

Kensington Woods Maintenance Standards

Board Adopted 10-27-10

1. Basement Air Handlers shall be replaced as needed. HVAC systems should be serviced every spring and fall. Hot water heaters shall be replaced as needed.
2. Occupants shall ensure that in-line humidifiers (if installed) are turned off during the summer months and turned on during the winter months. If condensation appears on the inside of windows, the humidifier must be turned down. The humidifier filter shall be cleaned as needed.
3. Occupants shall immediately contact the Association's management company if they become aware of any drainage issues such as ponding of water against the foundation, clogged exterior drains, ice dams or clogged gutters on the roof, or if they become aware of any evidence of running or seeping water.
4. Occupants shall keep snow and ice from accumulating against the exterior doors on their decks, and, in addition, shall contact the management company to remove any snow that is higher than the exposed concrete on the foundation or that is against their front doors.
5. Occupants shall adjust exterior door thresholds to ensure there are no gaps that would allow air or water infiltration every spring and fall or as needed.
6. Occupants shall turn off the interior shutoffs (usually located in basement or under kitchen sink) for all hosebibs prior to freezing temperatures, shall remove all hoses and shall open the hosebibs from the exterior to drain any excess water.
7. Occupants shall regularly check all caulking around tubs, showers, toilets, and sinks to ensure that moisture does not penetrate walls.
8. Occupants shall always keep the heat in their Units at a minimum of 55 degrees in the winter, even while they are away, to ensure that pipes do not freeze. Air conditioning shall be kept on and set below 80 degrees during the summer even while homes are vacant to ensure that humidity levels do not get high enough for mold growth.
9. Dryer lint screens shall be cleaned out between each use. Dryer vents and ducts shall be cleaned out annually. If a dryer booster fan is installed, it shall be cleaned out and serviced annually. If a dryer booster fan is not installed, any replacement dryers must be able to vent the full length of the duct.
10. Washing machine hoses shall be inspected annually to ensure that they are not brittle. Only metal braided hoses are permitted to be used (rubber hoses are not acceptable). Water lines connected to washing machines shall be turned off when a Unit is vacant.

11. Every Unit shall have a working and current fire extinguisher in an area where all occupants can easily find it. The expiration date of the extinguisher shall be checked twice a year when daylight savings time begins and ends.
12. Occupants shall change the batteries for and test all smoke and carbon monoxide detectors twice a year when daylight savings time begins and ends.
13. Occupants shall not use sodium chloride (rock salt) on any exterior concrete surfaces such as walks and stoops to melt ice since the freeze/thaw cycle it creates will cause damage to the surface of the concrete.
14. In the event an Occupant receives approval from the Executive Board for the installation of anything on the exterior of the building such a satellite dish, antenna, flagpole, planter, etc, it is the responsibility of the Occupant to ensure that any penetrations are properly caulked or flashed against water infiltration.
15. In the event an Occupant receives approval from the Executive Board for the installation of a storm or screen door, it is the responsibility of the Occupant to ensure that weep holes are installed and no moisture can build up between the two doors.
16. Open flames, grills, smoking materials, space heaters or other potential fire Hazards shall not be left unattended to avoid damage to any structure.
17. Occupants may not leave running water unattended, therefore avoiding overflows.
18. All leaking pipes, valves and toilets must be promptly repaired.
19. Occupants shall be liable for any loss or damage caused by repairs and installations that are not performed by licensed professionals.
20. Occupants must have their chimneys inspected annually.
21. Occupants shall perform a visual inspection of their attics once per year to check for any leaks.