferred method of keeping exterior concrete clean. If washing is necessary, do this when temperatures are moderate.

Cleaning of the garage floor by hosing can cause settling, spalling and increase soil movement by allowing water to penetrate any existing cracks. Sweeping is the recommended method for keeping the garage clean.

Heavy Vehicles

Do not permit heavy vehicles such as moving vans or concrete trucks to drive on your concrete work. This concrete is not intended to bear the weight of this type of vehicle.

Concrete Limited Warranty

Concrete is not warranted against cracking. Flatwork is not warranted. Concrete defined as "Porches, Stoops, Patios, Driveways and Sidewalks" will not be replaced, due to cracking.

Cracking Flatwork

Flatwork includes stoops, porches, patios, driveways and sidewalks not structurally attached to the home. Flatwork is poured separately and simply abuts the home. Flatwork is not covered by this or any other warranty.

Garage Slab, Driveway, Walks

Driveways, walks and patios are designed to "float"; they can move without affecting the foundation. Movement of these and resulting cracking will be minimized by proper maintenance of landscaping. ELEMENTS DESIGN BUILD will seal cracks that reach ¼" in width or vertical displacement one time during the warranty year.

Settling or Heaving

Moderate settling, heaving and /or cracking of porch or patio slabs can require cosmetic repairs, which ELEMENTS DESIGN BUILD will provide one time during the warranty period.

Excessive settling, heaving (over 1") and/ or cracking should be reported in writing so that an inspection can be made. Settling, heaving or cracking is deemed excessive if it results in negative (toward the house) drainage or hazardous vertical displacement.

Grade Changes

If homeowner changes in grading, drainage, landscape design or failure to perform needed maintenance has caused the damage, corrective measures will be suggested, but you will be responsible for their implementation. Cracking of the thin mortar finish over exposed foundation walls is not warranted.

CONDENSATION
MAINTENANCE

Condensation on interior surfaces such as windows and frames is the result of high humidity within the home and low outside temperatures. These conditions are significantly influenced by family lifestyle. If your home includes a humidifier, closely observe manufacturer's directions, especially during periods of cooler temperatures.

There is no warranty against condensation.

Condensation
 Limited Warranty

COUNTERTOPS
MAINTENANCE

Always use a cutting board when cutting, chopping, etc. Protect the counter from extremely hot pans; if you cannot put your hand on it, do not put it on the counter. Do not use countertops as ironing boards or set cigarettes on counter edges.

Heat

Avoid abrasive cleaners that will damage the luster of the surface.

Cleaners

Rubber drain mats can trap moisture beneath them causing the laminated plastic to warp and blister. Dry the surface as needed.

Mats, Countertops

Wax is not necessary but can be used to make counters gleam.

Wax

The caulking around the edge of your countertops and between the countertops and the sink may shrink, leaving a slight gap. Refer to "Caulking" for maintenance hints for this condition.

Caulking

Separation of countertops at walls and the backsplash are the result of normal shrinkage of materials. Separation at the wall or at the counter in excess of 1/16" will be repaired by caulking and subsequently will be a Homeowner responsibility. It is important to keep moisture from reaching the wood under the laminate to prevent warping.

Countertops
 Limited Warranty
 Separation

Any major surface imperfections; chips, cracks, scratches, etc., reported on the Home Buyer Review IV list will be repaired by Elements Design Build. Repairs of any damages not on the Home Buyer Review IV list will be the Homeowner's responsibility.

Cosmetic Damage

Laminated

Laminated countertops typically will have one or more discernible seams. There should be no gap at the seams. Gaps at seams or differential at other joints in excess of 1/16" will be repaired.

Hard Surface

Where backsplash joints occur at corners, the top edges should be even within 1/16".

Ceramic Tile

Cracks appearing in grouting of ceramic tiles at joints or junctions with other materials are commonly due to normal shrinkage conditions.

Elements Design Build will repair grouting if necessary, one time during the first year. Any grouting or caulking that is needed after that time is considered Homeowner Maintenance.

Elements Design Build will repair stress cracked tile one time within the first year, but the company is not responsible for color variations or discontinued tile or grout. Sealing tile and grout is a Homeowner responsibility.

DOORS / LOCKS **MAINTENANCE**

The interior doors installed in your home are hollow core wood products and subject to the natural characteristics of wood, such as shrinkage and warping. Due to humidity changes and the use of forced air furnaces, showers and dishwashers, etc., interior doors may require minor adjustments.

Warping

In the event a door warps slightly, keep it latched as much as possible and it often will return to normal.

Sticking

The most common cause of a sticking door is the natural expansion of lumber due to changes in humidity. When sticking is due to swelling during a damp season, do not attempt any adjustment or repair to the door unless it continues to stick after the weather changes. Use sandpaper to smooth the door. Be certain to repaint the area of the door where it was sanded to seal against moisture.

Hinges

A squeaky door hinge can be remedied by removing the hinge pin and rubbing a lead pencil or graphite lubricant on it. Do not use oil or WD40, as it can gum up.

Failure to Latch	If a door will not latch due to minor settling, you can raise or lower the strike plate accordingly.
Bi-fold Doors	Interior Bi-fold doors will sometimes stick or warp, due to weather conditions. Applying a wax, such as paraffin to the tracks can minimize this inconvenience.
Slamming	Slamming doors can damage both doors and jambs and can even cause cracking in walls. Do not hand on the doorknob and swing back and forth. This can work hardware loose and cause the door to sag.
Door Trim	Putty, caulk or filler can be used to fill any minor separations that may develop at mitered joints in door trim. Follow with painting.
Locks	Lubricate door locks with graphite or other waterproof lubricant. Avoid using oil or WD40, as it will gum up.
Keys	Keep a duplicate "privacy lock" key where children cannot reach, in the event a youngster locks himself / herself in a room. Some types of privacy locks can be opened with a small screwdriver or similarly shaped device.
Exterior Finish	Stained exterior doors tend to weather faster than a painted door. It is necessary to oil the finish with a wood preserver (such as Old English) monthly to preserve the varnish finish and prevent the door from drying and cracking. It is also necessary to reseal your exterior doors every 6-12 months to protect the finish from the elements.
Weather Strip	Weather stripping and / or any threshold supplied with exterior doors will occasionally require adjustment to maintain a good seal. This can easily be done by firmly running a screwdriver up and down the groove in the weather stripping and lubricating with wax. A well-sealed door should be somewhat hard to open and close. A slight air crack around the door however, is natural. A hard wind may cause the weather strip to howl.

Doors Limited Warranty

Due to normal settling of the home, doors may require adjustment for proper fit. Elements Design Build will make such adjustments one time during the first 12 months.

Chips or other damage in the finish noted on the Home Buyer Review IV list will be repaired.

Doors that warp in excess of ¼" will be replaced or repaired at the discretion of Elements Design Build.

Panels of wood doors will shrink or expand in response to changes in temperature and humidity. Touch up paint or stain for unfinished areas that are a result of being exposed, are a Homeowner responsibility. Split panels that allow light to be visible will be corrected by Elements Design Build by filling (not replacing), during the first year of ownership.

DRYWALL MAINTENANCE

Slight cracking, nail "pops" and / or seams may become visible in walls and ceilings. These occurrences are caused by the shrinkage of the wood and normal deflection of rafters, to which the drywall is attached.

Repairs

Most drywall repairs can be easily made. This work is best done when the room is to be redecorated. To correct a nail pop, reset the nail with a hammer and a punch. Cover it with a "spackle", available at the paint and hardware stores. Apply two or three thin coats. When dry, sand the surface with fine grain sandpaper before painting. Indentions caused by sharp objects can be filled with spackle in the same manner. Hairline cracks can be repaired with a coat of paint; slightly larger cracks can be repaired with spackle or caulk.

Drywall Limited Warranty

Some slight cracking, nail "pops" and/or drywall seams may become visible in walls and ceilings. These occurrences are normally caused by the shrinkage of the wood to which the drywall is attached.

Shrinkage Cracks

Elements Design Build will repair shrinkage damage to drywall, one time within 12 months of closing.

Lighting Conditions

Repairs will not be made on flaws which are only visible under particular lighting conditions.

Repainting

If the drywall repair is required as a result of poor workmanship (such as blisters in tape), or other warranty-based repair (such as plumbing leak), Elements Design Build will complete the repair of the area damaged with original paint. The Homeowner will be responsible for custom paint colors or wallpaper that has been applied subsequent to closing. Paint touch-up may not match surrounding area; wallpaper dye lot variations will be the responsibility of the Homeowner.

ELECTRICAL **MAINTENANCE**

Control Panel

The master control panel that contains the electrical breakers for your home includes a “main” shut off that controls all the electrical power to the home. In addition, individual breakers control the separate circuits. Be certain you are familiar with the location of the master control panel.

Electrical Service Entrances

The electrical service entrance, which provides power to the service pane, has been designated for the electrical needs of the house. Do not tamper with the cable.

Breakers

Each breaker is marked, to help you identify which breaker is connected to which major appliances, outlets or other service. Should a failure occur in any part of your home, always check the breakers in the main panel box.

Circuit breakers have these positions: “On”, “Off”, or “Tripped”. When a circuit breaker “trips”, it must first be turned “off” before it can be turned “on”. Switching the breaker directly from “tripped” to “on” will not restore service.

Outlets

If an outlet is not working, check first to see if it is one that is controlled by a wall switch. Next, check the breaker.

Breaker Tripping

Breakers will often “trip”, due to overloading the circuit by plugging too many appliances into it, using a worn cord or defective item or operating an appliance with too high voltage requirement. The starter of an electric motor can also trip a breaker.

If any circuit “trips” repeatedly unplug all items connected to it and reset, it. If it trips when nothing is connected to it, you need an electrician and the problem should be reported. If the circuit remains on, one of the items you unplugged is defective and requires repair or replacement.

GFCI

GFCI (Ground Fault Circuit Interrupter) receptacles have a built-in element which senses fluctuations in power. Quite simply, the GFCI is an indoor circuit breaker. Installation of these receptacles is required by building codes in bathrooms, kitchens, outside and garage; any area where an individual can come in contact with water, while holding an electric appliance or tool. Heavy appliances, such as freezers or power tools will trip the GFCI breaker. Do not plug a refrigerator or food freezer into a GFCI controlled outlet. The likelihood of the contents of the refrigerator or freezer being ruined is very high; damage is NOT covered by the LIMITED WARRANTY.

Unused Outlets

If there are small children in the home, install safety plugs to cover unused baseboard outlets. This also minimizes air infiltration that can sometimes occur with these outlets. Teach children never to touch electrical outlets, sockets or fixtures.

Ground Wire

Your electrical system is a three-wire grounded system. Never remove the bare wire which connects to the box or device.

Buzzing

Fluorescent fixtures use transformer action to operate them. This action sometimes causes a buzzing sound.

Blinking / Dimming

Blinking or dimming lights are most likely due to temporary drop in voltage which is generally caused when a large appliance, such as a refrigerator or air conditioning unit cycles on. This is a common occurrence and depending on the power company's demand at the time of day, may be more noticeable in some neighborhoods.

Underground Cables

In areas with underground utilities, before digging or moving large amounts of soil, check the location of buried service lines or cables by calling your local utility company. In most cases, wires run in a straight line from the service panel to the nearest public utility pad. Care should be taken to keep soil around the foundation from settling to protect this service; avoid large amounts of water at this point as well.

Recess Can Lights

All recess can fixtures have a thermal cut off switch internally wired. If too much heat from the lamp is trapped inside, it will automatically shut off to prevent a hazard. The light will function again when the fixture has cooled down to a safe level. Check the attic to make sure there is no insulation around the fixture. Also, make sure the proper wattage bulb is always used.

Modifications

Do not tamper with or add to your electrical system. For any modification that is needed, contact the electrician listed on your Emergency Phone Numbers sticker provided at Home Buyer Review IV.

Electrical Shut Off

Your main electrical shut off is located at your breaker box. This is pointed out in Homebuyer Review IV.

Electrical Limited Warranty

Any electrical wiring that fails to carry its designed load will be repaired to meet specifications. Plug, switches and breakers are covered under warranty for the first year.

Light Bulbs

Light fixtures are installed in the locations indicated on the house plans and will not be moved by Elements Design Build. All fixtures are installed with 60-watt bulbs or specified decorator bulbs. The Homeowner is responsible for replacing any burned-out bulbs other than those listed on the Homebuyer Review IV.

Fixtures

Fixtures which are noted as damaged on the Walk-Through list will be repaired or replaced. There is no warranty on fixtures supplied by the Homeowner.

GFCI Breaker

The Ground Fault Circuit Interrupter (GFCI) is required by building code as a safety feature. The electrical outlets in all bathrooms, the garage, basement, entry, kitchen, web bar and patio or balcony, are connected to this breaker. It is a sensitive system that trips easily to prevent electrical shock in these locations.

The test / reset buttons (located on only one of the outlets on the system) control the entire system.

NOTE: Do not plug a food freezer into any outlet on a GFCI circuit. Food spoilage can result. Elements Design Build is not responsible for such an occurrence.

Power Surge

Power surges are the result of local conditions beyond the control of Elements Design Build. These can result in burned out bulbs.

EXPANSION & CONTRACTION MAINTENANCE

All building materials are subject to expansion and contraction caused by changes in temperature and humidity. Dissimilar materials expand or contract at different rates. This results in separation between materials, particularly dissimilar ones. The effects can be seen in small cracks in drywall and in paint, especially where moldings meet drywall, at mitered corners, where tile grout meets tub or sink, etc.

This can be alarming to an uninformed homeowner, but in fact, it is very normal. Shrinkage of the wood members of your home is inevitable. This will occur in your home. It will be most noticeable during the first year but may continue beyond that time. In most cases, paint and caulking are all that is needed to conceal this minor evidence of a very natural phenomenon. Properly installed caulking will shrink and must be maintained by the homeowner.

These occurrences are not covered by the Limited Warranty. Refer to individual categories for specific information.

Expansion & Contraction Limited Warranty

EXTERIOR SIDING & TRIM MAINTENANCE

Fiber cement siding and trim products require minimal maintenance. Periodically wash the siding and trim with warm water and mild soap (such as ivory snow). This gentle washing will remove dirt and airborne pollutants and restore that "fresh paint" appearance. Take adequate safety precautions. Perform maintenance during non-inclement weather and implement steps to protect lawn and landscaping.

Fiber cement offers superior paint retention qualities. Repainting should be accomplished when necessary to enhance ease of application. Paint performance is dependent upon the quality and quantity of paint and the conditions under which it is applied. Use a high quality, exterior grade and 100% acrylic latex paint which may be sprayed, rolled or brushed. Follow paint manufacturers written recommendation for application and maintenance of their paint products

Fiber cement siding has a manufacturer's warranty for five (5) years. For additional information, see Manufacturers Limited Warranty.

Exterior Siding & Trim Limited Warranty

FIREPLACE

MAINTENANCE

Gas Starters

Most of us feel a fireplace is an excellent way to create a warm, cozy atmosphere. However, without enough information, a Homeowners use of their fireplace can easily result in heat and many dollars, being wasted. To help prevent that, consider the following facts and suggestions:

Combustion Air

In fireplaces which have gas starters, exercise caution when igniting the gas. It is best to light a piece of paper in the fireplace and then open the gas control valve slightly to ignite the gas. After the gas is burning, open the valve to desired setting. When the wood has caught fire, turn the gas control off. Always make certain the damper is open before igniting the gas starter to avoid gas build up before ignition.

Damper

Ordinarily the air used by the fireplace for combustion is replaced with cold outside air which is drawn in through cracks around doors and windows. However, your home is constructed so tightly that this does not happen. Where applicable, the fresh air vent has been installed to provide the fireplace with combustion air and help minimize the amount of heated air the fire draws from your house. Open this vent prior to starting the fire as you do the damper or open a window for proper venting.

Glass Doors

When not in use, the damper and cold air vent should be closed. Leaving these open is equivalent to having an open window in the house. If the fire is still burning but you are finished enjoying it, use glass doors (where provided) to prevent heated air from being drawn up the chimney until your damper can be closed. High winds and / or cold temperatures sometimes push smoke and drafting problems into the home.

One caution on the use of glass doors: do not close them over a roaring fire, especially if you are burning hard woods (oak, hickory, etc.) because this could result in glass breakage. Also, when closing the doors over a burning fire, open the mesh screens first. This prevents excessive heat buildup on the mesh which might result in warping or discoloration. Damage to glass doors, when included with the home, will be corrected if noted during the Home Owner Intro. Homeowners should follow manufacturer instructions for using glass doors.

Wood Fires

Your objective in building a fire should be a clean, steady, slow-burning fire. Always begin with a small fire first to allow the components of the fireplace to heat up slowly. Failure to do so may damage the fireplace and can void the warranty.

- Start the fire by burning kindling and newspaper under the grate; two to three layers of logs stacked with air space between, largest logs to the rear, works best. A sheet of paper burned on top of the stack will help the chimney to draw air.
- Start the fire by using the gas log lighter (if provided)
- Any logs 6" in diameter or larger should be split.

Trash

Do not burn trash, manufactured or pine logs in the fireplace and *never* use any type of liquid fire starter.

Ashes

Old ashes and coals should be removed from under the grate when completely cool. A light layer is desirable as an insulator and will help to reflect heat.

Chimney Cleaning

The timing on having your chimney cleaned will be determined by the way you use your fireplace and the type of wood you burn. A minimum of once per year is recommended. Heavy use with soft woods or improperly seasoned woods will result in the need for more frequent cleaning. Creosote and other wood-burning by-products accumulate inside the flues over a period of time. This build-up can be a fire hazard. A qualified chimney sweep should be hired for this cleaning.

Spark Arrester

A spark arrester is the screen at the top of the chimney flue. If the spark arrester becomes clogged the diminished air flow will affect the performance of the fireplace and may be a fire hazard. Have the arrester cleaned professionally when needed.

Direct Vent

Elements Design Build offers direct vent gas fireplaces with optional remote control. Your fireplace is checked during the Home Owner Intro, to confirm that it is operational. Be aware of a delay between turning the switch on and flame ignition. The flames should ignite gently and silently. Read and follow any manufacturer directions.

The exterior exhaust vent from gas fireplaces will be very hot when the fireplace has been used.

If you notice any deviation in this or any gas smell, shut the switch off immediately and report it.

Fireplace Limited Warranty

Fireplaces are not intended to be the sole heat source in the home. The fireplace should function properly when Elements Design Build and the manufacturer's directions are followed.

Down Draft

Although extremely high winds can result in a down draft, this condition should be temporary and occasional. The cause of continuous malfunction will be determined and corrected.

Discoloration

Discoloration of the firebox or brick is the normal result of use and requires no corrective action.

Cracks

Mortar style fireplaces may develop cracks due to temperature changes and other factors.

Chimney Separation

A slight separation in a newly constructed chimney may occur. Separation from the main structure in excess of ½" in 10' will be repaired; caulking is acceptable in the majority of cases.

Exterior Masonry

Exterior masonry may have chips, irregular surfaces, color variations, etc., which occur during manufacturing and / or handling. Unless such conditions affect the structural integrity of the home, they will not be repaired.

Direct Vent

Because of its support for energy efficient homes, Elements Design Build offers direct vent gas fireplaces. Gas fireplaces are checked during the Home Owner Intro to confirm it is operational. Be aware of a delay between turning the switch on and flame ignition. The flames should ignite gently and silently. Read and follow all manufacturer directions.

***If you notice any deviation in this or any gas smell, shut the switch off immediately and report it immediately**

FLOOR COVERING **MAINTENANCE**

Refer to manufacturer's recommendations for additional information on the care of all floor covering products.

Carpet

Vacuuming high traffic areas daily will not only keep them clean but will help to maintain the upright position of the nap. Spills should be wiped up and stains spot cleaned immediately. Always dab at the stain; never rub it. Stain removers should be tested first on an out of the way area of the carpet, such as in a closet, to check for any undesirable effects. Professional cleaning should be performed regularly; usually annually. Check with the manufacturer for authorized cleaning methods, solutions and compounds to prevent voiding manufacturer warranties.

Resilient Flooring (Vinyl)

Although resilient floors are designed for minimum care, they do vary in maintenance needs. All resilient floors require some regular application of a good floor finish. This assures you of retaining a high gloss. However, no cleaning or finishing agents should be used on the new floor until the adhesive has set thoroughly. This takes about two weeks.

- Please note that high heeled shoes damage resilient flooring.

No Wax

The resilient flooring installed in your home is the "no wax" type. "No Wax" means that it is coated with a clear, tough coating which provides both a shiny appearance and a wearing surface. Even this surface will scuff or mark. Follow any manufacturer's specific recommendations for care and cleaning of all your hard surface floors.

Scrubbing and Buffing

Frequent scrubbing or electric buffing is harder on floors than regular foot traffic. Use acrylic finishes often if you scrub or buff.

Moving Furniture

Use extreme caution when moving appliances across resilient floor covering. Tears and wrinkles can result. Coasters should be installed on furniture legs to prevent permanent damage.

Raised Nail Heads

Raised nail heads are the result of movements of the floor joist caused by natural shrinkage and deflection. Special nails have been used and the underlayment has been glued to help minimize this movement. If a nail head becomes visible through resilient flooring, notify the Customer Service Department.

Seam Lifting

Flooring of any type will shrink, and seams may actually separate slightly, due to this shrinkage. Split seams should be reported promptly to the Warranty Service Department, to avoid curling.

Excessive Water

Seams can lift or curl if excessive moisture is allowed on the floor. A special caulking can be used at tub or floor joints to seal seams at those locations.

Precautionary measures should be taken to avoid getting water on the floor from baths and showers.

Yellowing

Be aware that yellowing and warping of the surface can result from rubber backing on area rugs or mats.

Hardwood Floors

Wood floors will respond noticeably to changes in humidity level in the home, especially in the winter. A humidifier will help but will not completely eliminate this reaction. Be aware that animals, toenails and claws can cause surface scratches on wood floors and this is not a warrantable issue.

New Wood Floors

Wood floors will exhibit the following traits; when new, small splinters of wood will appear. Dimples or scratches can be caused by moving furniture, dropping heavy or sharp objects, etc. Some shrinkage or warping can be expected, especially around heat vents or any heat producing appliances. Warping will occur if the floor becomes wet repeatedly or is thoroughly soaked even one time. A dulling of the finish in heavy traffic areas is likely; a white, filmy appearance is caused by moisture (often from wet shoes or boots).

In daily care of hardwood floor, preventive maintenance is the primary goal.

Spills

Food spills should be cleaned up in a timely manner, using a very dry cloth.

Shoes	Keep high heels off of wood floors, as this can damage the wood.
Mats	Use protective mats outside the exterior doors to help prevent sand and grit from getting on the floor. Gritty sand is wood flooring's worst enemy.
Yellowing and Warping	Be aware that yellowing and warping of the surface can result from solid rubber backing on area rugs or mats placed on wood floors.
Furniture Legs	Install proper floor protectors under furniture used on hardwood floors. Protectors will allow chairs to move easily over the floor without scuffing. Clean the protectors on a regular basis to remove any grit that may accumulate.
Cleaning	Sweep on a daily basis or as needed. Use a slightly damp mop.
CERAMIC TILE	This is one of the easiest of floor coverings to care for; simply vacuum when needed.
Cleaning	<p>One of the most important steps in maintaining these surfaces is the use of a proper neutral pH cleaner (pH7). This is important as you do not want a detergent residue to occur. The neutral pH detergent cleans but does not harm the tile or grout as do many other over-the-counter cleaners. The use of a mop, along with a nylon brush, is recommended to properly clean both the tile and grout joint.</p> <p>The use of vinegar, bleach or acid is highly dangerous and not recommended, as this can degrade the tile and cause harm to you.</p>
Grout Separations	It is natural for slight separations to occur in the grout between tiles. This grout is for decorative purposes only; it does not hold the tile in place. Cracks in the grout can be filled, using premixed grout which can be purchased from flooring or hardware stores. Follow package directions.
Grout Discoloration	Grout that becomes yellowed or stained can be cleaned with a fiber brush, cleanser and water. Grout cleansers and whiteners are available at most hardware stores.
Marble	Marble is a natural, porous and fragile product. Wipe up spills immediately and clean only with plain water. Scratches, chips and breakage can occur. Natural variations in color will be visible. Check with a marble distributor for additional information.

Floor Covering Limited Warranty

Color selection sheets provide a record of the brand, style and color of floor coverings in your home. Please retain this information for future reference.

Carpet

Carpet seams will be visible. No gap or fraying is acceptable, however. Edges of carpet along moldings and edges of stairs should be held firmly in place.

In some areas, metal or other edging material may be used where carpet meets another floor covering.

Stains or spots note on the Home Buyer Review IV list will be corrected by cleaning, patching or replacement. Elements Design Build will not be responsible for dye lot variations if replacements are made.

Circumstances that result in the carpet becoming wet do not necessitate its being replaced.

Resilient

Resilient floor covering should adhere; lifting or bubbling will be repaired. In the event that nail "pops" should appear on the surface of resilient floor covering, these will be repaired.

In any situation which requires replacement, Elements Design Build will not be responsible for discontinued selections.

Seams will occur and are sealed at the time of installation. There should be no gaps or curling at seams. Split seams will be repaired during the first year and should be reported promptly to the Warranty Service Department, to prevent curling

Ridges

Some ridges will be visible in vinyl flooring. Ridges that exceed 1/8" in 3" will be repaired.

Hardwood Floors

Readily noticeable cosmetic defects noted on the Home Buyer Review IV list will be corrected by Elements Design Build. Homeowner is responsible for routine maintenance of hardwood floors.

Ceramic Tile

See "Ceramic Tile under Counter Tops – Limited Warranty".

Marble

There is no warranty coverage on the cosmetic appearance of marble. If a marble tile becomes loose, Elements Design Build will repair it.

Floor Squeaks

A squeak proof floor cannot be assured. Floor squeaks and loose sub-flooring are often temporary and passing conditions, caused by lumber shrinkage or temperature changes. An isolated floor squeak is not a defect, unless caused by a defective floor joist in the system. A large area of floor squeak which is noticeable, loud and objectionable is a defect. For large areas of floor squeaks or floor squeaks caused by defective floor joist, the building will correct within reasonable repair capability. Where a finished ceiling exists under the floor, the corrective work may be attempted from the floor side. Where necessary, remove the finish floor material to make the repair and reinstall.

GARAGE OVERHEAD DOOR MAINTENANCE

Since the garage door is a large, moving object, periodic maintenance along with following the manufacturer's instructions will insure safe and reliable operation.

Safety

Do not allow anyone except the operator near the door when it is in motion. Keep hands and fingers away from all parts of the door, except the handle. Do not allow children to play with or around the door.

Servicing

For your safety, after the expiration of the one-year warranty, have any needed adjustments made by a qualified specialist. The door springs are under a considerable amount of tension and require special tools and knowledge for accurate and safe servicing. Have the door inspected by a professional garage door technician after any significant impact to the door.

Waxing

Paraffin wax, rubbed on the side jambs, will help the door to operate smoothly.

Opener

If an electric door operator is installed, be sure the lock is secured in the unlock position before using the operator

Painting

The garage door should be repainted when the home is repainted or more often if needed, to maintain a satisfactory appearance.

Locking

If the lock becomes stiff, a graphite lubricant will make it work more easily. Do not use oil on a lock, as it will stiffen in winter and make the lock difficult to operate.

Garage Overhead
Door
Limited Warranty

The garage door should operate smoothly and with reasonable ease. The door can become misaligned and require adjustment, which Elements Design Build will provide for one (1) year.

Light Visible

Garage overhead doors cannot be air tight and typically light will be visible around the edges and across the top of the door. Severe weather conditions may result in some precipitation entering around the door.

Opener

If a garage door opener has been installed by anyone other than the garage door company or Elements Design Build, the warranty on the garage door will be voided.

GAS SHUT OFFS

There is a shut off on the gas line at or near its connection to each item that operates on gas. In addition, there is a main shut off at the meter. These are pointed out during the Home Buyer Review IV. If you suspect a gas leak, leave the home and call the gas company immediately, for emergency service.

GRADING & DRAINAGE MAINTENANCE

The final grades around your home have been inspected and approved for proper drainage of your lot and a drainage certification is done.

Positive Drainage

IT IS ESSENTIAL THAT YOU MAINTAIN THE SLOPES AROUND YOUR HOME TO PERMIT THE WATER TO DRAIN AWAY FROM THE HOME AS RAPIDLY AS POSSIBLE. FAILURE TO DO SO CAN RESULT IN MAJOR STRUCTURAL DAMAGE AND WILL VOID YOUR WARRANTY. Pools and landscaping around the home must be installed to allow for positive drainage away from the house.

Alterations

It is the Homeowner's responsibility to maintain the drainage as established. If the drainage pattern is altered either by action taken directly or instigated by the Homeowner or his agent or as a result of neglect of maintenance, the warranty is void.

Roof Water

If gutters are installed, do not remove the downspout and / or splash block extensions from under the downspouts. Keep these in place at all times, sloped, so that the water drains away from your home quickly.

Swale

Swales (drainage ditches) are provided to make certain water drains away from your home and off your lot to the street.

These swales are often filled in by homeowners inadvertently or become filled by soil erosion or grass sodding.

It is your responsibility to maintain and keep positive drainage of water away from the foundation and allow no pooling of water on your lot. Failure to do this will cause expansion of soil around the foundation and brick or sheetrock cracks will occur.

Grading & Drainage Limited Warranty

The final grade is established to insure adequate drainage away from the home.

Swales

In most cases, drainage swales do not follow property boundaries. Elements Design Build will not alter drainage patterns to suit individual landscape plans. Typically a lot will receive water from and / or pass water on to other lots. For this reason, Homeowner changes in grade, often affect those adjacent or nearby. Elements Design Build advises Homeowners against making such changes. After rainfall, water should drain from swales within 48 hours.

Winter Grading

In some regions, due to weather conditions, especially during winter and early spring, it may happen that the final grade has not been established at the time of closing. When conditions permit grading work will continue. The Homeowner should check on the status of his/her grading, prior to beginning landscaping.

Roto-tilling

Homeowner is cautioned that roto-tilling the site will often significantly change drainage swales, as will erosion resulting from the site remaining without landscaping for a long period. If roto-tilling is done, it should be done parallel to the swales rather than across them.

Erosion Elements Design Build is not responsible for weather caused damage to yards that have not been landscaped, after the final grade has been established or the closing date, whichever occurs last. Wash outs from roof water are not covered by the warranty

New Sod New sod installation and the extra watering that accompanies it can cause temporary drainage problems, as can unusually severe weather conditions. No action by Elements Design Build is provided for this condition.

Recommendations Elements Design Build will inspect problems reported in writing during the one year warranty period and will advise Homeowner as to corrective actions which he/she might take.

Backfill Settlement Backfilled or excavated areas around foundation and at utility trenches should not interfere with the drainage away from the house. If these areas settle, Elements Design Build will correct one time.

Under Concrete Elements Design Build will fill visible sunken areas under concrete.

Positive Drainage Maintenance of positive drainage away from the foundation as well as all concrete slabs and walks is a Homeowner responsibility.

Failure to maintain these areas can result in damage to the foundation and void the LIMITED WARRANTY. Homeowner should expect some settling of backfill soils.

**GUTTERS AND
DOWNSPOUTS
MAINTENANCE**

As part of normal maintenance, the Homeowner should keep gutters clear of debris which might clog them and cause the water to run over the downspouts. Homeowner should check gutters periodically to insure proper functioning.

Cleaning Excess snow should be brushed off downspouts with a broom as soon as possible. Severe ice or snow build up can damage gutters.

Ladders Do not lean ladders against gutters.

Leaks If a joint between sections of gutter drips, caulk the inside joint using a gutter caulking compound available at hardware stores.

Gutters And
Downspouts
Limited Warranty

Gutters may overflow DURING PERIODS OF EXCESSIVELY HEAVY RAIN. It is expected that small amounts of water (up to 1") will stand for short periods of time in gutters immediately after rain. No correction is required for these conditions.

Overflow
Downspouts

Downspouts are placed to carry water to the ground and into extensions or splash block, which then direct the flow away from the foundation of the home. These extensions or splash blocks are for the protection of the foundation; Homeowner is responsible for maintaining them. Downspouts should be kept in the down position. These should discharge outside of the rock or bark beds so that water is not dammed behind the edging materials which might be used.

HEATING SYSTEM **MAINTENANCE**

The heating system installed in your home will provide you with many years of comfort if given proper care and maintenance.

Furnished Home

The heating system design was planned with a furnished home in mind. If you move in during the cooler part of the year and have not yet acquired all of your draperies and furnishings, the home may seem cooler to you than you would expect.

Thermostat

The furnace will come on automatically when the temperature at the thermostat registers below the setting you have selected. Setting the thermostat to a higher temperature will not heat the home faster. Thermostats are calibrated to within plus or minus 5 degrees.

Manufacturer
Directions

Good maintenance of the furnace can save energy dollars as well as prolong the life of the furnace itself. Carefully read and follow the manufacturer's literature on use and care. The guidelines here include only general information.

Troubleshooting

One of the primary reasons that a furnace does not work is the pilot light is off. This, however, is not the only reason. First, the furnace has an on / off blower switch. This switch looks like a regular light switch. It is located in a metal box outside the furnace or on a separate switch on a roof brace at top of the attic stair. This switch simply overrides all furnace commands and manually shuts down the blower. This is usually only done when maintenance service is being performed. This switch can be inadvertently turned off and should be checked if the system is not working.

Filter	Remember to change or clean the filter every 30 days. A clogged filter can slow air flow and cause cold spots in your home. Although it takes less than one minute to change the filter, this is one of the most frequently overlooked details of normal furnace care. Buy filters in large quantity for the sake of convenience.
Return Air Vents	For maximum comfort and efficient energy use, place furniture and draperies to allow unobstructed air flow from registers and cold air returns.
Trial Run	Have a trial run early in the fall to test the furnace. (The same applies to A/C in the spring) If service is needed, it is much less inconvenient to discover it prior to the heating season.
Temperature Variations	Normal temperature varies from floor to floor (depending on the style of home). Variations can be as much as 8 degrees or more on extremely cold days. The furnace blower will typically cycle on and off more frequently and for shorter periods of time during severe cold spells.
Do Not Overheat	Your new home should not be overheated. Overheating can cause excessive shrinkage in framing lumber and could materially damage the home. In the beginning, use as little heat as possible and increase it gradually.
Odor	<p>It is normal for the heating system to emit an odor for a few moments when it is first turned on after an extended period of not being used. (Such as after the summer months if you do not use air conditioning)</p> <p>This is caused by dust that has settled in the ducts and should pass very quickly.</p>
Gas Odor	If you smell gas, leave the house immediately and then call the gas company from a neighbor's phone. DO NOT USE THE TELEPHONE IN YOUR HOME.
Ductwork Noise	Some popping or pinging sounds are the natural result of ductwork heating and cooling in response to air flow as the system operates.
Annual Inspection	To keep your air conditioning/heating system operating at maximum efficiency, you should have it checked and serviced by a professional serviceman at least once a year.

Heating
Limited Warranty
Engineering

Heating systems will be installed in accordance with local building codes, as well as engineering designs of the particular model home. Adequacy of the system is determined by its ability to establish a temperature of 70 degrees, as measured in the center of the room, five (5) feet above the floor. In extremely cold temperatures (10 degrees below or colder), the system should be able to maintain a temperature differential of 80 degrees. Thermostats are calibrated to plus or minus 5 degrees.

Furnace Sounds

Expansion or contraction of metal ductwork will typically result in some ticking or popping sounds. It is not possible to eliminate these sounds. Loud "oil canning" will be corrected by Elements Design Build.

Ductwork

Although the heat system is not a "sealed system" the ductwork should remain attached and securely fastened. If it becomes unattached, Elements Design Build will repair as needed for two (2) years from closing.

Registers

Heat register covers are removable and adjustable. Homeowner is responsible for adjusting the dampers in these covers to regulate the heat flow within the home. In particular, attention is drawn to the fact that rooms further away from the furnace will need to have vents opened more.

Duck Placement

The exact placement of heat ducts may vary slightly from those positions shown in similar floor plans.

INSULATION
MAINTENANCE

The effectiveness of blown insulation is diminished if it is uneven. The last step in any work done in your attic (for example, the installation of a TV antenna) should be to check that the insulation lays smooth and even. Do not step onto drywall ceilings; personal injury or damage to drywall will result.

Insulation
Limited Warranty

Insulation will be installed to meet or exceed the building codes applicable at the time of construction.

LANDSCAPE
MAINTENANCE

The landscape on your house has been installed within the guidelines set forth in the Homeowners Association's guidelines at the time of construction. Maintenance and watering will provide for successful growth of your new landscape.

Drought Conditions

In drought conditions, large cracks occur in the yard soil. This is contraction caused by lack of moisture. The soil beneath your foundation is protected from the sun's rays and retains its moisture.

As a consequence, there is a tendency for your inner foundation to maintain its height level constant and your outside walls to fall in relation to the inner soil. It is important to water evenly and not to excess, around your entire foundation to minimize the soil contraction and consequent foundation movement. Watering, when required, should be done every 3 to 5 days, rather than heavy, less frequent watering.

Utility Lines

Settlement will not disturb your utility lines; however, you may see a slight depression develop in the front lawn along the line of the utility trench. To correct this, roll back the sod and spread top soil underneath to level the area, then relay the sod.

**Machine Planted
Trees**

Machine planted trees require plenty of water to establish their root system on the new location. During dry spells, thoroughly water trees 2 to 3 times per week.

Plants can be added around the perimeter of trees after the first year, once the tree is established.

Pest Control

The Homeowner is responsible for treatment for any insect infestation. Other concerns can be reported to Elements Design Build and to have an inspection scheduled.

Plant Selection

Do your planting with regard to your local climate conditions. Consider the planting's mature size, shape and growth of the species.

Planning

Locate plants and irrigation heads out of the way of pedestrian / bicycle traffic.

Space groves of trees or single trees to allow for efficient mowing and growth. Prune woody plants as needed.

Group plants with similar water, sun and space requirements together.

Homeowners sometimes create unequal soil moisture conditions around the foundations by creating water traps. This can be done by concrete walks, borders, brick planter borders, metal flower bed edging; all of which may create a water dam a short distance from the foundation. Such items, when used, should take into consideration the necessity of water draining positively away from the home.

Some Homeowners plant heavily around patios with little or no planting on the west side yard. As a consequence, the soil around the patio may become a heavily watered area while the west side yard becomes a minimum or never watered area. This creates unequal soil expansion and the potential for foundation stress.

Irrigation

Make provisions for efficient irrigation; drain and service sprinkler systems on a regular basis. Conduct operational checks on a weekly basis to ensure proper performance of the system. Sprinkler heads should be directed away from the home. ALWAYS MAINTAIN A PROPER SLOPE AWAY FROM YOUR HOME, TO MAINTAIN EFFICIENT DRAINAGE. Apply appropriate fertilizer, weed and pest controls, etc., as needed for optimum growth. Investigate organic compounds for additional protection of the environment.

Bark/Rock Beds

Do not allow edgings around decorative rock or bark beds to dam the free flow of water away from the home. A non-woven membrane, such as Typar or Mirafi, can be used between the soil and rock or bark, to restrict weed growth, while still permitting normal evaporation of ground moisture.

Additions	Plan the installation of patio additions or other permanent improvements carefully, so that drainage is taken into consideration in the design or engineering of your addition.
Requirements	Check with your local building department prior to designing and installing any landscaping for any specific regulations you may be required to follow.
HOA	Be sure to check the homeowner association guidelines and/or requirements prior to additions or making changes in an established design.
Shrubs	Shrubs should be watered at least once per week for the first six (6) months and if installation is made in spring or summer, they should be watered every other day for three (3) to four (4) weeks.
Swale	<p>Swales (drainage ditches) are provided to make certain water drains away from your home and off of your lot to the street.</p> <p>These swales are often filled in by homeowners inadvertently or become filled by soil erosion or grass sodding.</p> <p>It is your responsibility to maintain and keep positive drainage of water away from the foundation and allow no pooling of water on your lot.</p> <p>Failure to do this will cause unequal expansion of soil around the foundation and brick or sheetrock cracks will occur.</p>
Landscaping Limited Warranty	<p>Trees covered by Elements Design Build planted trees are covered by the LIMITED WARRANTY for ninety (90) days, provided normal maintenance is performed by the Homeowner. Elements Design Build will not be responsible for acts of nature, such as freezes and/or wind damage. Any other landscaping materials carry no warranty.</p>

MIRRORS
MAINTENANCE

Mirrors
Limited Warrants

To clean your mirrors, use any reliable liquid glass cleaner or polisher available at most hardware or grocery stores. Avoid splashing water under the mirror. The moisture will cause the silvering to deteriorate.

Damage to mirrors noted during the Home Owner Introduction, will be corrected. There is no other warranty coverage on mirrors.

PAINT
MAINTENANCE

Interior

The interior woodwork has been painted with enamel paint. These areas may be wiped down with a soft sponge and soapy water. It is recommended that you wait a min of thirty (30) days prior to washing any woodwork.

The walls are painted with flat latex wall paint and should be touched up with matching paint, rather than wiped with a wet sponge. DO NOT scrub the walls in your home, as this will remove both the texture and paint. Spackle may be used to cover any small defects prior to paint touch up. Do not use soaps, abrasive cleaners, scouring pads or brushes for everyday maintenance.

Touch-ups

When doing paint touch-up, use a small brush, applying paint only to the damaged spot. Touch-up may not match the surrounding area exactly, even if the same paint mix is used.

Stain

For interior stain touch-ups, Old English Furniture Polish and Scratch Cover, is inexpensive, easy to use and blends in with the wood grain. Follow directions on bottle when using.

Wallpaper

You may clean your wallpaper with a damp sponge or soft cloth. DO NOT scrub or you may damage the surface of the wallpaper.

Exterior

Regular painting and repair will preserve the beauty of and add value to your home. Check the painted/stained surfaces of your homes' exterior annually. If you repaint before there is much chipping or wearing away of the original finish, you will save the cost of extensive surface preparation. It is a wise maintenance policy to plan on repainting the exterior surface of your home approximately every three to five years or as often as your paint manufacturer suggests for your area and climate. The chemical structure of the paint used on the exterior is governed by the climatic conditions. Over a period of time, this finish will fade and dull a bit. Elements Design Build is not responsible for mildew or mold.

Exterior (cont.)

When you wish to repaint the exterior woodwork on your home, nails should be reset, and the blistered or peeling portions should be wire-brushed or scraped with a putty knife, sanded and spotted with primer. Then the entire areas can be painted. Be certain to apply a top-quality exterior paint that has been formulated for local climate conditions. Do not allow sprinklers to spray water on the exterior walls of your home. This will cause blistering, peeling, splintering and other damage to the home. Trim painted white or light colors will more readily show grain and cracks and therefore require additional maintenance.

Caulking

It is critical that the caulking on the exterior of your home is maintained. This will prevent wood trim or siding from rotting. It is recommended that you inspect the exterior every 3 to 4 months and reapply caulk as needed.

Severe Weather Damage

Hail and wind can cause a great deal of damage in a severe storm and the house should be inspected after such weather. Damage caused by severe weather should be reported to your insurance company promptly.

Color names, numbers and paint brands are noted on the Decorator Selection sheets.

Paint & Stain Limited Warranty

Elements Design Build will touch up paint as indicated on the Home Owner Introduction list.

Touch up

Homeowners will be responsible for all subsequent touch-ups unless provided as part of another warranty repair. Homeowners will receive a sample of each interior paint used, for subsequent touch-ups. This paint should be stored so as not to be affected by freezing temperatures.

Touch Up Visible

Paint touch-ups are sometimes visible under certain lighting conditions. For additional details on touch-up needed as a result of repairs, see individual categories of Drywall, Plumbing, etc.

Due to wood characteristics, color variation will result when stain is applied. There will be no repair or replacements on such variations.

Fading

Fading of exterior paint or stain can be expected, due to the effects of sun and weather. No repair is provided for this occurrence.

Cracking

Wood trim will develop some minor cracks and raised grain as it ages and dries. Much of this will occur during the first year. Raised grain can result in peeling paint; however, this is not due to a defect in materials or workmanship. Paint maintenance of wood trim and gutters is a Homeowner's responsibility.

Paint Colors

Wood trim painted white or light colors will more readily show grain and cracks and will therefore require additional maintenance by Homeowner.

PLUMBING

MAINTENANCE

Sprinklers

A Homeowner-installed sprinkler irrigation system is the responsibility of the Homeowner. One installed by Elements Design Build is covered under the one-year warranty. (See SPRINKLER SYSTEM MAINTENANCE)

Freezing Pipes

Provided the home is heated at a normal level, pipes should not freeze at temperatures above 25 degrees Fahrenheit. Heat should be set at 65 degrees if you are away during winter months. If you will be away for an extended period of time, it is best to drain your water supply lines. This is done by shutting off the main supply line and opening the faucets to relieve the pressure in the lines.

Open cabinets let water drip and cover exterior faucets in winter months. Please take these same precautions if the temperature drops below 25 degrees.

Garage doors should be kept closed to protect plumbing lines which may run through this area.

In unusually frigid weather or if you will be gone more than a day or two, open cabinet doors to allow warm air to circulate around pipes.

An ordinary hair dryer can be used to thaw pipes that are frozen. Never use an open flame. Should you have a broken pipe as a result of a freeze, please contact your insurance carrier as this is not under your warranty.

Freeze Prevention Unoccupied Home

If a light freeze is predicted (low 30's or high 20's or below), you should do the following:

- Wrap all exterior pipes, hose bibs and faucets with some type of insulation.
- Turn off the water to the house.
- Flush the commode

If a hard freeze is predicted (mid 20's or below), you should take the above precautions and drain all the water lines, including the ice maker lines and hose bibs. Leave the water turned off until the temperature rises above freezing.

If your pipes should freeze, turn your water off. When pipes freeze, they usually burst. When they thaw, if the water is on, they will cause an enormous amount of damage to your home.

Provided the home is heated at a normal level, pipes should not freeze. Heat should be set at 65 degrees if you are away during winter months. Garage doors should be kept closed to protect plumbing lines which may run through this area. Broken pipes are not warrantable.

Aerators

Even though your plumbing lines have been flushed out to remove dirt and foreign matter, there are usually small amounts of minerals that enter the line. Aerators on the faucets strain much of this from your water. However, minerals, etc. caught in these aerators may cause the faucets to drip because washers wear more rapidly when they come in contact with foreign matter.

Laundry Tub

If you have a laundry room tub, the faucet does not have an aerator. This is to allow the tub faucet to accept a hose connection.

Care and Cleaning

Follow manufacturer's directions for cleaning fixtures. A nonabrasive or a liquid detergent is usually recommended. Brass fixtures should be cared for with a good quality brass cleaner containing no ammonia, available at most hardware stores. See also Antique Brass/Brass Maintenance.

Porcelain

Porcelain enamel can be damaged by a sharp blow from a heavy object. It can also be scratched. Do not stand in the bathtub wearing shoes unless you have placed a protective layer of newspaper over the bottom of the tub.

Stainless Steel

Stainless steel sinks should be cleaned with soap and water to preserve their luster.

An occasional cleaning with a good stainless-steel cleaner will enhance the finish. Care should be taken to avoid leaving produce on a stainless-steel surface, since prolonged contact with produce can stain the finish.

Cultured Marble

Man-made marble possesses a natural resilience and will not chip as readily as will porcelain enamel. Equal care should be given, however. You should not use abrasive cleanser or razor blades on man-made marble since both will cause certain damage to the surface.

Fixtures

Clean plumbing fixtures with a soft sponge and soapy water, and then polish with a dry cloth. Drying with a soft cloth or towel will prevent water spots.

Toilet Seat Cover

Do not stand on the toilet seat cover. It is not designed for this purpose and may crack.

Tank Care

Similarly, avoid exposing the toilet to blows from sharp or heavy objects; this can cause chipping or cracking. Avoid abnormal pressures against the sides of the tank. It is possible to crack the tank at the points where it is attached to the bowl.

Use of "in tank" cleaners containing calcium hypochlorite (chlorine) will damage parts in the tank.

Water Supply Pipe

Water supply pipes should be maintained by running water through each faucet for approximately one minute each week to minimize stagnation.

Low Pressure

It will occasionally be necessary to remove and clean the aerators on faucets to allow proper flow of water; normally every three to four months is sufficient. Your Warranty Representative will demonstrate this with you.

Plumbing Leaks

If a major plumbing leak occurs, the first step is to turn off the supply of water to the area involved. This may mean shutting off the water to the entire home. Then contact the plumbing contractor listed on your Contractor Sheet.

Plumbing Leaks (continued)

If the carpet has become soaked, pull up the carpet from the tack strip and remove the wet portion of the pad. Use an oscillating fan to dry the carpet. Arrange the carpet to allow air to circulate.

Running Toilet

Check the chain on the flush handle. If it is too tight it will prevent the rubber stopper at the bottom of the tank from sealing, resulting in running water.

Tank Capacity

Water conservation regulations developed through federal standards have resulted in smaller capacity toilet tanks. They may require repeated flushing on occasion, to empty the bowl of solid waste. Manufacturers recommend that you keep a plunger handy.

Clogs

Many plumbing clogs are caused by improper garbage disposal use. Always use plenty of cold water when running the disposal. This applies to grease also. Supplied with a steady flow of cold water, the grease congeals and is cut up by the blades. If you use hot water, the grease remains a liquid, then cools and solidifies in the sewer line. Allow the water to run a minimum of 15 seconds after shutting off the disposal.

Clogged traps can usually be cleared with a plumber's helper (plunger). The use of chemical agents is not recommended.

The main causes of toilet clogs are various domestic items, such as paper diapers, excessive amounts of toilet paper or the wrong type of paper; sanitary supplies, Q-Tips, dental floss, children's toys, etc.

Water Heater

Carefully read manufacturer's literature for your specific model of water heater.

Safety

The areas around all water heaters should be vacuumed as needed. The top of all water heaters should never be used as a storage shelf. Do not store boxes, etc, within three feet of a water heater.

Temperature

Set the water heater thermostat at the recommended setting; higher settings waste energy and may cause bodily injury. Recommended thermostat settings for normal everyday use are "normal" on gas models and "140 degrees" on electric models.

<p>Pilot</p>	<p>Never light a gas pilot or turn on electricity when the heater tank is empty. Always turn off the gas or electric power before shutting off the cold-water supply (located at the top of the tank).</p> <p>For lighting the pilot light, follow the instructions located on the water heater tank.</p>
<p>Condensation</p>	<p>Condensation inside your new water heater will, in many cases, will cause a small drip onto the burner flame. This causes no harm and, in most cases, will disappear in a short period of time.</p>
<p>Drain Tank</p>	<p>Review and follow manufacturer’s timetable and instructions for draining several gallons of water from the bottom of the water heater.</p> <p>This helps to prevent buildup of chemical deposits from the water and prolongs the life of the tank as well as saving energy dollars.</p>
<p>No Hot Water</p>	<p>If you discover that you have no hot water, check the pilot, temperature setting and water supply valve before calling for service. Refer to the manufacturer’s literature for specific locations of these items and other troubleshooting information.</p>
<p>Plumbing Limited Warranty</p>	<p>All drains and sewer lines should operate freely. Obstructions resulting from construction debris will be corrected by Elements Design Build. Elements Design Build will correct clogged drains that occur during the first ninety (90) days after closing. Obstructions removed during this time period, which are shown to be the result of the Homeowner action, will be corrected at the Homeowner expense.</p>
<p>Leaks</p>	<p>Elements Design Build will repair warrantable leaks in the plumbing system. If a plumbing leak caused by a warranted item results in drywall or floor covering damage, this will be repaired by Elements Design Build. No adjustments will be made for secondary damages (drapes, personal belongings, etc.). Homeowner insurance should cover these items.</p>
<p>Noise</p>	<p>Changes in temperature or the flow of the water itself will cause some noise in the pipes. This is normal and requires no repair. Consistent water hammer” will be repaired. Temperature variations can be expected if water is being used in more than one location in the home.</p>

Cosmetic Damage

Any fixture damage noted on the Home Owner Introduction list will be repaired. Chips, scratches, etc., reported subsequent to the Home Buyer Review list will not be repaired. Homeowner is responsible for following manufacturer's directions for caring for fiberglass products.

Exterior Faucets

Outside faucets should be protected during periods of extreme cold. Hoses must be removed after each use. If a hose is left attached, the water that remains in the hose can freeze and expand back into the pipe, causing a break in the line. Elements Design Build will repair any problems with these faucets, noted on the Home Buyer Review IV list. Subsequent to Home Buyer Review IV, repairs of broken lines to exterior faucets due to freezing will be the Homeowners responsibility.

Shower Doors

Clean shower glass with a squeegee to prevent water spotting. Some glass cleaners can damage metal shower door frame finish. Check with the manufacturer for specific recommendations.

POLISHED METAL **MAINTENANCE**

Polished metal fixtures are factory treated with a clear protective coating to provide beauty and durability. However, this coating has limitations and will eventually deteriorate. This is not a defect, but a normal process which is unavoidable.

Polished metal fixtures will experience tarnishing as the natural oxidation of contact with air and moisture. This oxidation is visible as dark spots on the surface of your brass fixtures. To prevent premature tarnishing, manufacturers recommend polishing your fixtures with a light coat of wax as soon as possible after installation. A non-abrasive furniture or automotive wax works well for this purpose. (Be sure that the wax you use is also non-solvent, non-acidic and non-alcoholic). When the wax has dried, wipe the fixture in a circular motion, using a soft, clean cloth.

Clear furniture polish may be applied every other month to maintain a finish on metal. To maintain a good finish, you should wax polished metal fixtures twice each year.

POLISHED METAL

MAINTENANCE

(continued)

Polished Metal
Limited Warranty

If you wish to clean your brass fixtures periodically, be sure to use a NON-ABRASIVE cleanser. Household cleaners that contain abrasives, ammonia, bleaches or chemical solvents will rapidly deteriorate the finish. To protect your fixtures from damage, keep any sharp objects away from them.

There is no warranty coverage on the cosmetic finish of metal fixtures, lights, hardware or plumbing.

ROOF

MAINTENANCE

Severe Weather

Limit walking on your roof. The weight and movement will have a tendency to loosen and break the integrity of the roofing material which can in turn result in leakage. Never attempt to walk on the roof of your home when shingles are wet; they are extremely slippery.

After severe storms, a visual inspection of the roof, for damages is called for. Notify your homeowner insurance company if damage is noted.

Leaks

When a leak is noticed, try to detect the exact location. This will greatly simplify locating the area that requires repair when the roof is dry. Take appropriate action to contain damage.

Roofing
Limited Warranty

Under normal conditions your roof should not leak. If a leak is due to snow or ice build-up, high winds or driving rain, no action is required by Elements Design Build.

SMOKE DETECTORS

MAINTENANCE

Cleaning

Read the manual from the manufacturer for information on the care of smoke detectors.

Once a year, smoke detectors should be blown out to prevent a false alarm.

After cleaning, push the red button to test; the alarm should sound. For your safety, it is important that these devices be kept clean and in good operating condition.

Smoke Detector
Limited Warranty

Elements Design Build does not represent that the performance of the smoke detection device will provide the protection for which it is installed or intended. Insurance, if any, must be obtained by the Homeowner.

MAINTENANCE

owner's manual should provide information as to setting and operating the controller/timer. However, if you have any additional questions about the system and the proper watering cycles for your area, please consult with your lawn sprinkler contractor. In addition, there are a few items of maintenance that you should be aware of.

The flow of water out of a sprinkler head can be controlled by turning the adjustment screw on the very top of the head. To decrease the flow, turn the screw clockwise. To increase the flow, turn the screw counter-clockwise.

Risers are the tall sprinkler heads located in the flower bed areas. The riser height may need to be adjusted periodically, to allow for growth of plants.

The grass should be kept trimmed from around all valve boxes. This allows for easier access when servicing the system.

According to state law and building codes in most cities, Your lawn sprinkler system must be equipped with a backflow prevention device. This device prevents your system from contaminating the public water supply. Your backflow prevention device will need to be periodically inspected to insure proper operation.

Freezing temperatures can damage your sprinkler system. Please consult with your lawn sprinkler contractor to determine whether or not your system needs to be winterized.

Sprinkler System Limited Warranty

Adjustments to sprinkler system will be done one time during the first year by Elements Design Build to assure all grass and plants are being watered. Leaks and broken or popped heads are covered during the first year.

STAIRS **MAINTENANCE**

There is no known method of installation that will prevent vibration in a staircase when used by adults. Often there will be a slight shrinkage where the stairs meet the wall. When this occurs, a thin bead of latex caulk can be applied and when dry, painted to match the wall.

VENTS **MAINTENANCE**

Attic ventilation through the roof or siding is required by building codes. When repainting exterior of home, be sure not to paint such vents.

Limited Warranty

Attic ventilation is required by the building codes and therefore cannot be omitted. Occasionally, depending on the force and direction of the wind, rain or snow, will infiltrate through these vents, causing spotting on the ceiling.

Elements Design Build is not responsible for such weather damage and will not make repairs in these instances.

WALLPAPER MAINTENANCE

Wallpaper Limited Warranty

Wallpaper maintenance is the customer's responsibility.

Elements Design Build does not warrant wallpaper and will not make repairs or replace wallpaper.

WATER HEATER MAINTENANCE

Water Heater Limited Warranty

See "Plumbing".

The water heater is warranted directly to you by the manufacturer. Review their literature for details.

WINDOWS, SCREENS & PATIO DOORS MAINTENANCE

Cleaning

In heavy rains, water may collect in the bottom channel of window frames. Weep holes are provided to allow excess water to escape to the outside. Keep the bottom window channels and weep holes free of dirt and debris for proper operation.

Once a month or as needed, clean surfaces of doors and windows with warm, clear water. Do not use any powdered cleaner. After each cleaning, apply a silicone lubricant. To maintain a pleasing appearance, apply a coat of wax.

Condensation

Condensation on interior surfaces of the window and frame is the result of high humidity within the home and low outside temperatures. The humidity level within the home is largely influenced and controlled by your family's lifestyle.

Sticking Windows	Most sliding windows (both vertical and horizontal) are designed for a ten pound pull. If sticking occurs or excessive pressure is required to open or close, a silicone lubricant should be applied. This is available at hardware stores. Do not use a petroleum base material.
Door Tracks	Patio door tracks must be kept clean to allow smooth operation and prevent damage to the door frame. Paraffin is a good lubricant for these tracks.
Door Locks	Sliding doors lock from the inside only; there is no key. Acquaint yourself with the operation of the door hardware for maximum security.
Invisible Glass	Under certain lighting conditions, door glass may be hard to see. As a safety precaution, keep the screen fully closed at all times.
Broken Glass	If any panes of glass become broken, you should contact a glass company for re-glazing. Glass is very difficult to install without special tools. Elements Design Build is not responsible for broken windows after occupancy, unless they were noted on the Home Owner Introduction list. Broken windows and damaged screens noted on the Home Owner Introduction list will be replaced.
Operation	Windows should operate with reasonable ease and locks should perform as designed.
Infiltration	Some air and dust will infiltrate around windows (especially prior to the installation of landscaping in the general area).
Windows, Screens & Patio Doors Limited Warranty	If any panes of glass become broken, you should contact a glass company for re-glazing. Glass is very difficult to install without special tools. Elements Design Build is not responsible for broken or scratched windows after occupancy unless they were noted on the Home Owner Introduction List. Broken, scratched and damaged screens noted on the Homeowner Introduction List will be replaced.

Operation

Windows should operate with reasonable ease and locks should perform as designed.

Condensation

Condensation on interior surfaces of the window and frame is the result of high humidity within the home and low outside temperatures. The humidity level within the home is controlled by the Owner and requires no corrective action by Elements Design Build.

WOOD TRIM **MAINTENANCE**

Separation of wood trim from the adjacent material is a normal result of shrinkage which can require caulking and/or touch up painting as a repair. It is a good idea to wait until after the first heating season and then make all such repairs at one time.

Wood will shrink less lengthwise than across the grain. All lumber is more vulnerable to shrinkage during the heating season.

Shrinkage may cause a piece of trim to pull away from the wall. Drive another nail in close to the existing nail hole (but not in it). Fill the old nail hole with putty and touch up with paint as needed.

If the base shoe (small trim between base molding and the floor) appears to be lifting from the floor, this is probably due to slight shrinkage of the floor joist below. Similar to a piece of trim that is pulling away, this can be corrected by removing the old nails and re-nailing. It is best to wait until you are redecorating to do this.

(Homeowners who install humidifiers should closely observe manufacturer's directions, especially during extremely cold periods. During a damp period, some swelling may occur. In most cases, this will not be noticeable except where a door may fit more tightly than usual. (see Doors/Locks)

Wood Trim Limited Warranty Interior

Minor imperfections may be visible. Elements Design Build will correct only those defects (i.e., chips, gouges, etc.), noted on the Introduction list. Separation of wood trim from the adjacent material is a normal result of shrinkage which can require caulking as a repair. This is a Homeowner maintenance responsibility.

Exterior Damaged trim boards and/or shutters, noted on the Home Owner Introduction list, will be corrected.

Shrinkage Shrinkage of trim boards will be handled in the same manner as siding.

Raised Grain Because of the effects of weather on natural wood, you should expect raised grain to develop. This is normal and not a defect in the wood or paint. White or light colors will more readily show grain and cracks and require more maintenance.

WOOD MAINTENANCE

As evidenced by buildings worldwide, wood construction can provide years of service life. Since wood is a natural, organic material, it is however, susceptible to degradation by organisms under certain conditions. The most significant organisms responsible for degradation of wood are called decay fungi. The decay that fungi causes is most commonly referred to as rot, brown rot or "dry rot".

Wood Limited Warranty

Since wood products are not warranted against rot, it is important that you, the homeowner, understand what causes wood decay and how to control it. Microscopic fungi spores are always present in the atmosphere. These fungi need proper conditions to begin their growth. Those conditions are:

- **Temperature:** Decay fungi flourish within a temperature range of 50 degrees to 90 degrees Fahrenheit. Growth is limited to this range.
- **Food:** Decay fungi use a wide variety of organic matter as food, including wood. Preservative treated wood can retard fungi growth for a limited period. It "poisons" the fungus. These treatments are effective until the poison degrades or is consumed by attacking fungi.
- **Oxygen:** Fungi must have oxygen to sustain growth
- **Moisture:** Fungi growth requires wood that has moisture content in excess of 20-25%. Wood used for construction typically equilibrates to 14% or less. Wood exposed to direct wetting or high condensation (such as porches, posts, decks, etc.) can experience moisture content up to 50%.

Given the correct combination of the above 4 categories, (temperature, food, oxygen and moisture), wood will experience decay fungi growth. The APA Engineered Wood Systems Corporation recommends that homeowners control moisture to control decay fungi on wood.

Wood Limited Warranty (cont.)

Elements Design Build has installed adequate ventilation to discourage the build-up of moisture in attics and crawl spaces. You should keep all ventilation openings open and free of obstructions (birds nests, landscaping, etc.), to maintain free air flow. If Elements Design Build has installed exterior wood products, then they have been initially painted or sealed with sealers/preservatives. Homeowners should keep these exterior wood coatings in a high state of maintenance to avoid moisture penetration and possible wood decay. It is critical that the caulking on the exterior of our home is maintained. This will prevent wood trim or siding from rotting. Pay particular attention to flat, horizontal surfaces (which accumulate condensation) and exposed edges of the wood grain. Wood grain, left unsealed, has a high capillary action which draws moisture into wood areas. The manufacturer of the paints applied to your home can recommend many products that can be easily applied by you, the homeowner, to maintain the exterior wood on your home.