

Congratulations on your decision to purchase a new home from Gitto Enterprises INC. We share your excitement about your new residence and continued satisfaction

Gitto Enterprises INC designed this *Homeowner Manual* to assist you after the purchase of your home. The information presented here will answer many questions and prepare you for each step of the new home experience, making this exciting time easier. This manual provides you with maintenance guidelines and a description of our limited warranty program, component by component.

Your home will possibly be the largest purchase you will ever make, please take time to review this material thoroughly. Note the amount of detail we have provided. Your new home has received the same attention to detail.

Please have this manual available every time warranty service is scheduled. If you need clarification or additional details about any topic discussed, please give us a call. We are delighted to welcome you as part of our family and are always ready to serve you.

Sincerely,

Peter Gitto

Peter Gitto  
President—Gitto Enterprises INC

# Gitto Enterprises INC

## Homeowner Manual Receipt

Congratulations on your decision to purchase a new home!

Gitto Enterprises INC is proud to deliver this copy of our homeowner manual to you as part of the purchase agreement materials for your new home:

Date \_\_\_\_\_

Community NA\_\_\_\_\_

Model type The Reba\_\_\_\_\_

Address 210 Orange St, Oxford, NC 27565\_\_\_\_\_

Lot number NA\_\_\_\_\_

Please acknowledge for our records that you received this manual:

Purchaser \_\_\_\_\_ Date \_\_\_\_\_

Purchaser \_\_\_\_\_ Date \_\_\_\_\_

# Caring for Your Home

Gitto Enterprises INC has constructed your home with carefully selected materials, the efforts of experienced craftsmen and laborers under the supervision of our field personnel, and the administrative support of our office personnel. Although this group works from detailed plans and specifications, no two homes are exactly alike. Each one is unique; a home is one of the last hand-built products left in the world. Over time, each behaves differently.

Although quality materials and workmanship have been used in creating your home, similar to an automobile, it requires care from the first day. Regular homeowner maintenance is essential to providing a quality home for a lifetime. This section of our manual was assembled to assist you in that effort.

## **Homeowner Use and Maintenance Guidelines**

We are proud of the homes we build and the neighborhoods in which we build them. We strive to create lasting value. This is best achieved when you, as the homeowner, know and perform appropriate maintenance tasks. Periodic maintenance is necessary because of normal wear and tear, the inherent characteristics of the materials used in your home, and normal service required by the mechanical systems. Natural fluctuations in temperature and humidity also affect your home, resulting in maintenance items. The natural and manufactured materials, which compose your home, interact with each other and the environment.

We recognize that it is impossible to anticipate and describe every attention needed for good home care. We focused on items that homeowners commonly ask about. The subjects are listed in alphabetical order to make finding answers to your questions convenient. Because we offer home buyers a variety of floor plans and optional features, this manual may discuss components that are not present in your home.

### ***Prompt Attention***

In addition to routine care, immediate attention to a minor maintenance issue often saves you a more serious, time-consuming, and sometimes costly repair later. Also note that neglecting routine maintenance can void applicable limited warranty coverage on all or part of your home. By caring for your new home attentively, you ensure uninterrupted warranty coverage as well as your enjoyment of it for years. The attention provided by each homeowner contributes significantly to the overall desirability of the community.

### ***Manufacturer Literature***

Please take time to read the literature (warranties and use and care guides) provided by the manufacturers of consumer products and other items in your home. The information contained in that material is not repeated here. Although much of the information may be familiar to you, some points may differ significantly from homes you have had in the past.

We make every effort to keep the information in this manual current. However, if any detail in our discussion conflicts with the manufacturer's recommendations, you should follow the

manufacturer's recommendations.

Activate specific manufacturer's warranties by completing and mailing any registration cards included with their materials. In some cases, manufacturer's warranties may extend beyond the first year and it is in your best interests to know about such coverage.

## **Gitto Enterprises INC Limited Warranty Guidelines**

While we strive to build a defect-free home, we are realistic enough to know that repeated use of an item in the home may result in its failure to perform as it should. When this occurs, we will make necessary corrections so the item meets our warranty guidelines. In support of this commitment, Gitto Enterprises INC provides you with a limited warranty.

### ***Corrective Actions***

In addition to the information contained in the limited warranty itself, this manual includes details about the criteria we will use to evaluate concerns you report. The purpose is to let you know what our warranty commitment is for the typical concerns that can come up in a new home. The manual describes the corrective action we will take in a many common situations.

### ***We Sometimes Break Our Own Rules—In Your Favor***

Our criteria for qualifying warranty repairs are based on typical industry practices in our region and meet or exceed those practices. Please note that we reserve the right, at our discretion, to exceed these guidelines if common sense or individual circumstances make that appropriate, without being obligated to exceed all guidelines to a similar degree or for other homeowners whose circumstances are different.

### ***We Sometimes Say No***

With a product as complex as a home, different viewpoints regarding which tasks are homeowner maintenance responsibilities and which are Gitto Enterprises INC warranty responsibilities are possible. If you request warranty service on a maintenance item, we will explain to you the steps you should take to care for the item. We are available to answer your home-care questions during and after your warranty period. Providing normal maintenance for your home is your job.

### ***Warranty Specimen Provided for Your Review***

You will receive the signed limited warranty document at your closing. We provide a specimen copy for your review at the time you sign your purchase agreement. Please read through this information, as well as the service procedures and guidelines discussed on the following pages. If you have any questions, please contact our warranty office.

## **Warranty Reporting Procedures**

Providing warranty service for a new home is more complicated than for other products. When you purchased your home, you actually purchased hundreds of items and the work of 35 to 50 independent trade contractors. With so many details and people involved, a planned system is essential.

Our warranty service system is based on your notification of non-emergency items. This provides you with the maximum protection and allows us to operate efficiently, thereby providing faster service to all homeowners.

You are welcome to phone, fax or mail us at our main office.

We plan two standard warranty contacts with you. The first is 60 days after your closing and the second is 11 months after closing. We also have emergency response procedures and have provided for miscellaneous warranty requests between the standard 60-day and 11-month reports. Service for your appliances is handled differently and is described in detail on the next page.

### ***60-Day Report***

For your convenience and in order for our service program to operate at maximum efficiency, we suggest that you wait 60 days before submitting a warranty list. This allows you sufficient time to become settled in your new home and to use most components repeatedly.

### ***11. Month Report***

The beginning of the eleventh month of your materials and workmanship warranty, you should submit a year-end report if you have any items to report. We will also be happy to discuss any maintenance questions you may have at that time. Again, keep notations of items on a service request form. This is also the best time for you to request the "one-time" repairs we offer on several components such as drywall.

### ***Emergency Service***

While emergency warranty situations are rare, when they occur, prompt response is essential. Begin by checking items you can check. Troubleshooting tips appear in this manual for several of your home's components:

- Air conditioning
- Electrical
- Heat system
- Plumbing
- Roof (leak)
- Water heater

Please refer to the individual categories to review these hints; you will find them at the end of

the corresponding sections. Often the appropriate action by you can solve a problem immediately or mitigate the situation until a technician arrives.

If your review of the troubleshooting tips fails to solve the problem, during business hours call Gitto Enterprises INC's warranty office:

**919-809-2860**

Note that if a service (gas, electricity, water) is out in an entire area, attention from the local utility company is needed. Trade contractors are unable to help with such outages.

***Air Conditioning.*** Understandably, if your air conditioner is not working, you want it fixed pronto. In a typical scenario, many homeowners across our region will discover they too need service on their air conditioners on the same hot day you do. The trades who address these needs generally respond to calls on a first come, first served basis. If your call for service comes during this time period, you may wait several days for a technician to arrive. For this reason, we recommend that you operate your air conditioner as soon as warm temperatures begin. If service is needed, you can avoid the rush and get a more satisfactory response.

***Roof Leak*** While we agree with homeowners that a roof leak is indeed an emergency, the reality is that repairs cannot safely or effectively be performed while the roof is wet. During business hours contact our office with the information, take appropriate steps to mitigate damage, and we will follow up when conditions make repairs possible. (See Roof for more details.)

***Other Emergencies.*** In addition to emergency situations covered by our limited warranty, be prepared for other kinds of emergencies. Post phone numbers for the fire department, police, paramedics, and poison control near phones in your home. Have companies in mind in the event you need a locksmith, water extraction, glass breakage repair, or sewer router service. If you are new to the area, neighbors may be able to recommend good service providers. Introduce your children to neighbors who might be available to help in an emergency if you are not home.

### ***Other Warranty Service***

If you wish to initiate non emergency warranty service between the standard 60-day and 11-month report, you are welcome to do so by sending in a letter that includes your name, address, phone numbers, and a list of your concerns.

Homeowners who want to arrange 60-day or 11-month warranty visits receive priority scheduling. We schedule appointments for miscellaneous requests on a first come, first served basis between the standard appointments. As a result, service on miscellaneous requests may take a bit longer to address.

## ***Kitchen Appliance Warranties***

The manufacturers of kitchen appliances have asked to work directly with homeowners if any repairs are needed for their products. Customer service phone numbers are listed in the use and care materials for each appliance. Be prepared to provide the model and serial number of the item and the closing date on your home.

Appliance warranties are generally for one year; refer to the literature provided by the manufacturer for complete information. Remember to mail in any registration cards you receive with manufacturer materials. Being in the manufacturer's system assures that in the event of a recall the company can contact you and arrange to provide the needed correction.

## **Warranty Item Processing Procedures**

When we receive a warranty service request, we may contact you for an inspection appointment. Warranty inspection appointments are available Monday through Friday, 7:00 a.m. to 4:00 p.m. We inspect the items listed in your written request to confirm warranty coverage and determine appropriate action. Generally, reported items fall into one of three categories:

- Trade contractor item
- In-house item
- Home maintenance item

If a trade contractor or an in-house employee is required to perform repairs, we issue a warranty work order describing the situation to be addressed. If the item is home maintenance, we will review the maintenance steps with you and offer whatever informational assistance we can.

Occasionally the inspection step is unnecessary. In that case, we issue the needed work orders and notify you that we have done so.

## **Help Us to Serve You**

We can provide service faster and more accurately if we have all the necessary information. With your warranty request, please include the following:

- Your name, address, and the phone numbers where you can be reached during business hours.
- A complete description of the problem, for example, "guest bath—cold water line leaks under sink" rather than "plumbing problem."
- Information about your availability or the best days or times to reach you. For instance, if calling you at work is acceptable, let us know. Otherwise, we will use your home phone number. If you are usually home on Thursday, mention that.

## ***Access to Your Home***

Gitto Enterprises INC conducts inspections of interior warranty items only when an adult is

available to accompany our representative and point out the items you have listed. Both our in-house service technicians and those of our trade contractors will likewise perform repairs only when an adult is available to admit them into your home. An adult is a person 18 or older who has your authorization to admit service personnel and sign completed work orders.

We do not accept keys, nor will we permit our trade contractors to accept your key and work in your home without an adult present. While we recognize that this means processing warranty service items may take longer, we believe your peace of mind and security should be our first concern.

### ***Exterior Items***

Exterior items can usually be inspected and repaired without an adult present, provided access is available (for instance, no locked gate). However, we will contact you the day prior to any visit and let you know we will have someone on your property. If you prefer to meet with us and discuss the item(s) in question, we are happy to arrange an appointment to do that.

### ***Repair Appointments***

Depending on the work needed, at the conclusion of the inspection appointment, the warranty manager will most likely ask you to designate a *work date*—a date a minimum of 10 days from the inspection date—for approved repairs to be made. This 10-day time frame allows us to notify appropriate trades people and arrange for most repairs to occur on the same day.

Although on occasion work must occur in sequence and more than one work date might be needed, this system works well in the majority of situations. Once work date appointments are set, we confirm them the day before and our warranty manager follows up to confirm repairs are completed.

### ***Inspection and Work Hours***

Many homeowners ask whether evening and weekend appointment times are available. Gitto Enterprises INC understands the desire for appointments outside normal business hours. We recognize the trend to services being available "24/7" in many businesses. However, after an investigation of how such appointments could be arranged, we discovered many factors that make extended service hours impractical.

- A significant portion of repairs require daylight for proper execution. This applies to drywall, paint, and exterior work of almost any type.
- We also found that most of the 35 to 50 independent trade contractors who helped us build your home—many of whom operate as small companies—were unable to work all week and also be available for extended hours. Therefore, the few repairs that could be performed in off-hours failed to eliminate the need for repair appointments during normal hours.
- Administrative staff and supervisors would need to be available to answer questions. Having

some personnel work extended hours meant being short staffed during normal business hours.

- When we calculated the impact on wages and salaries for adding more personnel or compensating existing personnel for working non-traditional hours, we found that this affected overhead, and consequently the prices for our homes.

We are still looking for a workable long-term answer to this recognized dilemma. Meanwhile, our warranty hours will be as follows:

- Administrative staff: Monday through Friday, 8:15 a.m. until 5:00 p.m.
- Inspection appointments: Monday through Friday, 7:30 a.m. until 3:00 p.m.
- Work appointments: Monday through Friday, 7:30 a.m. until 3:00 p.m.

Evening and weekend appointments are reserved for emergency situations. We appreciate your understanding and cooperation with these policies.

### ***Pets***

Gitto Enterprises INC respects the pets that many homeowners count as members of their households. To prevent the possibility of an animal getting injured or lost, giving in to its natural curiosity about tools and materials used for repairs, we ask that you restrict all animals to a comfortable location during any warranty visit, whether for inspection or warranty work. This policy is also for the protection of our employees and trades personnel. We have instructed Gitto Enterprises INC and trades personnel to reschedule the appointment if pets have access to the work area.

### ***Your Belongings***

In all work that we perform for our homeowners, we are concerned that their personal belongings be protected. When warranty work is needed in your home, we ask that you remove vulnerable items or items that might make performing the repair difficult. Gitto Enterprises INC and trade personnel will reschedule the repair appointment rather than risk damaging your belongings.

### ***Surfaces***

We expect all personnel who work in your home to arrive with appropriate materials to cover the work area, protecting it from damage and catching the dust or scraps from the work being performed. Similarly, all personnel should clean up the work area, removing whatever excess materials they brought in.

Repair personnel will routinely check the work area for any existing damage to surfaces. They will document any scratches, chips, or other cosmetic damage prior to beginning repairs to avoid any later disagreement about how and when such damage occurred.

### ***Signatures on Work Orders***

Signing a work order acknowledges that a technician worked in your home on the date shown and with regard to the items listed. It does not negate any of your rights under the warranty nor does it release us from any confirmed warranty obligation. If you prefer not to sign the work order, the technician will note that, sign the work order and return it to us for our records.

### ***Completion Time***

Regular review of outstanding work orders is part of our office routine. Checking with trades and homeowners alike, we strive to identify the cause for delays and get all warranty work completed within an appropriate and reasonable amount of time.

We intend to complete warranty work orders within 15 work days of the inspection unless you are unavailable for access. If a back-ordered part or similar circumstance causes a delay, we will let you know. Likewise, when weather conditions prevent the timely completion of exterior items, we track those items and follow up to ensure that they are addressed when conditions are right.

This can mean a wait of several months.

### ***Missed Appointments***

Good communication is one key to successful completion of warranty items. We strive to keep homeowners informed and to protect them from inconvenience. One of our challenges in this regard is when unexpected events sometimes result in missed appointments.

If a Gitto Enterprises INC employee or a trade person will be late, he or she should contact you as soon as the delay is recognized, offering you a choice of a later time the same day or a completely different appointment. If you must miss an appointment, we appreciate being alerted as soon as you realize your schedule has changed. We can put work orders on "hold" for 10 to 30 days and re-activate them when your schedule offers a better opportunity to arrange access to the home.

# Warranty Service Summary

The many details of warranty coverage can be confusing. We hope this summary of key points will help. If you do not know whom to contact, call our warranty office and we will guide you.

## Warranty Hours

- |                            |                                                  |
|----------------------------|--------------------------------------------------|
| • Administrative staff:    | Monday through Friday, 8:15 a.m. until 5:00 p.m. |
| • Inspection appointments: | Monday through Friday, 7:30 a.m. until 3:00 p.m. |
| • Work appointments:       | Monday through Friday, 7:30 a.m. until 3:30 p.m. |

## Appliances

Contact the manufacturer directly with model and serial number, closing date, and description of problem.

### Emergency

First, check the troubleshooting tips under several individual headings in this manual. If those tips do not solve the problem, during our business hours (Monday through Friday, 8:15 a.m. until 5:00 p.m.), call our warranty office:

**919-809-2860**

### Non-emergency

- |                                                                  |                             |
|------------------------------------------------------------------|-----------------------------|
| • Phone 919-809-2860                                             | Gitto Enterprises INC, Inc. |
| • Email <a href="mailto:gittopm@gmail.com">gittopm@gmail.com</a> | 7320 Bassett Hall Ct        |
|                                                                  | Raleigh, NC 27616           |

## Storm Damage or Other Natural Disaster

Contact your homeowner's insurance agent immediately. Contain damage as much as possible without endangering yourself. In extreme situations, photograph the damage.

# Air Conditioning

## Homeowner Use and Maintenance Guidelines

Air conditioning can greatly enhance the comfort of your home, but improper or inefficient use will result in wasted energy and frustration. These hints and suggestions are provided to help you maximize your air conditioning system.

Your air conditioning system is a whole-house system. The air conditioning unit is the mechanism that produces cooler air. The air conditioning system involves everything inside your home including drapes, blinds, and windows.

Your home air conditioning is a closed system, which means that the interior air is continually recycled and cooled until the desired air temperature is reached. Warm outside air disrupts the system and makes cooling impossible. Therefore, you should keep all windows closed. The heat from the sun shining through windows with open drapes is intense enough to overcome the cooling effect of the air conditioning unit. For best results, close the drapes on these windows.

Time is very important in your expectations of an air conditioning system. Unlike a light bulb, which reacts instantly when you turn on a switch, the air conditioning unit only begins a process when you set the thermostat.

For example, if you come home at 6:00 p.m. when the temperature has reached 90 degrees F and set your thermostat to 75 degrees, the air conditioning unit will begin cooling, but will take much longer to reach the desired temperature. During the day the sun has been heating not only the air in the house, but also the walls, carpet, and furniture. At 6:00 p.m. the air conditioning unit starts cooling the air, but the walls, carpet, and furniture release heat and nullify this cooling. By the time the air conditioning unit has cooled the walls, carpet, and furniture, you may well have lost patience.

If evening cooling is your primary goal, set the thermostat at a moderate temperature in the morning while the house is cooler, allowing the system to maintain the cooler temperature. The temperature setting may then be lowered slightly when you arrive home, providing better results. Once the system is operating, setting the thermostat at 60 degrees will *not* cool the home any faster and can result in the unit freezing up and not performing at all. Extended use under these conditions can damage the unit.

## *Adjust Vents*

Maximize air flow to occupied parts of your home by adjusting the vents. Likewise, when the seasons change, readjust them for comfortable heating.

### ***Compressor Level***

Maintain the air conditioning compressor in a level position to prevent inefficient operation and damage to the equipment.

*See also Grading and Drainage.*

### ***Humidifier***

If a humidifier is installed on the furnace system, turn it off when you use the air conditioning; otherwise, the additional moisture can cause a freeze-up of the cooling system.

### ***Manufacturer's Instructions***

The manufacturer's manual specifies maintenance for the condenser. Review and follow these points carefully. Since the air conditioning system is combined with the heating system, follow the maintenance instructions for your furnace as part of maintaining your air conditioning system.

### ***Temperature Variations***

Temperatures may vary from room to room by several degrees Fahrenheit. This is due to such variables as floor plan, closing of the home on the lot, type and use of window coverings, and traffic through the home, all of which are considered normal.

### **Troubleshooting Tips: No Air Conditioning**

Before calling for service, check to confirm the following:

- Thermostat is set to "cool" and the temperature is set below the room temperature.
- Blower panel cover is installed correctly for the furnace blower (fan) to operate. Similar to the way a clothes dryer door operates, this panel pushes in a button that lets the fan motor know it is safe to come on. If that button is not pushed in, the furnace will not operate.
- Air conditioner and furnace breakers on the main electrical panel are on. (Remember if a breaker trips you must turn it from the tripped position to the off position before you can turn it back on.)
- 220 switch on the outside wall near the air conditioner is on.
- Switch on the side of the furnace is on.
- Fuse in furnace is good. (See manufacturer literature for size and location.)
- Filter is clean to allow air flow.
- Vents in individual rooms are open.
- Air returns are unobstructed.
- Air conditioner has not frozen from overuse.

Even if the troubleshooting tips do not identify a solution, the information you gather will be useful to the service provider you call.

### **Gitto Enterprises INC Limited Warranty Guidelines**

The air conditioning system should maintain a temperature of 78 degrees or a differential of 15 degrees from the outside temperature, measured in the center of each room at a height of 5 feet above the floor. Lower temperature settings are often possible, but neither the manufacturer nor Gitto Enterprises INC guarantee this.

#### ***Compressor***

The air conditioning compressor must be in a level position to operate correctly. If it settles during the warranty period, Gitto Enterprises INC will not correct this.

#### ***Coolant***

The outside temperature must be 70 degrees F or higher for the contractor to add coolant to the system. If your home was completed during winter months, this charging of the system is unlikely to be complete and will need to be performed in the spring. Although we check and document this at closing, your call to remind us is welcome in the spring.

#### ***Non emergency***

Lack of air conditioning service is not an emergency. Air conditioning contractors in our region respond to air conditioning service requests during normal business hours and in the order received.

# Alarm System

## **Gitto Enterprises INC Limited Warranty Guidelines**

The Alarm contractor covers all warranties. Gitto Enterprises INC limited warranty excludes Alarm Systems.

# Appliances

## **Gitto Enterprises INC Limited Warranty Guidelines**

We confirm that all appliance surfaces are in acceptable condition during your closing. We assign all appliance warranties to you, effective on the date of closing. The appliance manufacturers warrant their products directly to you according to the terms and conditions of these written warranties.

# Asphalt

## **Homeowner Use and Maintenance Guidelines**

Asphalt is a flexible and specialized surface. Like any other surface in your home, it requires protection from things that can damage it. Over time, the effects of weather and earth movement will cause minor settling and cracking of asphalt. These are normal reactions to the elements and do not constitute improperly installed asphalt or defective material. Avoid using your driveway for one week after it is installed. Keep people, bicycles, lawn mowers, and other traffic off of it. Gitto Enterprises INC limited warranty excludes asphalt or concrete driveways.

### ***Chemical Spills***

Asphalt is a petroleum product. Gasoline, oil, turpentine, and other solvents or petroleum products can dissolve or damage the surface. Wash such spills with soap and water immediately, and then rinse them thoroughly with plain water.

### ***Hot Weather***

Avoid any concentrated or prolonged loads on your asphalt, particularly in hot weather. High-heeled shoes, motorcycle or bicycle kickstands, trailers, or even cars left in the same spot for long periods can create depressions or punctures in asphalt.

### ***Nonresidential Traffic***

Prohibit commercial or other extremely heavy vehicles such as moving vans or other large delivery trucks from pulling onto your driveway. We design and install asphalt drives for conventional residential vehicle use only: family cars, vans, light trucks, bicycles, and so on.

### ***Sealcoating***

Exposure to sunlight and other weather conditions will fade your driveway, allowing the surface gravel material to be more visible. This is a normal condition and not a material or structural problem. You do not need to treat the surface of your asphalt driveway. However, if you choose to treat it, wait a minimum of 12 months and use a dilute asphalt emulsion rather than the more common coal tar sealant. Hairline cracks will usually be filled by the sealing process. Larger cracks can be filled or patched with a sand and sealer mixture prior to resealing.

## **Gitto Enterprises INC Limited Warranty**

Gitto Enterprises INC limited warranty excludes asphalt or concrete driveways.

### ***Settling***

Settling next to your garage floor of up to 1.5 inches across the width of the driveway is normal. Settling or depressions elsewhere in the driveway of up to one inch in any 8-foot radius are considered normal.

### ***Thermal Cracking***

Your driveway will exhibit thermal cracking, usually during the first 12 months. These cracks help your driveway adapt to heating and freezing cycles. Cracks should be evaluated in the hottest months—July or August.

## **Attic Access**

### **Homeowner Use and Maintenance Guidelines**

The attic space is neither designed nor intended for storage. We provide access to this area for maintenance of mechanical equipment that may traverse the attic space. When you perform needed tasks in the attic, use caution and avoid stepping off wood members onto the drywall. This can result in personal injury or damage to the ceiling below. Your limited warranty does not cover such injury or damage.

### **Gitto Enterprises INC Limited Warranty Guidelines**

Gitto Enterprises INC and the local building department inspect the attic before your closing to confirm insulation is correct.

# Brass Fixtures

## **Homeowner Use and Maintenance Guidelines**

The manufacturer treats brass fixtures with a clear protective coating, electrostatically applied, to provide beauty and durability. This coating is not impervious to wear and tear. Atmospheric conditions, sunlight, caustic agents such as paint, and scratches from sharp objects can cause the protective coating to crack or peel, exposing the brass and resulting in spotting and discoloration.

### ***Cleaning***

Initial care of these products requires only periodic cleaning with a mild, nonabrasive soap and buffing with a soft cloth.

### ***Corrosion***

Unless you have ordered solid brass fixtures, the brass on your fixtures is a coating on top of a base metal. Water having a high mineral content is corrosive to any brass—coated or solid.

### ***Polish***

When peeling, spotting, or discoloration occurs, you can sometimes restore the beauty of the metal by completely removing the remaining coating and hand-polishing the item with a suitable brass polish. Applying a light coat of wax and buffing with a soft cloth helps maintain the gloss.

### ***Tarnish***

Like sterling silver, brass will gradually tarnish and eventually take on an antique appearance.

## **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing we will confirm that brass fixtures are in acceptable condition. Gitto Enterprises INC does not warrant against corrosion damage to the external surfaces or internal workings of plumbing fixtures. This limitation includes solid brass or brass-coated fixtures.

# Brick

## **Homeowner Use and Maintenance Guidelines**

Brick is one of the most durable and lowest maintenance finishes for a home's exterior. A record of your brick color is included in your selection sheets.

### ***Efflorescence***

The white, powdery substance that sometimes accumulates on brick surfaces is called efflorescence. This is a natural phenomenon and cannot be prevented. In some cases, you can remove it by scrubbing with a stiff brush and vinegar. Consult your home center or hardware store for commercial products to remove efflorescence.

### ***Tuck-Pointing***

After several years, face brick may require tuck-pointing (repairing the mortar between the bricks). Otherwise, no regular maintenance is required.

### ***Weep Holes***

You may notice small holes in the mortar along the lower row of bricks. These holes allow moisture that has accumulated behind the brick to escape. Do not fill these weep holes or permit landscaping materials to cover them.

## **Gitto Enterprises INC Limited Warranty Guidelines**

We check the brick-work during the closing to confirm correct installation of designated materials.

### ***Cracks***

One time during the warranty period, we repair masonry cracks that exceed 3/16 inch.

*Time and weather will shrink and dry caulking so that it no longer provides a good seal. As routine maintenance check the caulking at all windows and doors and make needed repairs. Caulking is excluded from Gitto Enterprises INC warranty and is considered homeowner maintenance.*

# Cabinets

## **Homeowner Use and Maintenance Guidelines**

Your selection sheets are your record of the brand, style, and color of cabinets in your home. If you selected wood or wood veneer cabinets, expect differences in grain and color between and within the cabinet components due to natural variations in wood and the way it takes stain.

### ***Cleaning***

Products such as lemon oil or polishes that include scratch cover are suggested for wood cabinet care. Follow container directions. Use such products a maximum of once every 3 to 6 months to avoid excessive build-up. Avoid paraffin-based spray waxes and washing cabinets with water, as both will damage the luster of the finish.

### ***Hinges***

If hinges catch or drawer glides become sluggish, a small amount of silicone lubricant will improve their performance.

### ***Moisture***

Damage to cabinet surfaces and warping can result from operating appliances that generate large amounts of moisture (such as a crock pot) too near the cabinet. When operating such appliances, place them in a location that is not directly under a cabinet.

## **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing we will confirm that all cabinet parts are installed and that their surfaces are in acceptable condition. Cabinets are warranted from the cabinet manufacturer.

### ***Alignment***

Doors, drawer fronts, and handles should be level and even.

### ***Operation***

Cabinets should operate properly under normal use.

### ***Separations***

We will correct gaps between cabinets and the ceiling or cabinets and the walls by caulking or other means if the gap exceeds 1/8 inch (locations behind appliances are excepted from this repair).

### ***Warping***

If doors or drawer fronts warp in excess of 1/4 inch within 24 inches, we will correct this by adjustment or replacement.

### ***Wood Grain***

Readily noticeable variations in wood grain and color are normal in all wood or wood veneer selections. Replacements are not made due to such variations.

# Carpet

## **Homeowner Use and Maintenance Guidelines**

Your selection sheets provide a record of the brand, style, and color of floor coverings in your home. Please retain this information for future reference. Refer to the various manufacturers' recommendations for additional information on the care of your floor coverings.

### ***Burns***

Take care of any kind of burn immediately. First snip off the darkened fibers. Then use a soap less cleaner and sponge with water. If the burn is extensive, talk with a professional about replacing the damaged area.

### ***Cleaning***

You can add years to the life of your carpet with regular care. Carpet wears out because of foot traffic and dirt particles that get trampled deep into the pile beyond the suction of the vacuum. The dirt particles wear down the fibers like sandpaper and dull the carpet. The most important thing you can do to protect your carpet is to vacuum it frequently.

Vacuum twice each week lightly and once a week thoroughly. Heavy traffic areas may require more frequent cleaning. A light vacuuming is three passes; a thorough job may need seven passes. A vacuum cleaner with a beater-bar agitates the pile and is more effective in bringing dirt to the surface for easy removal.

Vacuuming high-traffic areas daily helps keep them clean and maintains the upright position of the nap. Wipe spills and clean stains immediately. For best results, blot or dab any spill or stain; avoid rubbing. Test stain removers on an out-of-the-way area of the carpet, such as in a closet, to check for any undesirable effects.

Have your carpet professionally cleaned regularly, usually after 18 months in your home and then once a year after that.

### ***Crushing***

Furniture and traffic may crush a carpet's pile fibers. Frequent vacuuming in high-traffic areas and glides or cups under heavy pieces of furniture can help prevent this. Rotating your furniture to change the traffic pattern in a room promotes more even wear. Some carpets resist matting and crushing because of their level of fiber, but this does not imply or guarantee that no matting or crushing will occur. Heavy traffic areas such as halls and stairways are more susceptible to wear and crushing. This is considered normal wear.

### ***Fading***

Science has yet to develop a color that will not fade with time. All carpets will slowly lose some color due to natural and artificial forces in the environment. You can delay this process by frequently removing soil with vacuuming, regularly changing air filters in heating and air conditioning systems, keeping humidity and room temperature from getting too high, and reducing sunlight exposure with window coverings.

### ***Filtration***

If interior doors are kept closed while the air conditioning is operating, air circulation from the closed room flows through the small space at the bottom of the door. This forces the air over the carpet fibers, which in turn act as a filter, catching particulate pollution. Over time, a noticeable stain develops at the threshold.

*See also Ghosting.*

### ***Fuzzing***

In loop carpets, fibers may break. Simply clip the excess fibers. If it continues, call a professional.

### ***Pilling***

Pilling or small balls of fiber can appear on your carpet, depending on the type of carpet fiber and the type of traffic. If this occurs, clip off the pills. If they cover a large area, seek professional advice.

### ***Rippling***

With wall-to-wall carpeting, high humidity may cause rippling. If the carpet remains rippled after the humidity has decreased, have a professional restretch the carpeting using a power stretcher, not a knee-kicker.

### ***Seams***

Carpet usually comes in 12-foot widths, making seams necessary in most rooms. Visible seams are not a defect unless they have been improperly made or unless the material has a defect, making the seam appear more pronounced than normal. The more dense and uniform the carpet texture, the more visible the seams will be.

Carpet styles with low, tight naps result in the most visible seams. Seams are never more visible than when the carpet is first installed. Usually with time, use, and vacuuming the seams become less visible. You can see examples in the model homes of how carpet seams diminish after they have been vacuumed repeatedly and have experienced traffic.

### ***Shading***

Shading is an inherent quality of fine-cut pile carpets. Household traffic causes pile fibers to assume different angles; as a result, the carpet appears darker or lighter in these areas. A good vacuuming, which makes the pile all go in the same direction, provides a temporary remedy.

### ***Shedding***

New carpeting, especially pile, sheds bits of fiber for a period of time. Eventually these loose fibers are removed by vacuuming. Shedding usually occurs more with wool carpeting than with nylon or other synthetics.

### ***Snags***

Sharp-edged objects can grab or snag the carpet fiber. When this occurs, cut off the snag. If the snag is especially large, call a professional.

### ***Sprouting***

Occasionally you may find small tufts of fiber sprouting above carpet surface. Simply use scissors to cut off the sprout. Do not attempt to pull it, because other fibers will come out in the process.

### ***Stains***

No carpet is stain-proof. Although your carpet manufacturer designates your carpet as stain-resistant, some substances may still cause permanent staining. These include hair dyes, shoe polish, paints, and India ink. Some substances destroy or change the color of carpets, including bleaches, acne medications, drain cleaners, plant food, insecticides, and food or beverages with strongly colored natural dyes as found in some brands of mustard and herbal tea.

Refer to your care and maintenance brochures for recommended cleaning procedures for your particular fiber. Pretest any spot-removal solution in an inconspicuous area before using it in a large area. Apply several drops of the solution, hold a white tissue on the area, and count to ten. Examine both tissue and carpet for dye transfer and check for carpet damage.

### ***Static***

Cooler temperatures outside often contribute to static electricity inside. To avoid the problem, look for carpets made with anti-static. You can also install a humidifier to help control static build-up.

### **Gitto Enterprises INC Limited Warranty Guidelines**

During your closing we will confirm that your carpet is in acceptable condition. We will correct stains or spots noted at this time by cleaning, patching, or replacement. Gitto Enterprises INC is

not responsible for dye lot variations if replacements are made. The flooring contractor covers all warranties.

### ***Edges***

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.

### ***Seams***

Carpet seams will be visible.

# Caulking

## **Homeowner Use and Maintenance Guidelines**

Time and weather will shrink and dry caulking so that it no longer provides a good seal. As routine maintenance, check the caulking and make needed repairs. Caulking compounds and dispenser guns are available at hardware stores. Read the manufacturer's instructions carefully to be certain that you select an appropriate caulk for the intended purpose.

### ***Colored Caulk***

Colored caulking is available where larger selections are provided. As with any colored material, dye lots can vary.

### ***Latex Caulk***

Latex caulking is appropriate for an area that requires painting, such as along the stair stringer or where wood trim meets the wall.

### ***Silicone Caulk***

Caulking that contains silicone will not accept paint; it works best where water is present, for example, where tub meets tile or a sink meets a countertop.

## **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing we confirm that appropriate areas are adequately caulked.

***Caulking is excluded from Gitto Enterprises INC warranty and is considered homeowner maintenance.***

*See also Countertops, Expansion and Contraction, Stairs, and Wood Trim.*

# Ceramic Tile

## **Homeowner Use and Maintenance Guidelines**

Your selection sheets include the brand and color of your ceramic tile.

### ***Cleaning***

Ceramic tile is one of the easiest floor coverings to maintain. Simply vacuum when needed. Occasionally, a wet mopping with warm water may be appropriate. Avoid adding detergent to the water. If you feel a cleaning agent is required, use a mild solution of warm water and dishwasher crystals (they will not result in a heavy, difficult-to-remove lather on the grout).

Rinse thoroughly.

The ceramic tile installed on walls or countertops in your home may be washed with any nonabrasive soap, detergent, or tile cleaner. Abrasive cleaners will dull the finish.

### ***Grout Discoloration***

Clean grout that becomes yellowed or stained with a fiber brush, cleanser, and water. Grout cleansers and whiteners are available at most hardware stores.

### ***Sealing Grout***

Sealing grout is your decision and responsibility. Once grout has been sealed, ongoing maintenance of that seal is necessary and limited warranty coverage on grout that has been sealed is void.

### ***Separations***

Expect 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 purchased from flooring or hardware stores. Follow package directions.

Tile around bathtubs or countertops may appear to be pulling up after a time. This is caused by normal shrinkage of grout or caulk and shrinkage of wood members as they dry out. If this occurs, the best remedy is to purchase tub caulk or premixed grout from a hardware store.

Follow directions on the container. This maintenance is important to protect the underlying surface from water damage.

## **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing we confirm that tile and grout areas are in acceptable condition. We will repair or replace cracked, badly chipped, or loose tiles noted at that time. Gitto Enterprises INC is not responsible for variations in color or discontinued patterns. New grout may vary in color from the original. Caulking is considered homeowner maintenance.

# Concrete Flatwork

## Homeowner Use and Maintenance Guidelines

By maintaining good drainage, you protect your home's foundation and the concrete flatwork: the basement floor, porch, patio, driveway, garage floor, and sidewalks.

Concrete slabs are floating—they are not attached to the home's foundation walls. These are not a structural (load-bearing) element of the home and are covered by the one year material and workmanship warranty.

We install a flexible collar around the top of the furnace plenum. Gas and water lines include flexible connections, and drain lines have slip joints. The basement stairs do not rest on the floor and the support posts under the I-beam are separated from the floor slab. Gitto Enterprises INC incorporates all of these details in the construction of the basement floor because we know the floor will move in response to the soil. Movement of the basement slab or any concrete slab results in cracking. Minimize this movement by following Gitto Enterprises INC landscaping recommendations, the objective of which is to prevent moisture from reaching soil around and under the home.

## *Cleaning*

Avoid washing exterior concrete slabs with cold water from an outside faucet when temperatures are high and the sun has been shining on the concrete. The abrupt change in temperature can damage the surface bond of the concrete. We recommend sweeping for keeping exterior concrete clean. If washing is necessary, do this when temperatures are moderate. Repeated cleaning of the garage floor by hosing can increase soil movement by allowing water to penetrate any existing cracks. We recommend sweeping to clean the garage floor.

## *Cracks*

A concrete slab 10 feet across shrinks approximately 5/8 inch as it cures. Some of this shrinkage shows up as cracks. Cracking of concrete flatwork also results from temperature changes that cause expansion and contraction.

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 the cracking. Maintaining drainage away from all concrete slabs will minimize cracking.

As cracks occur, seal them with a waterproof concrete caulk (available at hardware or home improvement stores) to prevent moisture from penetrating to the soil beneath.

### ***Expansion Joints***

We install expansion joints to help control expansion. However, as the concrete shrinks during the curing process, moisture can penetrate under the concrete and lift the expansion joint. When this occurs, fill the resulting gap with a gray silicone sealant, which you can purchase at most hardware stores.

### ***Heavy Vehicles***

Prohibit commercial or other extremely heavy vehicles such as moving vans and other large delivery trucks from pulling onto your driveway. We design and install concrete drives for conventional residential vehicle use only: family cars, vans, light trucks, bicycles, and so on.

### ***Ice, Snow, and Chemicals***

Driving or parking on snow creates ice on the driveway; which magnifies the effects of snow on the concrete surface. Remove ice and snow from concrete slabs as promptly as possible after snow storms. Protect concrete from abuse by chemical agents such as pet urine, fertilizers, radiator overflow, repeated hosing, or de-icing agents such as road salt that can drip from vehicles. All of these items can cause spalling (chipping of the surface) of concrete.

### ***Sealer***

A concrete sealer, available at paint stores, will help you keep an unpainted concrete floor clean. Do not use soap on unpainted concrete. Instead, use plain water and washing soda or, if necessary, a scouring powder.

## **Gitto Enterprises INC Limited Warranty Guidelines**

Concrete slabs are floating—they are not attached to the home's foundation walls. Because these slabs are not a structural (load-bearing) element of the home, they are excluded from coverage under the structural warranty. The limited warranty coverage is for one year unless the requirements of your loan state otherwise. Gitto Enterprises INC limited warranty excludes sidewalks. Any cracks in basement, garage or porch slabs greater than 1/4 inch wide will be repaired by surface patching or caulking. Gitto Enterprises INC will not be responsible for color variations.

### ***Color***

Concrete slabs vary in color. Gitto Enterprises INC provides no correction for this condition.

### ***Cracks***

If concrete cracks reach 3/16 of an inch in width or vertical displacement, Gitto Enterprises INC will patch or repair them one time during the warranty year. Subsequently, concrete slab

maintenance is your responsibility. If you prefer to have the slab replaced, we will obtain a price for you and assist in scheduling the work upon receipt of your payment. However, we advise against this expense since the new slab will crack as well. Surface patching is considered normal concrete repair.

### ***Level Floors***

Concrete floors in the habitable areas of the home will be level to within 1/4 inch within any 32-inch measurement with the exception of an area specifically designed to slope toward a floor drain.

### ***Separation***

Gitto Enterprises INC will correct separation of concrete slabs from the home if separation exceeds one inch.

### ***Settling or Heaving***

Gitto Enterprises INC will repair slabs that settle or heave in excess of 2 inches or if such movement results in negative drainage (toward the house) or hazardous vertical displacement.

### ***Spalling (Surface Chips)***

Causes of spalling include repeated hosing of concrete for cleaning, animal urine, radiator overflow, fertilizer, uncleared snow and ice, ice-melting agents, and road salts from vehicles. Repair of spalling is a home maintenance task.

### ***Standing Water***

Water may stand on exterior concrete slabs for several hours after precipitation or from roof run-off. Gitto Enterprises INC will correct conditions that cause water to remain longer than 24 hours unless it is from roof run-off of melting snow or ice,

# Condensation

## **Homeowner Use and Maintenance Guidelines**

When warm, moist air comes into contact with cooler surfaces, the moisture condenses. Outside we see this as dew; inside you may see it as a layer of moisture on glass windows and doors. This condensation comes from high humidity within the home combined with low outside temperatures and inadequate ventilation. Family lifestyle significantly influences two out of three of these conditions.

### ***Humidifier Operation***

If your home includes a humidifier, closely observe the manufacturer's directions for its use. Instructions to turn the humidifier off during air conditioning season are typical. Moderate settings in winter can maintain desired comfort levels without contributing too much moisture to your home. You may need to experiment to find the correct level for your family's lifestyle.

### ***New Construction***

Some experts have estimated that a typical new home contains 50 gallons of water. Water is part of lumber, concrete, drywall texture, paint, caulk, and other materials used in building. Wet weather during construction adds more. This moisture evaporates into the air as you live in your home—adding to the moisture generated by normal living activities. Over time, this source of moisture will diminish,

### ***Normal Activities***

As you live in your home, your daily lifestyle also contributes to the moisture in the air. Cooking, laundry, baths and showers, aquariums, plants, and so on all add water to the air in your home. Likewise, your daily routine can mitigate the amount of moisture in your home and reduce condensation on interior surfaces.

### ***Temperature***

Avoid setting your thermostat at extreme temperatures. Heating your home will cause the materials to dry out faster, generating more moisture into the air; drying the materials out too fast also increases shrinkage cracks and separations.

### ***Ventilation***

Develop the habit of using exhaust fans in bathrooms and over the stove. When weather conditions permit, open windows so fresh air can circulate through your home. Keep the dryer exhaust hose clean and securely connected.

### **Gitto Enterprises INC Limited Warranty Guidelines**

Condensation results from weather conditions and a family's lifestyle. Gitto Enterprises INC has no control over these factors. The limited warranty coverage excludes condensation.

# Countertops

## **Homeowner Use and Maintenance Guidelines**

Use a cutting board to protect your counters when you cut or chop. Protect the counter from heat and 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 and do not set lighted cigarettes on the edge of the counter.

### ***Caulking***

The caulking between the countertop and the wall, along the joint at the backsplash (the section of counter that extends a few inches up the wall along the counter area), and around the sink may shrink, leaving a slight gap. Maintaining a good seal in these locations is important to keep moisture from reaching the wood under the laminates and to prevent warping.

### ***Cleaning***

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

### ***Mats***

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

### ***Wax***

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

*See also Ceramic Tile.*

## **Gitto Enterprises INC Limited Warranty Guidelines**

During your closing we confirm that all countertops are in acceptable condition. We repair noticeable surface damage such as chips, cracks, and scratches noted on the closing list. Repair of surface damage noted subsequent to this is one of your home maintenance responsibilities.

### ***Laminates***

Laminated countertops will have one or more discernible seams. Gitto Enterprises INC will repair gaps or differential at the seams that exceed 1/16 inch.

### ***Manufactured Marble***

Edges should be smooth and even. Where backsplash joints occur at corners, the top edges should be even within 1/16 inch.

***Separation from Wall***

Separation of countertops from walls, backsplash, and around sinks results from normal shrinkage of materials. Subsequently, caulking will be your home maintenance responsibility.

# Crawl Space

## **Homeowner Use and Maintenance Guidelines**

The crawl space is not intended as a storage area for items that could be damaged by moisture. Wood stored in a crawl space can attract termites.

You may notice slight dampness in the crawl space. Landscaping that is correctly installed helps prevent excessive amounts of water from entering crawl spaces. Report standing water to Gitto Enterprises INC for inspection.

*See also Ventilation.*

## **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing we will check the condition of soil in the crawl space. Soil in the crawl space may be damp but should not have standing water. Provided that you have not altered the drainage nor caused excessive moisture to accumulate and remain in this area with incorrect landscaping, Gitto Enterprises INC will correct the conditions that result in persistent standing water.

# **Dampproofing**

## **Homeowner Use and Maintenance Guidelines**

We spray your foundation walls with an asphalt waterproofing material. Although we make every effort to assure a dry basement, during times of excessive moisture, you may notice some dampness. Over time the natural compaction of soils in the backfill areas will usually eliminate this condition. Careful maintenance of positive drainage will also protect your basement from this condition.

## **Gitto Enterprises INC Limited Warranty Guidelines**

Gitto Enterprises INC will correct conditions that allow actual water to enter the basement unless the cause is improper installation of landscaping or failure to adequately maintain drainage.

# Decks

## **Homeowner Use and Maintenance Guidelines**

Wood decks add to the style and function of your home and are a high maintenance part of your home's exterior.

### ***Effects of Exposure***

Wood decks are subject to shrinkage, cracking, splitting, cupping, and twisting. Nails or screws may work loose and will need routine maintenance. Plan to inspect your decks regularly, a minimum of once each year, and provide needed attention promptly to maintain an attractive appearance and forestall costly repairs. Gitto Enterprises INC recommends that you treat or restrain your decks annually to keep them looking their best.

### ***Foot Traffic***

As you use your decks, abrasives and grit on shoes can scratch or dent the wood surface. Regular sweeping and mats can mitigate this but will not completely prevent it.

### ***Outdoor Furniture***

The surface of the decking can be damaged by moving grills, furniture, or other items. Use caution when moving such items to prevent scratches, gouges, and so on.

### ***Sealing or Water Repellent***

To prolong the life and beauty of your deck, treat it periodically with a water repellent or wood preservative. Local home centers or hardware stores offer several products to consider for this purpose. Always follow manufacturer directions carefully.

### ***Snow and Ice***

Heavy snow or ice that remains on the deck over long periods increases wear and tear on the deck. Prompt removal can reduce adverse effects. Use caution in shoveling to avoid needless scratching of the deck boards.

### ***Stain***

Exposed wood decks have been stained with a semi-transparent oil stain to protect and beautify the wood. Each board takes the same stain differently and variations in color will be readily noticeable. Over time, with exposure to weather and use, further variations in color will occur.

## **Gitto Enterprises INC Limited Warranty Guidelines**

Exposed wood decks are constructed to meet structural and functional design. During the closing, we will confirm that the wood decks are in satisfactory condition. Gitto Enterprises INC does not warrant boards or rails for shrinkage, cracking, splitting, cupping or twisting.

### ***Color Variation***

Color variations are a natural result of the way in which wood accepts stain and are excluded from limited warranty coverage.

### ***Replacement Boards or Rails***

Shrinkage, cracking, splitting, cupping, and twisting are natural occurrences in wood decks and are excluded from limited warranty coverage. In extreme situations where personal safety is involved, if Gitto Enterprises INC provides replacement of boards or rails, the new material will not match existing pieces that have been exposed to elements and use. Gitto Enterprises INC does not provide corrections when problems occur due to lack of normal maintenance.

# Doors and Locks

## **Homeowner Use and Maintenance Guidelines**

The doors installed in your home are wood products subject to such natural characteristics of wood as shrinkage and warpage. Natural fluctuations caused by humidity and the use of forced air furnaces, showers, and dishwashers may require occasional minor adjustments to interior doors.

### ***Bifold Doors***

Interior bifolds sometimes stick or warp because of weather conditions. Apply a silicone lubricant to the tracks to minimize this inconvenience.

### ***Exterior Finish***

To ensure longer life for your exterior wood doors, plan to refinish them at least once a year. Stained exterior doors with clear finishes tend to weather faster than painted doors. Treat the finish with a wood preserver every three months to preserve the varnish and prevent the door from drying and cracking. Reseal stained exterior doors whenever the finish begins cracking or crazing.

### ***Failure to Latch***

If a door will not latch because of minor settling, you can correct this by making a new opening in the jamb for the latch plate (remortising) and raising or lowering the plate accordingly.

### ***Hinges***

You can remedy a squeaky door hinge by removing the hinge pin and applying a silicone lubricant to it. Avoid using oil, as it can gum up or attract dirt. Graphite works well as a lubricant but can create a gray smudge on the door or floor covering beneath the hinge if too much is applied.

### ***Keys***

Keep a duplicate privacy lock key where children cannot reach it in the event a youngster locks him- or herself in a room. The top edge of the door casing is often used as a place to keep the key. A small screwdriver or similarly shaped device can open some types of privacy locks.

### ***Locks***

Lubricate door locks with graphite or other waterproof lubricant. Avoid oil, as it will gum up.

### ***Shrinkage***

Use putty, filler, or latex caulk to fill any minor separations that develop at mitered joints in door trim. Follow with painting. Panels of wood doors shrink and expand in response to changes in temperature and humidity. Touching up the paint or stain on unfinished exposed areas is your home maintenance responsibility.

### ***Slamming***

Slamming doors can damage both doors and jambs and can even cause cracking in walls. Teach children not to hang on the doorknob and swing back and forth; this works loose the hardware and causes the door to sag.

### ***Sticking***

The most common cause of a sticking door is the natural expansion of lumber caused by changes in humidity. When sticking is caused by swelling during a damp season, do not plane the door unless it continues to stick after the weather changes.

Before planing a door because of sticking, try two other steps. Apply either a paste wax, light coat of paraffin, or candle wax to the sticking surface or tighten the screws that hold the door jamb or door frame. If planing is necessary even after these measures, use sandpaper to smooth the door and paint the sanded area to seal against moisture.

### ***Warping***

If a door warps slightly, keeping it closed as much as possible often returns it to normal.

### ***Weather Stripping***

Weather stripping and exterior door thresholds occasionally require adjustment or replacement.

## **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing we confirm that all doors are in acceptable condition and correctly adjusted. Gitto Enterprises INC will repair construction damage to doors noted on the closing list only.

### ***Adjustments***

Because of normal settling of the home, doors may require adjustment for proper fit. Gitto Enterprises INC will make such adjustments at year end only.

### ***Panel Shrinkage***

Panels of wood doors shrink and expand in response to changes in temperature and humidity. Although touching up the paint or stain on unfinished exposed areas is your home maintenance responsibility, Gitto Enterprises INC will repair split panels that allow light to be visible.

### ***Warping***

Gitto Enterprises INC will repair doors that warp in excess of 1/4 inch.

# Drywall

## **Homeowner Use and Maintenance Guidelines**

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

### ***Ceilings***

The ceilings in your home are easy to maintain. Periodically remove dust or cobwebs as part of your normal cleaning and repaint as needed.

### ***Repairs***

With the exception of the one-time repair service provided by Gitto Enterprises INC, care of drywall is your maintenance responsibility. Most drywall repairs can be easily made. This work is best done when you redecorate the room.

Repair hairline cracks with a coat of paint. You can repair slightly larger cracks with spackle or caulk. To correct a nail pop, reset the nail with a hammer and punch. Cover it with spackle, which is available at paint and hardware stores. Apply two or three thin coats. When dry, sand the surface with fine-grain sandpaper and paint. You can fill indentations caused by sharp objects in the same manner.

## **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing, we confirm that drywall surfaces are in acceptable condition.

### ***One Time Repairs***

One time during the year end warranty list, Gitto Enterprises INC will repair drywall shrinkage cracks. Gitto Enterprises INC limited warranty coverage excludes any painting or paint touch-up. Repainting the entire wall or the entire room to correct this is your choice and responsibility. You are also responsible for custom paint colors or wallpaper that has been applied subsequent to closing. Due to the effects of time on paint and wallpaper, as well as possible dye lot variations, touch-ups are unlikely to match the surrounding area.

### ***Lighting Conditions***

Gitto Enterprises INC does not repair drywall flaws that are only visible under particular lighting conditions.

### ***Related Warranty Repairs***

If a drywall repair is needed as a result of poor workmanship (such as blisters in tape) or other warranty-based repair (such as a plumbing leak), Gitto Enterprises INC will repair the

drywall only. Any painting will be the homeowner's responsibility.

# Easements

## Homeowner Use and Care Guidelines

Easements are areas where such things as utility supply lines can pass through your property. They permit service to your lot and adjacent lots, now and in the future. Your lot will also include drainage easements, meaning the runoff from adjacent lots passes across your property. Likewise, water from your property may run across a neighboring lot. Easements are recorded and are permanent.

Trees, shrubs, gardens, play equipment, storage sheds, fences or other items which you install in or across these easements may be disturbed if service entities—such as the gas, electric, or phone companies—need access to lines for repairs or to connect service to nearby homesites.

Utility companies, the United States Postal Service, and others have the right to install equipment in easements. These might include streetlights, mailboxes, or junction boxes to name a few. Neither Gitto Enterprises INC nor you as the homeowner have the authority to prevent, interfere with, or alter these installations. Plans for the location of such items are subject to change by the various entities involved. Because they have no obligation to keep Gitto Enterprises INC informed of such changes, we are unable to predict specific sites that will include such equipment.

# Electrical System

## **Homeowner Use and Maintenance Guidelines**

Know the location of the breaker panel; it includes a main shut-off that controls all the electrical power to the home. Individual breakers control the separate circuits. 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.

### ***Breakers***

Circuit breakers have three positions: on, off, and 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.

### ***Breakers Tripping***

Breakers trip because of overloads caused by plugging too many appliances into the circuit, a worn cord, defective appliance, or operating an appliance with too high a voltage requirement for the circuit. The starting of an electric motor can also trip a breaker.

If any circuit trips repeatedly, unplug all items connected to it and reset. If it trips when nothing is connected to it, you need an electrician. If the circuit remains on, one of the items you unplugged is defective and will require repair or replacement.

### ***Buzzing***

Fluorescent fixtures use transformer action to operate. This action sometimes causes a buzzing, which is considered normal.

### ***Fixture Location***

We install light fixtures in the locations indicated on the plans. Moving fixtures to accommodate specific furniture arrangements or room use is your responsibility.

### ***GFCI (Ground-Fault Circuit-Interrupters)***

GFCI receptacles have a built-in element that senses fluctuations in power. Quite simply, the GFCI is a circuit breaker. Building codes require installation of these receptacles in bathrooms, the kitchen, outside, and the garage (areas where an individual can come into contact with water while holding an electric appliance or tool). Heavy appliances such as freezers or power tools will trip the GFCI breaker.

*Caution: Never plug a refrigerator or food freezer into a GFCI-controlled outlet. The likelihood of the*

*contents being ruined is high and the limited warranty does not cover such damage.*

Each GFCI circuit has a test and reset button. Once each month, press the test button. This will trip the circuit. To return service, press the reset button. If a GFCI breaker trips during normal use, it may indicate a faulty appliance and you will need to investigate the problem. One GFCI breaker can control up to three or four outlets.

### ***Grounded System***

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

### ***Light Bulbs***

You are responsible for replacing burned-out bulbs other than those noted during your closing.

### ***Luminous Light Panels***

Translucent panels covering ceiling lights are made of polystyrene plastic. To clean, gently push up, tilting the panel slightly and remove it from the fixture frame. Wash with a diluted (1 to 2 percent) solution of mild detergent and warm water. Do not rinse; the soap film that remains reduces static electricity that attracts dust.

Over time, the plastic panel may yellow, become brittle, and may need replacement if it cracks or breaks. Replacement material can be found at home center and hardware stores. Most suppliers will cut the panel to fit so if you need to purchase a replacement, be sure to note the size you need.

Bulbs for these fixtures can be purchased at home centers or hardware stores. Avoid exceeding the wattage indicated inside the fixture.

### ***Modifications***

If you wish to make any modifications, contact the electrician listed on the Emergency Phone Numbers you receive at the closing. Having another electrician modify your electrical system during the warranty period can void that portion of your limited warranty.

### ***Outlets***

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

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

### ***Underground Cables***

Before digging, check the location of buried service leads by calling the local utility locating service. In most cases, wires run in a straight line from the service panel to the nearest public utility pad. Maintain positive drainage around the foundation to protect electrical service connections.

### ***Under- or Over-Cabinet Lights***

The selection of optional under- or over-cabinet lighting provides either task lighting or atmosphere to your kitchen. We suggest you note the size and type of bulbs in these fixtures and keep replacements on hand.

## **TROUBLESHOOTING TIPS: NO ELECTRICAL SERVICE**

### ***No Electrical Service Anywhere in the Home***

Before calling for service, check to confirm the following:

- Service is not out in the entire area. If so, contact the utility company.
- Main breaker and individual breakers are all in the on position.

### ***No Electrical Service to One or More Outlets***

Before calling for service, check to confirm the following:

- Main breaker and individual breakers are all in the on position.
- Applicable wall switch is on.
- GFCI is set (see details on GFCIs, earlier in this section).
- Item you want to use is plugged in.
- Item you want to use works in other outlets.
- Bulb in the lamp is good.

Even if the troubleshooting tips do not identify a solution, the information you gather will be useful to the service provider you call.

## **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing, we confirm that light fixtures are in acceptable condition and that all bulbs are working. Gitto Enterprises INC's limited warranty excludes any fixture you have installed.

### ***Designed Load***

Gitto Enterprises INC will repair any electrical wiring that fails to carry its designed load to meet specifications. If electrical outlets, switches, or fixtures do not function as

intended, Gitto Enterprises INC will repair or replace them.

***GFCI (Ground-Fault Circuit-Interrupters)***

Gitto Enterprises INC is not responsible for food spoilage that results from your plugging refrigerators or freezers into a GFCI outlet.

***Power Surge***

Power surges are the result of local conditions beyond the control of Gitto Enterprises INC and are excluded from limited warranty coverage. These can result in burned-out bulbs or damage to sensitive electronic equipment such as TVs, alarm systems, and computers. Damage resulting from lightning strikes are excluded from limited warranty coverage.

# **Expansion and Contraction**

## **Homeowner Use and Maintenance Guidelines**

Changes in temperature and humidity cause all building materials to expand and contract. Dissimilar materials expand or contract at different rates. This movement results in a separation between materials, particularly dissimilar ones. You will see its effects in small cracks in drywall and in paint, especially where moldings meet drywall, at mitered corners, and where tile grout meets tub or sink. While this can alarm an uninformed homeowner, it is normal.

Shrinkage of the wood members of your home is inevitable occurs in every new home. Although this is most noticeable during the first year, it may continue beyond that time. In most cases, caulk and paint are all that you need to conceal this minor evidence of a natural phenomenon. Even though properly installed, caulking shrinks and cracks. Maintenance of caulking is your responsibility.

## **Gitto Enterprises INC Limited Warranty**

Caulking is homeowner maintenance and is not covered under warranty.

# Fencing

## Homeowner Use and Maintenance Guidelines

### *Drainage*

In planning, installing, and maintaining fencing, allow existing drainage patterns to function unimpeded. When installing a fence, use caution in distributing soil removed to set posts to avoid blocking drainage swales. Plan enough space under the bottom of a wood fence for water to pass through.

### *Homeowner Association Design Review*

If you choose to add fencing after moving into your new home, keep in mind the need to obtain approval from the Design Review Committee of your homeowner's association. Specific requirements about style, height, position on the lot are described in the current design review guidelines which you can obtain from a committee member. Special requirements apply to homes on corner lots where drivers must have adequate visibility. Additionally, in some communities, zoning laws may impact private fencing. Your responsibilities include checking on such details.

Gitto Enterprises INC recommends that you engage the services of professionals to install your fence. Be certain to inform a fence installer of all design review requirements.

*See also Property Boundaries.*

### *Variation*

Height and location of homeowner installed fences will vary with lot size, topography, and shape. Homeowner must meet the requirements of the Design Review process just as any builder would.

### *Wood Fences*

The lumber used to construct wood fences is rough cedar. Over time it will crack, warp, and split. Unless extreme, these conditions require no action on your part. As the wood ages and shrinks, nails may come loose and require attention. Also check the posts and any gates twice a year to tighten hardware or make needed adjustments.

### *Wrought Iron Fencing*

Wrought iron is subject to rusting, if it is not maintained. Use touch-up paint on any scratches or chips. Inspect the fence twice a year and touch-up as needed, then plan to repaint the entire fence every one to two years to keep it looking its best.

As with wood fencing, prevent sprinklers from spraying your wrought iron fence or rails. Check monthly to confirm that water does not stand around the fence posts. Make corrections to drainage as needed to prevent this.

### **Gitto Enterprises INC Limited Warranty**

Fencing is installed by homeowner. Gitto Enterprises INC excludes any warranty coverage.

# Fireplace

## Homeowner Use and Maintenance Guidelines

Most of us feel a fireplace is an excellent way to create a warm, cozy atmosphere. However, without sufficient information, your use of the fireplace can result in heat (and dollars) being wasted. To help prevent that, consider the following points:

Look upon burning a fire as a luxury that adds much to the atmosphere but just a little to the heat in a home. About 10 percent of the heat produced by a fire is radiated into the house. In many older homes, the air used by the fireplace for combustion is replaced with cold outside air drawn in through cracks around doors and windows. However, your home is constructed so tightly that this does not happen. We install a fresh air vent to supply the fireplace with combustion air and reduce the amount of heated air the fire draws from your house. Open this vent before starting the fire as you do the damper.

Close the damper and cold air vent when the fireplace is not in use. 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 to prevent heated air from being drawn up the chimney until your damper can be closed.

One caution on the use of glass doors: do not close them over a roaring fire, especially if you are burning hard woods (such as oak or hickory) because this could break the glass. Also, when closing the doors over a burning fire, open the mesh screens first. This prevents excessive heat build-up on the mesh, which might result in warping or discoloration.

Your objective in building a fire should be a clean, steady, slow-burning fire. Begin with a small fire 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. One sheet of paper burned on top of the stack will help the chimney start to draw. Any logs 6 inches in diameter or larger should be split.

*Caution: Do not burn trash in the fireplace and never use any type of liquid fire starter.*

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

## ***Chimney Cleaning***

Creosote and other wood-burning by-products accumulate inside the flue over a period of time. This build-up can be a fire hazard. The way you use your fireplace and the type of wood you

burn determine the frequency of your chimney cleanings. For instance, burning soft woods or improperly seasoned woods necessitates more frequent cleaning. Hire a qualified chimney sweep for this cleaning.

### ***Spark Arrester***

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.

### ***Gas Fireplace***

Gitto Enterprises INC offers direct-vent gas fireplaces. If you ordered this type of fireplace, it is demonstrated during the closing. Read and follow all manufacturer's directions.

A slight delay between turning the switch on and flame ignition is normal. The flames should ignite gently and silently. If you notice any deviation from this and any gas smell, immediately shut off the switch and report it to the gas company.

Excessive winds can cause a downdraft, which can blow out the pilot, requiring you to relight it before using the fireplace.

*Caution: The exterior vent cover for a direct-vent gas fireplace becomes extremely hot when the fireplace is operating.*

### **Gitto Enterprises INC Limited Warranty Guidelines**

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

### ***Chimney Separation***

Separation of a brick chimney from a newly constructed home may occur. Gitto Enterprises INC will repair separation from the main structure in excess of 1 inch in 10 feet. Caulking is acceptable in most cases.

### ***Cracks***

Normal shrinkage of mortar results in hairline cracks in masonry. Gitto Enterprises INC will repair cracks that exceed 1/8 inch in width. The repair consists of pointing or patching and the mortar color will be matched as closely as possible, but expect some variation.

Exterior masonry may have chips, irregular surfaces, and color variations that occur during manufacturing, shipping, or handling. Unless such conditions affect the structural integrity of the home, no repair is provided.

### ***Discoloration***

Discoloration of the firebox or brick is a normal result of use and requires no corrective action. Mortar-style fireplaces may develop cracks due to temperature changes and other factors.

### ***Downdraft***

Although extremely high winds can result in a downdraft, this condition should be temporary and occasional. We will determine and correct continuous malfunction if caused by a construction or design defect.

### ***Glass Doors***

During the closing we confirm that glass fireplace doors, when included with the home, are in acceptable condition.

### ***Water Infiltration***

In unusually heavy or prolonged precipitation, wind driven rain or acts of God especially when accompanied by high winds, some water can enter the home through the chimney. The limited warranty excludes this occurrence.

# Foundation

## **Homeowner Use and Maintenance Guidelines**

We install the foundation of your home according to the applicable building codes. The walls of the foundation are poured concrete. To protect your home's foundation, follow guidelines for installation and maintenance of landscaping and drainage in this manual.

### ***Cracks***

Even though an engineer designed the foundation and we constructed it according to engineering requirements, surface cracks can still develop in the wall. Surface cracks are not detrimental to the structural integrity of your home. If a crack develops in a foundation wall that allows water to come through, follow the procedures for submitting a warranty claim.

### ***Dampness***

Due to the amount of water in concrete, basements may be damp. Condensation can form on water lines and drip onto the floor.

### ***Future Construction in Basement***

If you decide to perform additional construction in the basement, obtain guidelines from a licensed engineer, obtain a building permit, and comply with all codes and safety requirements. Gitto Enterprises INC does not warrant that you will be able to obtain such a permit because of the possibility that building codes may change.

## **Gitto Enterprises INC Limited Warranty Guidelines**

The foundation of your home has been designed and installed according to the recommendations of an engineer. The walls of the foundation are poured concrete. Gitto Enterprises INC will seal cracks that exceed 1/8 inch in width. Not responsible for color variations.

### ***Cosmetic Imperfections***

Slight cosmetic imperfections in foundation walls, such as a visible seam where two pours meet or slight honeycombing (aggregate visible), are possible and require no repair unless they permit water to enter.

### ***Cracks***

Shrinkage or backfill cracks are not unusual in foundation walls, especially at the corners of basement windows. Gitto Enterprises INC will seal cracks that exceed 1/8 inch in width. This will be repaired by surface patching. **This coverage is for first year only.**

# Garage Overhead Door

## Homeowner Use and Maintenance Guidelines

Since the garage door is a large, moving object, periodic maintenance is necessary.

### *Light Visible*

Garage overhead doors cannot be airtight. Some light will be visible around the edges and across the top of the door. Weather conditions may result in some precipitation entering around the door as well as some dust especially until most homes in the community have landscaping installed.

### *Lock*

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

### *Lubrication*

Every 6 months, apply a lubricant such as silicone spray to all moving parts: track, rollers, hinges, pulleys, and springs. Avoid over lubricating to prevent drips on vehicles or the concrete floor. At the same time, check to see that all hardware is tight and operating as intended without binding or scraping.

### *Opener*

To prevent damage to a garage door opener, be sure the door is completely unlocked and the rope-pull has been removed before using the operator. If you have an opener installed after closing on your home, we suggest that you order it from the company that provided and installed the garage door to assure uninterrupted warranty coverage. Be familiar with the steps for manual operation of the door in the event of a power failure.

If Gitto Enterprises INC installed a door opener as one of your selections, during closing we demonstrate the electric eye that provides a safety stop in the event someone crosses through the opening while the overhead door is in motion. Use care not to place tools or other stored items where they interfere with the function of the electric eye.

Expect to replace the battery in the garage opener remote controls about once a year. The battery is usually a 9 volt.

### *Painting*

Repaint the garage door when you repaint your home, or more often if needed to maintain a satisfactory appearance.

### ***Safety***

Follow the manufacturer's instructions for safe and reliable operation. 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.

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.

### ***Sag***

The garage door may sag slightly due to its weight and span. This will stabilize after the panels have dried.

### **Gitto Enterprises INC Limited Warranty Guidelines**

The garage door should operate smoothly and with reasonable ease. The door can become misaligned and require adjustment, which Gitto Enterprises INC will provide unless the problem is caused by the installation of a garage door opener subsequent to closing on the home.

# Gas Shut-Offs

## **Homeowner Use and Maintenance Guidelines**

You will find shut-offs on gas lines near their connection to each item that operates on gas. In addition, there is a main shut-off at the meter. We point these out during the closing.

## ***Gas Leak***

If you suspect a gas leak, leave the home and call the gas company immediately for emergency service.

## **Gitto Enterprises INC Limited Warranty Guidelines**

The gas company is responsible for leaks up to the meter. Gitto Enterprises INC will correct leaks from the meter into the home.

# Ghosting

## Homeowner Use and Maintenance Guidelines

Recent feedback from homeowners (in both old and new homes) regarding black sooty stains which develop on surfaces in homes (on carpet, walls, ceilings, appliances, mirrors, and around area rugs—to list a few examples) have caused much investigation and research.

The conclusion of the research and laboratory tests has been that the majority of this staining or "ghosting" results from pollution of the air in the home caused by burning scented candles. Incomplete combustion of hydrocarbons as these candles burn contributes a considerable amount of soot to the air. This sooty substance then settles or accumulates on surfaces of the home. The sooty deposits are extremely difficult to remove. On some surfaces, such as light-colored carpet, they are impossible to clean completely.

The popularity of scented candles has increased many-fold in recent years. If this is an activity that is part of your lifestyle, we caution you about the potential damage to your home. When this condition results from homeowners burning candles or other lifestyle choices, the resulting damage is excluded from our limited warranty coverage.

# Grading and Drainage

## **Homeowner Use and Maintenance Guidelines**

The final grades around your home have been inspected and approved for proper drainage of your lot. Our surveyor completes a drainage certification and then the local building authorities as well as Gitto Enterprises INC inspect the site. Yards drain from one to another. You and your neighbors share an overall drainage plan for the community. Use caution when installing landscaping, fencing, or additions to your home to prevent causing water problems on adjacent lots.

### ***Drainage***

Typically, the grade around your home should slope 1 foot in the first 10 feet, tapering to a 2 percent slope. In most cases, drainage swales do not follow property boundaries. Maintain the slopes around your home to permit the water to drain away from the home as rapidly as possible. This is essential to protect your foundation. Failure to do so can result in major structural damage and will void your warranty.

### ***Exterior Finish Materials***

Maintain soil levels 6 inches below siding, stucco, brick, or other exterior finish materials. Contact with the soil can cause deterioration of the exterior finish material and encourages pest infestations.

### ***Roof Water***

Do not remove the splash blocks or downspout extensions from under the downspouts. Keep these in place at all times, sloped so the water drains away from your home quickly.

### ***Rototilling***

Rototilling can significantly change drainage swales. You can minimize this by rototilling parallel to the swales rather than across them.

### ***Settling***

The area we excavated for your home's foundation was larger than the home to allow room to work. In addition, some trenching is necessary for installation of utility lines. Although we replaced and compacted the soil, it does not return to its original density. Some settling will occur, especially after prolonged or heavy rainfall or melting of large amounts of snow. Settling can continue for several years. Inspect the perimeter of your home regularly for signs of settling and fill settled areas as needed to maintain positive drainage.

### ***Subsurface Drains***

Occasionally Gitto Enterprises INC installs a subsurface drain to ensure that surface water drains from a yard adequately. Keep this area and especially the drain cover clear of debris so that the drain can function as intended.

### **Gitto Enterprises INC Limited Warranty Guidelines**

We established the final grade to ensure adequate drainage away from the home. Maintaining this drainage is your responsibility. If you alter the drainage pattern after closing or changes in drainage occur due to lack of maintenance, the limited warranty is void.

### ***Backfill Settlement***

Backfilled or excavated areas around the foundation and at utility trenches should not interfere with the drainage away from your home. If these areas settle during the first year, Gitto Enterprises INC will fill the areas one time in the first year of the warranty period only.

### ***Erosion***

Gitto Enterprises INC is not responsible for weather-caused damage to unlandscaped yards after the final grade has been established or the closing date, whichever occurs last.

### ***New Sod***

New sod installation and the extra watering that accompanies it can cause temporary drainage problems, as can unusually severe weather conditions.

### ***Recommendations***

Gitto Enterprises INC documents the grades that exist at the time of delivery of your home or as soon thereafter as possible. The ground must be dry and free of frost to make these determinations. Once final grades are set, Gitto Enterprises INC will inspect drainage problems reported in writing during the warranty period, compare grades to those originally established, and advise you on corrective actions you might take.

### ***Swales***

Gitto Enterprises INC does not alter drainage patterns to suit individual landscape plans. Typically, a lot receives water from and passes water on to other lots, so changes in grade often affect adjacent or nearby lots. Gitto Enterprises INC advises against making such changes. After heavy rain or snow, water may stand in swales up to 48 hours.

***Under Concrete***

Gitto Enterprises INC will fill visible sunken areas under concrete during the first year only.

***Winter Grading***

Due to weather conditions, especially during winter and early spring, the final grade may not have been established at the time of closing. We document the status of your grading at the time of delivery. When conditions permit, grading work will continue. Confirm that we have completed your grading before beginning landscaping.

# Gutters and Downspouts

## **Homeowner Use and Maintenance Guidelines**

Check gutters periodically and remove leaves or other debris. Materials that accumulate in gutters can slow water drainage from the roof, cause overflows, and clog the downspouts.

### ***Extensions or Splashblocks***

Extensions should discharge outside of rock or bark beds so that water is not dammed behind the edging materials that might be used.

### ***Ladders***

Use caution when leaning ladders against gutters, which may cause dents.

### ***Leaks***

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

### ***Paint***

Gutters and downspouts are painted to match your home. You should repaint them when you repaint your home.

### ***Snow and Ice***

Clear excess snow from downspouts as soon as possible to allow the gutter to drain and to prevent damage. Severe ice or snow build-up can damage gutters, and such damage is not covered by the limited warranty.

## **Gitto Enterprises INC Limited Warranty Guidelines**

Gutters over 3 feet long are installed with a slight slope so that roof water will flow to the downspouts. Gitto Enterprises INC is not responsible for clogged gutters.

### ***Leaks***

We correct leaks that occur during the one year warranty period.

### ***Overflow***

Gutters may overflow during periods of excessively heavy rain. This is expected and requires no repair.

### ***Standing Water***

Small amounts of water (up to one inch) will stand for short periods of time in gutters immediately after rain. No correction is required for these conditions.

# Hardware

## **Homeowner Use and Maintenance Guidelines**

Doorknobs and locks should operate correctly with little attention. Over time they may need slight adjustments due to normal shrinkage of the framing. Occasionally, you may need to tighten screws or add lubrication.

## **Gitto Enterprises INC Limited Warranty Guidelines**

We confirm that all hardware is in acceptable condition during closing. The limited warranty excludes repairs for cosmetic damage subsequent to the closing.

Gitto Enterprises INC will only repair hardware items that do not function as intended.

# Hardwood Floors

## **Homeowner Use and Maintenance Guidelines**

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

### ***Cleaning***

Sweep on a daily basis or as needed. Never wet-mop a hardwood floor. Excessive water causes wood to expand and can possibly damage the floor. When polyurethane finishes become soiled, damp-mop with a mixture of one cup vinegar to one gallon of warm water. When damp-mopping, remove all excess water from the mop. Check with the hardwood company if your floor has a water-based finish.

### ***Dimples***

Placing heavy furniture or dropping heavy or sharp objects on hardwood floors can result in dimples.

### ***Filmy Appearance***

A white, filmy appearance can result from moisture, often from wet shoes or boots.

### ***Furniture Legs***

Install proper floor protectors on furniture placed on hardwood floors. Protectors will allow chairs to move easily over the floor without scuffing. Regularly clean the protectors to remove any grit that may have accumulated.

### ***Humidity***

Wood floors respond noticeably to changes in humidity in your home. Especially during winter months the individual planks or pieces expand and contract as water content changes. A humidifier helps but does not eliminate this reaction.

### ***Mats and Area Rugs***

Use protective mats at the exterior doors to help prevent sand and grit from getting on the floor. Gritty sand is wood flooring's worst enemy. However, be aware that rubber backing on area rugs or mats can cause yellowing and warping of the floor surface.

### ***Recoat***

If your floors have a polyurethane finish, you may want to have an extra coat of polyurethane applied by a qualified contractor within six months to one year. The exact timing will depend on your particular lifestyle. If another finish was used, refer to the manufacturer's recommendations.

### ***Separation***

Expect some shrinkage around heat vents or any heat-producing appliances, or during seasonal weather changes.

### ***Shoes***

Keep high heels in good repair. Heels that have lost their protective cap (thus exposing the fastening nail) will exert over 8,000 pounds of pressure per square inch on the floor. That's enough to damage hardened concrete; it will mark your wood floor.

### ***Spills***

Clean up food spills immediately with a dry cloth. Use a vinegar-and-warm-water solution for tough food spills.

### ***Splinters***

When floors are new, small splinters of wood can appear.

### ***Sun Exposure***

Exposure to direct sunlight can cause irreparable damage to hardwood floors. To preserve the beauty of your hardwood floors, install and use window coverings in these areas.

### ***Traffic Paths***

A dulling of the finish in heavy traffic areas is likely.

### ***Warping***

Warping will occur if the floor repeatedly becomes wet or is thoroughly soaked even once. Slight warping in the area of heat vents or heat-producing appliances is also typical.

### ***Wax***

Waxing and the use of products like oil soap are neither necessary nor recommended. Once you wax a polyurethane finish floor, recoating is difficult because the new finish will not bond to the wax. The preferred maintenance is preventive cleaning and recoating annually or as needed to maintain the desired luster.

### **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing we will confirm that hardwood floors are in acceptable condition. We will correct any readily noticeable cosmetic defects listed during the closing. You are responsible for routine maintenance of hardwood floors. Scratches, chips or dents that were not noted during the closing, will be home owner responsibility and will not be covered under warranty.

### ***Separations***

Shrinkage will result in separations between the members of hardwood floors. If these exceed 1/8 inch, Gitto Enterprises INC will fill them one time. Gitto Enterprises INC is not responsible for removing excess filler that appears on the surface if the boards expand due to subsequent changes in humidity and expel the filler.

# Heating System: Gas Forced Air

## Homeowner Use and Maintenance Guidelines

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

### *Adjust Vents*

Experiment with the adjustable registers in your home to establish the best heat flow for your lifestyle. Generally, you can reduce the heat in seldom-used or interior rooms. This is an individual matter and you will need to balance the system for your own family's needs.

### *Avoid Overheating*

Do not overheat your new home. Overheating can cause excessive shrinkage of framing lumber and may materially damage the home. In the beginning, use as little heat as possible and increase it gradually.

### *Blower Panel (Fan cover)*

You need to position the blower panel cover correctly for the furnace blower (fan) to operate. Similar to the way a clothes dryer door operates, this panel pushes in a button that lets the fan motor know it is safe to come on. If that button is not pushed in, the furnace will not operate.

### *Combustion Air*

Furnaces we install in basements or in utility closets over crawl spaces include a combustion air duct. The outside end of this duct is covered with a screen to minimize insects or animals from entering the duct. Cold air coming in through this duct means it is functioning as it should.

*Caution: Never cover or block the combustion air vent in any way. Outside air is needed to supply the furnace with sufficient oxygen. Blocking the combustion air vent will cause the furnace to draw air down the vent pipe and pull poisonous gases back into your home.*

### *Duct Cleaning*

Exercise caution before spending money on professional ductwork cleaning services. A study by the EPA found no proof that ductwork cleaning improves indoor air quality or prevents health problems. For more information contact the EPA and request document EPA-402-K-97-002. Or you can view this information on their Website: [www.epa.gov/iaq/pubs/](http://www.epa.gov/iaq/pubs/).

### *Ductwork Noise*

Some popping or pinging sounds are the natural result of ductwork heating and cooling in response to airflow as the system operates.

### ***Filter***

A clean filter will help to keep your home clean and reduce dusting chores. Remember to change or clean the filter monthly during the heating season (year-round if you also have air conditioning). A clogged filter can slow airflow 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. You will find the size and type printed along the edge of the filter that in your furnace.

If you have a permanent, washable, removable filter, you need to clean this monthly. Use water only to clean the filter, tap to dry or air dry, and leave unit off for a brief period. Do not use soaps or detergents on the filter.

### ***Furnished Home***

The heating system was designed 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 than you would expect.

### ***Fuse***

Some furnaces have a fuse directly above the on-off switch. This fuse is an S10, S12, or S15 fuse. It absorbs any spikes in the line such as close electrical strikes or power surges. Unlike old fuses that burn out and clearly indicate that they are blown, these fuses, similar to automobile fuses, have a spring that depresses when tripped. Unless you have examined these quite carefully before, it may be hard to determine if the fuse has blown. We suggest that you buy some extra fuses of the same size to have on hand.

### ***Gas Odor***

If you smell gas, call the gas company immediately.

### ***Odor***

A new heating system may emit an odor for a few moments when you first turn it on. An established system may emit an odor after being unused for an extended time (such as after the summer months if you do not use air conditioning). This is caused by dust that has settled in the ducts and should pass quickly.

### ***On-Off Switch***

The furnace has an on-off blower switch. This switch looks like a regular light switch and is located in a metal box outside the furnace. When turned off, this switch overrides all furnace commands and shuts down the blower. This is usually done only when maintenance service is being performed, although young children have been known to turn the furnace off using this switch. (If your furnace is a high-efficiency model, it does not have a pilot or an on-off switch.)

### ***Pilot***

On models with manually lit pilots, lighting the furnace pilot involves several steps. First, remove the cover panel to expose the pilot. Then, rotate the on-off-pilot knob to pilot. When the knob is in this position, you can depress the red button.

While depressing the red button, hold a match at the pilot. Once the pilot lights, continue to hold the red button down for 30 to 60 seconds. When you release the red button, the pilot should stay lit. If it does not, wait several minutes to allow any gas to dissipate from the furnace area and repeat the entire process. If the pilot stays lit, rotate the on-off pilot knob to the on position. Reinstall the cover panel. You can find these instructions on a sticker on the furnace and in the manufacturer's literature.

### ***Registers***

Heat register covers are removable and adjustable. You are responsible for adjusting the dampers in these covers to regulate the heat flow within the home. Registers in the rooms farther away from the furnace will usually need to be opened wider.

### ***Return Air Vents***

For maximum comfort and efficient energy use, arrange furniture and draperies to allow unobstructed airflow from registers and to cold air returns.

### ***Temperature***

Depending on the style of home, temperatures can normally vary from floor to floor as much as 10 degrees or more on extremely cold days. The furnace blower will typically cycle on and off more frequently and for shorter periods during severe cold spells.

### ***Thermostat***

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

### ***Trial Run***

Have a trial run early in the fall to test the furnace. (The same applies to air conditioning in the spring.) If service is needed, it is much better to discover that before the heating season.

### **TROUBLESHOOTING TIPS: NO HEAT**

Before calling for service, check to confirm the following:

Thermostat is set to "heat" and the temperature is set above the room temperature.

Blower panel cover is installed correctly for the furnace blower (fan) to operate. This panel compresses a button that tells the blower it is safe to operate. Similar to the way a clothes dryer door operates, this panel pushes in a button that lets the fan motor know it is safe to come on. If that button is not pushed in, the furnace will not operate.

Breaker on the main electrical panel is on. (Remember, if a breaker trips you must turn it from the tripped position to the off position before you can turn it back on.)

Switch on the side of the furnace is on.

Fuse in furnace is good. (See manufacturer's literature for size and location.)

Gas line is open at the main meter and at the side of the furnace.

Filter is clean to allow airflow.

Vents in individual rooms are open. Air returns are unobstructed.

Even if the troubleshooting tips do not identify a solution, the information you gather will be useful to the service provider you call.

### **Gitto Enterprises INC Limited Warranty Guidelines**

We will install heating systems according to local building codes and the engineering designs of the particular model home.

Adequacy of the system is determined by its ability to establish a temperature of 70 degrees F, as measured in the center of the room, 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 from the outside temperature.

#### ***Duct Placement***

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

#### ***Ductwork***

Although the heat system is not a sealed system, the ductwork should remain attached and securely fastened. If it becomes unattached, Gitto Enterprises INC will repair as needed.

### ***Furnace Sounds***

Expansion or contraction of metal ductwork results in ticking or popping sounds. While eliminating all these sounds is impossible, Gitto Enterprises INC will correct oil canning. (Oil canning occurs when a large area of sheet metal like those found in air ducts makes a loud noise as it moves up and down in response to temperature changes.)

### ***Thermostat***

Thermostats are calibrated to plus or minus 5 degrees.

# Humidifier

## **Homeowner Use and Maintenance Guidelines**

Operate a humidifier only with the furnace, not with the air conditioner. If you notice condensation on windows, the humidifier should be adjusted to a lower setting. Clean the moisture pad according to the manufacturer's instructions and suggested timetable.

## **Gitto Enterprises INC Limited Warranty Guidelines**

Refer to the manufacturer's limited warranty for information regarding coverage of the humidifier.

# Insulation

## **Homeowner Use and Maintenance Guidelines**

The effectiveness of blown insulation is diminished if it is uneven. As the last step in any work done in your attic (for example, the installation of speaker wire), you should confirm that the insulation lays smooth and even. Do not step on drywall ceilings, this can result in personal injury or damage to the drywall.

Electrical outlets normally emit noticeable amounts of cold air when outside temperatures are low.

## **Gitto Enterprises INC Limited Warranty Guidelines**

Gitto Enterprises INC will install insulation to meet or exceed the building codes applicable at the time of construction and outlined as part of your purchase agreement.

# Landscaping

## **Homeowner Use and Maintenance Guidelines**

Providing complete details on landscape design is beyond the scope of this manual. Many excellent books, videos, and computer software programs are available that offer your this information. Local nurseries and landscape professionals can also assist you.

When planning your landscaping, think about proportion, texture, color, mature size, maintenance needs, soft and hard surfaces, lighting, fencing, edging, and water requirements. A beautiful yard requires considerable planning and regular attention. Most homeowners take years to achieve the yard they want. Planning to install items in stages can spread the cost and work over several seasons.

Whatever the source of your design, plan to install the basic components of your landscaping as soon after closing as weather permits. In addition to meeting your homeowner association requirements to landscape in a timely manner, well-designed landscaping prevents erosion and protects the foundation of your home.

### ***Additions***

Before installing patio additions or other permanent improvements, consider soil conditions in the design and engineering of your addition.

### ***Backfill***

We construct the foundation of your home beginning with an excavation into the earth. When the foundation walls are complete, the area surrounding them is backfilled. Soil in this area is not as compact as undisturbed ground. Water can penetrate through the backfill area to the lower areas of your foundation. This can cause potentially severe problems such as wet basements, cracks in foundation walls, and floor slab movement. Avoid this through proper installation of landscaping and good maintenance of drainage.

Backfill areas will settle and require prompt attention to avoid damage to your home and voiding of the structural warranty.

Keep downspout extensions in the down position to channel roof runoff away from the foundation area of your home. Routine inspection of downspouts, backfill areas, and other drainage components is an excellent maintenance habit.

### ***Bark or Rock Beds***

Do not allow edging around decorative rock or bark beds to dam the free flow of water away from the home. You can use a non-woven landscape fabric between the soil and rock or bark to restrict weed growth while still permitting normal evaporation of ground moisture.

### ***Erosion***

Until your yard is established and stable, erosion will be a potential concern. Heavy rains or roof runoff can erode soil. The sooner you restore the grade to its original condition, the less damage will occur.

Erosion is of special concern in drainage swales. If swales become filled with soil runoff, they may not drain the rest of the yard, causing further problems. Correcting erosion is your responsibility. You may need to protect newly planted seed with erosion matting or reseed to establish grass in swales. It can take several years to fully establish your lawn in such challenging areas.

### ***First 5 Feet***

Place no plants of any type or sprinkler heads within 5 feet of your home.

### ***Hired Contractors***

You are responsible for changes to the drainage pattern made by any landscape, concrete, deck, or pool contractor. Discuss drainage with any company you hire to do an installation in your yard. Do not permit them to tie into existing drainage pipes without approval from Gitto Enterprises INC.

### ***Natural Areas***

During construction, we remove construction debris from natural areas. Removing dead wood, tree limbs, fallen trees, or other natural items is your responsibility.

### ***Planning***

Locate plants and irrigation heads out of the way of pedestrian or bicycle traffic and car bumpers. Space groves of trees or single trees to allow for efficient mowing and growth. Group plants with similar water, sun, and space requirements together.

### ***Plant Selection***

Plant with regard to your local climate. Favor native over exotic species. Consider ultimate size, shape, and growth of the species.

## ***Requirements***

Check with your local building department and homeowners association before designing, installing, or changing landscaping for any regulations that they require you to follow.

## ***Seeded Lawns***

If lawn seeding is part of your home purchase, consider this just the first step in establishing your yard. Remember that the forces of nature are far stronger than grass seed. You will need to overseed at some point, perhaps more than once. Heavy storms can cause washouts and erosion that you will need to correct. It generally takes at least three growing seasons to establish a good lawn, lunge,. if weather conditions are difficult or if you do not have the time to devote to lawn care.

Before over-seeding, remember to fill any slight depressions with a light layer of topsoil. Minimize traffic of all kinds on newly seeded areas and avoid weed killer for at least 120 days. Keep the seed moist, not wet.

## ***Sod***

Newly placed sod requires extra water for several weeks. Water in the cool part of the day (ideally just before sunrise) at regular intervals for the first three weeks. Be aware that new sod and the extra watering it requires can sometimes create drainage concerns (in your yard or your neighbor's) that will disappear when the yard is established and requires normal watering.

## ***Soil Mix***

Provide good soil mixes with sufficient organic material. Use mulch at least 3 inches deep to hold soil moisture and to help prevent weeds and soil compaction.

In areas with high clay content, prepare the soil before installing your grass. First cover the soil with 2 inches of sand and 1 inch of manure that is treated and odorless. Rototill this into the soil to a depth of 6 inches (rototill parallel to the swales). Whether you use seed or sod, this preparation helps your lawn to retain moisture and require less water. Installing a lawn over hard soil permits water to run off with little or no penetration and your lawn will derive minimal benefit from watering or rain.

Apply appropriate fertilizer, weed, and pest controls as needed for optimal growth. Investigate organic compounds for additional protection of the environment.

## ***Sprinkler System***

If Gitto Enterprises INC included a sprinkler system with your home, we will arrange to have the installer demonstrate the system and make final adjustments shortly after you move in. The installer will note and correct any deficiencies in the system at the same time. Whether we install your sprinkler or you install it yourself, keep these points in mind.

You are responsible for routine cleaning and adjusting of sprinkler heads as well as shutting the system down in the fall. Failure to drain the system before freezing temperatures occur can result in broken lines, which will be your responsibility to repair.

Conduct weekly operational checks to ensure proper performance of the system. Direct sprinkler heads away from the home. Trickler- or bubbler-type irrigation systems are not recommended for use adjacent to your home.

Automatic timers permit you to water at optimum times whether you are at home, away, awake, or asleep. The amount of water provided to each zone can be accurately and consistently controlled and easily adjusted with a timed system. Check the system after a power outage and keep a battery in place if your system offers that as a backup.

## ***Stones***

The soil in your area may have stones and rocks. Removing these naturally occurring elements is a maintenance activity. If Gitto Enterprises INC installs seed or sod, large rocks will be picked up and surface raking performed. You will need to provide continued attention to this condition as you care for your yard.

## ***Trees***

Gitto Enterprises INC values trees as one of the features that make up an attractive community and add value to the homes we build. We take steps to protect and preserve existing trees in the area of your home. In spite of our efforts, existing trees located on construction sites can suffer damage from construction activities, which manifest months after the completion of construction.

Damage to existing trees can be caused by such things as compaction of soil in the root zone, changing patterns of water flow on the lot, disturbing the root system, and removing other trees to make room for the home. The newly exposed tree may react to conditions it is unaccustomed to. Caring for existing trees, including pruning dead branches or removing these trees altogether, is your responsibility.

Remember to water trees during the summer or during warm dry periods in the winter.

Mulch around trees and avoid tilling or planting flower beds around trees. This is especially important while trees are recovering from the construction process.

Trees and other plant materials that exist on the lot when construction begins and are not part of any landscaping installed by Gitto Enterprises INC are excluded from warranty coverage.

### ***Utility Lines***

A slight depression may develop in the front lawn along the line of the utility trench. To correct this, roll back the sod, spread topsoil underneath to level the area, and then relay the sod.

Before any significant digging, check the location of buried service leads by calling the local utility locating service. In most cases, wires and pipes run in a straight line from the main service to the public supply.

*See also Easements.*

### ***Waiting to Landscape***

If you leave ground un-landscaped, it erodes. Correcting erosion that occurs after closing is your responsibility.

### ***Weeds***

Weeds will appear in your new lawn whether seed or sod is used. Left un-landscaped, your yard will quickly begin to show weeds. When soil is disturbed, dormant seeds come to the surface and germinate. The best control is a healthy lawn, achieved through regular care and attention.

## **Gitto Enterprises INC Limited Warranty**

Landscape materials we install are not covered under warranty. We will confirm the healthy condition of all plant materials during the closing. Maintaining landscaping is your responsibility. Landscaping materials are conveyed in as is condition. The limited warranty coverage excludes any landscape items, such as grass seed, sod, plants, shrubs and trees.

# **Mold/Mildew**

## **Homeowner Use and Maintenance Guidelines**

Mold/mildew is a fungus that spreads through the air in microscopic spores. They love moisture and feed on surfaces or dirt. On siding, they look like a layer of dirt. To determine whether you are dealing with mold/mildew or dirt, wipe the surface with a cloth or sponge dampened with bleach. If the bleach causes the surface to lose its dark appearance, you are most likely seeing mold/mildew.

Cleaning mold/mildew from your home is your responsibility. Solutions that remove mold/mildew are available from local paint or home improvement stores. Wear protective eyewear and rubber gloves for this task; the chemicals that remove mold/mildew are unfriendly to humans.

## **Gitto Enterprises INC Limited Warranty Guidelines**

Gitto Enterprises INC warranty excludes mold/mildew.

# Mirrors

## **Homeowner Use and Maintenance Guidelines**

To clean your mirrors, use any reliable liquid glass cleaner or polisher available at most hardware or grocery stores. Avoid acidic cleaners and splashing water under the mirror, which can cause the silvering to deteriorate. Acidic cleaners are usually those that contain ammonia or vinegar. Avoid getting glass cleaners on plumbing fixtures as some formulas can deteriorate the finish.

## **Gitto Enterprises INC Limited Warranty Guidelines**

We will confirm that all mirrors are in acceptable condition during the closing. Gitto Enterprises INC will correct scratches, chips, or other damage to mirrors noted during the closing only.

# Paint and Stain

## **Homeowner Use and Maintenance Guidelines**

Because of changes in the formula for paint (such as the elimination of lead to make paints safer), painted surfaces must be washed gently using mild soap and as little water as possible. Avoid abrasive cleaners, scouring pads, or scrub brushes. Flat paints show washing marks more easily than gloss paints do. Often better results come from touching up rather than washing the paint.

### ***Colors***

Your selection sheets are your record of the paint and stain color names, numbers, and brands in your home.

### ***Exterior***

Regular attention will preserve the beauty and value of your home. Check the painted and stained surfaces of your home's exterior annually. Repaint before much chipping or wearing away of the original finish occurs; this will save the cost of extensive surface preparation.

Plan on refinishing the exterior surface of your home approximately every two to three years or as often as your paint manufacturer suggests for your area and climate. Climatic conditions control the chemical structure of the paint used on the exterior. Over time, this finish will fade and dull a bit. Depending on the exposure to weather of each surface, the paint on some parts of your home may begin to show signs of deterioration sooner than others.

When you repaint the exterior of your home, begin by resetting popped nails and removing blistered or peeling portions of paint with a wire brush or putty knife. Sand, spot with primer, and then paint the entire area. Use a quality exterior paint formulated for local climate conditions.

Avoid having sprinklers spray water on the exterior walls of your home. This will cause blistering, peeling, splintering, and other damage to the home.

### ***Severe Weather***

Hail and wind can cause a great deal of damage in a severe storm, so inspect the house after such weather. Promptly report damage caused by severe weather to your insurance company.

### ***Stain***

For minor interior stain touch-ups, a furniture-polish-and-stain treatment is not only inexpensive and easy to use but also will blend in with the wood grain. Follow directions on the bottle.

### ***Touch-Up***

When doing paint touch-ups, 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. When it is time to repaint a room, prepare the wall surfaces first by cleaning with a mild soap and water mixture or a reliable cleaning product.

We provide samples of each paint used on your home. Store these with the lids tightly closed in a location where they are not subjected to extreme temperatures.

### ***Wall Cracks***

We suggest that you wait until after the first heating season to repair drywall cracks or other separations due to shrinkage.

*See also Drywall.*

### **Gitto Enterprises INC Limited Warranty Guidelines**

During your closing we will confirm that all painted or stained surfaces are in acceptable condition. Gitto Enterprises INC will touch up paint as indicated on the closing list only. You are responsible for all subsequent touch-up and painting. The limited warranty coverage excludes paint.

### ***Cracking***

As it ages, exterior wood trim will develop minor cracks and raised grain. Much of this will occur during the first year. Raised grain permits moisture to get under the paint and can result in peeling. This is not a defect in materials or workmanship. Paint maintenance of wood trim and gutters is your responsibility.

### ***Fading***

Expect fading of exterior paint or stain caused by the effects of sun and weather. Gitto Enterprises INC limited warranty excludes this occurrence.

### ***Touch-Up Visible***

Paint touch-up is visible under certain lighting conditions.

### ***Wood Grain***

Because of wood characteristics, color variations will result when stain is applied to wood. This is natural and requires no repair. Today's water-base paints often make wood grain visible on painted trim. Gitto Enterprises INC does not provide corrections for this condition.

# **Pests and Wildlife**

## **Homeowner Use and Maintenance Guidelines**

Insects (such as ants, spiders, wasps, and bees) and animal life such as (woodpeckers, squirrels, mice, and snakes) may fail to recognize that your home belongs to you. Addressing concerns involving these pests and wildlife goes with being a homeowner. Informational resources available include, the state wildlife service, animal control authorities, the county extension service, pest control professionals, Internet, and public library. Gitto Enterprises INC is not responsible for pest control.

# Phone Jacks

## **Homeowner Use and Maintenance Guidelines**

Your home is equipped with telephone jacks as shown on the selection sheets. Initiating phone service, additions to phone service, and moving phone outlets for decorating purposes or convenience are your responsibility.

## **Gitto Enterprises INC Limited Warranty Guidelines**

Gitto Enterprises INC will correct outlets positioned so that a wall phone cannot be installed, for instance, if a kitchen phone outlet is positioned too close to a cabinet or countertop backsplash and prevents a wall phone from being connected.

Gitto Enterprises INC will repair wiring that does not perform as intended from the phone service box into the home. From the service box outward, care of the wiring is the responsibility of the local telephone service company.

# Plumbing

## **Homeowner Use and Maintenance Guidelines**

Your plumbing system has many parts, most of which require little maintenance. Proper cleaning, occasional minor attention, and preventive care will assure many years of good service from this system.

### ***Aerators***

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

### ***Basement Construction***

If you perform any construction in your basement, ensure that the plumbing lines in the basement or crawl space are not isolated from the heating source without insulation being added.

### ***Cleaning***

Follow manufacturer's directions for cleaning fixtures. Avoid abrasive cleansers. They remove the shiny finish and leave behind a porous surface that is difficult to keep clean. Clean plumbing fixtures with a soft sponge and soapy water (a nonabrasive cleaner or a liquid detergent is usually recommended by manufacturers). Then polish the fixtures with a dry cloth to prevent water spots. Care for brass fixtures with a good-quality brass cleaner, available at most hardware stores.

### ***Clogs***

The main causes of toilet clogs are domestic items such as disposable diapers, excessive amounts of toilet paper, sanitary supplies, Q-tips, dental floss, and children's toys. Improper garbage disposal use also causes many plumbing clogs. Always use plenty of cold water when running the disposal. This recommendation also applies to grease; 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 until it cools and solidifies in the sewer line. Allow the water to run 10 to 15 seconds after shutting off the disposal.

You can usually clear clogged traps with a plumber's helper (plunger). If you use chemical agents, follow directions carefully to avoid personal injury or damage to the fixtures.

Clean a plunger drain stopper—usually found in bathroom sinks—by loosening the nut

under the sink at the back, pulling out the rod attached to the plunger, and lifting the stopper. Clean and return the mechanism to its original position.

### ***Dripping Faucet***

You can repair a dripping faucet by shutting off the water at the valve directly under the sink, then removing the faucet stem, changing the washer, and reinstalling the faucet stem. The shower head is repaired the same way. Replace the washer with another of the same type and size. You can minimize the frequency of this repair by remembering not to turn faucets off with excessive force. (Please note that some manufacturers do not use rubber washers.)

### ***Extended Absence***

If you plan to be away for an extended period, you should drain your water supply lines. To do this, shut off the main supply line and open the faucets to relieve pressure in the lines. You may also wish to shut off the water heater. Do this by turning off the cold water supply valve on top and the gas control at the bottom. Drain the tank by running a hose from the spigot on the bottom to the basement floor drain. If you leave the tank full, keep the pilot on and set the temperature to its lowest or "vacation" setting. Check manufacturer's directions for additional hints and instructions.

### ***Fiberglass Fixtures***

For normal cleaning use a nonabrasive bathroom cleanser and sponge or nylon cleaning pad. Avoid steel wool, scrapers, and scouring pads. Auto wax can provide a shine and restore an attractive appearance.

### ***Freezing Pipes***

Provided the home is heated at a normal level, pipes should not freeze at temperatures above 0 degrees Fahrenheit. Set the heat at a minimum of 55 degrees F if you are away during winter months. Keep garage doors closed to protect plumbing lines running through this area from freezing temperatures.

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. Use an ordinary hair dryer to thaw pipes that are frozen. Never use an open flame.

### ***Gold or Brass Finish***

Avoid using any abrasive cleaners on gold or antique brass fixtures. Use only mild detergent and water or a cleaning product recommended by the manufacturer.

### ***Jetted Tubs***

If your home includes a jetted tub, follow manufacturer directions for its use and care. Never operate the jets unless the water level is at least one inch above the jets. Be cautious about using the tub if you are pregnant, have heart disease, or high blood pressure. Discuss the use of the tub with your doctor before using. Tie or pin long hair to keep it away from the jets where it might become tangled—a potentially dangerous event.

Clean and disinfect the system every one to two months, depending on usage. To do this, fill the tub with lukewarm water and add one cup of liquid chlorine bleach. Run the jets for 10 to 15 minutes, drain and fill again. Run for 10 minutes with plain water, drain.

Auto wax will help seal and preserve your tub's surface. Avoid abrasive cleansers.

### ***Laundry Tub***

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

### ***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 appropriate contractor.

### ***Low Flush Toilets***

We want to draw your attention to a water-saving regulation that went into effect in 1993, which prohibits the manufacture of toilets that use more than 1.6 gallons of water per flush. In the search for a balance among comfort, convenience, and sensible use of natural resources, the government conducted several studies. The 1.6-gallon toilet turned out to be the size that overall consistently saves water.

As a result of implementing this standard, flushing twice is occasionally necessary to completely empty the toilet bowl. Even though you flush twice on occasion, rest assured that overall you are saving water and we have complied with the law. Similarly, flow restrictors are manufactured into most faucets and all shower heads and cannot be removed. We apologize for any inconvenience this may cause.

### ***Low Pressure***

Occasional cleaning of the aerators on your faucets (normally every three to four months) will allow proper flow of water. The water department controls the overall water pressure.

### ***Main Shut-Off***

The water supply to your home can be shut-off entirely in two locations. The first is at the street and the second is at the meter. We will point both of these out during your closing.

### ***Marble or Manufactured Marble***

Marble and manufactured marble will not chip as readily as porcelain enamel but can be damaged by a sharp blow. Avoid abrasive cleansers or razor blades on manufactured marble; both damage the surface. Always mix hot and cold water in manufactured marble sinks; running only hot water can damage the sink.

### ***Outside Faucets***

Outside faucets (sillcocks) are freeze-proof only if you remove the hoses during cold weather, even if the faucet is located in your garage. 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. Repair of a broken line that feeds an exterior faucet is a maintenance item. Note that Gitto Enterprises INC does not warrant sillcocks against freezing.

### ***Porcelain***

You can damage porcelain enamel with a sharp blow from a heavy object or by scratching. Do not stand in the bathtub wearing shoes unless you have placed a protective layer of newspaper over the bottom of the tub. If you splatter paint onto the porcelain enamel surfaces during redecorating, wipe it up immediately. If a spot dries before you notice it, use a recommended solvent.

### ***Running Toilet***

To stop running water, check the shut-off float in the tank. You will most likely find it has lifted too high in the tank, preventing the valve from shutting off completely. In this case, gently bend the float rod down until it stops the water at the correct level. The float should be free and not rub the side of the tank or any other parts. Also 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.

### ***Shut-Offs***

Your main water shut-off is located near your meter. Use this shut-off for major water emergencies such as a water line break, when you install a sprinkler system, or build an addition to your home. Each toilet has a shut-off on the water line under the tank. Hot and cold shut-offs for each sink are on the water lines under the sink.

### ***Sprinklers***

You should routinely inspect sprinkler heads and provide seasonal service to maintain proper functioning.

### ***Stainless Steel***

Clean stainless steel sinks with soap and water to preserve their luster. Avoid using abrasive cleaners or steel wool pads; these will damage the finish. Prevent bleach from coming into prolonged contact with the sink as it can pit the surface. An occasional cleaning with a good stainless steel cleaner will enhance the finish. Rub in the direction of the polish or grain lines and dry the sink to prevent water spots.

Avoid leaving produce on a stainless steel surface, since prolonged contact with produce can stain the finish. Also avoid using the sink as a cutting board; sharp knives will gouge the finish.

Local water conditions affect the appearance of stainless steel. A white film can develop on the sink if you have over-softened water or water with a high concentration of minerals. In hard water areas, a brown surface stain can form appearing like rust.

### ***Tank Care***

Avoid exposing the toilet to blows from sharp or heavy objects, which 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.

### ***Water Filter or Softener***

If you install either a water filter or a water softener, carefully read the manufacturer's literature and warranty for your specific model.

If your home includes a septic system, prior to installing a water softener, discuss with the vendor whether the system you are considering will adversely affect your septic system.

## **TROUBLESHOOTING TIPS: PLUMBING**

### ***No Water Anywhere in the Home***

Before calling for service, check to confirm that the:

- Main shut off on the meter inside your home is open.
- Main shut off at the street is open.
- Individual shut-offs for each water-using item are open.

### ***No Hot Water***

See Water Heater

### ***Leak Involving One Sink, Tub, or Toilet***

- Check caulking and grout.
- Confirm shower door or tub enclosure was properly closed.
- Turn water supply off to that item.
- Use other facilities in your home and report problem on next business day.

### ***Leak Involving a Main Line***

- Turn water off at the meter in your home.
- Call emergency number for service.

### ***Back Up at One Toilet***

If only one toilet is affected, corrections occur during normal business hours.

- Shut off the water supply to the toilet involved.
- Use a plunger to clear the blockage.
- Use a snake to clear the blockage.
- If you've been in your home fewer than 30 days, contact Gitto Enterprises INC or the plumber listed on your Emergency Phone Numbers sheet.
- If you've been in your home over 30 days, contact a router service.

### ***Sewer Back Up Affecting Entire Home***

- If you've been in your home fewer than 30 days, contact Gitto Enterprises INC or the plumber listed on your Emergency Phone Numbers sheet.
- If you've been in your home over 30 days, contact a router service.
- Remove personal belongings to a safe location. If items are soiled, contact your homeowner insurance company.

Even if the troubleshooting tips do not identify a solution, the information you gather will be useful to the service provider you call.

### **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing we will confirm that all plumbing fixtures are in acceptable condition and functioning properly, and that all faucets and drains operate freely.

### ***Clogged Drain***

Gitto Enterprises INC will correct clogged drains that occur during the first 30 days after closing. If a household item is removed from a clogged drain during this time, we will bill you for the drain service. After the first 30 days, you are responsible for correcting clogged drains.

### ***Cosmetic Damage***

Gitto Enterprises INC will correct any fixture damage noted on the closing list. Repairing chips,

scratches, or other surface damage noted subsequent to the closing list is your responsibility.

### ***Exterior Faucets***

Gitto Enterprises INC will repair leaks at exterior faucets noted on the closing list. Subsequent to closing, repair of a broken line to an exterior faucet is your responsibility.

### ***Freezing Pipes***

Provided the home is heated at a normal level, pipes should not freeze. Set heat at 55 degrees F if you are away during winter months. Keep garage doors closed to protect plumbing lines that run through this area.

### ***Leaks***

Gitto Enterprises INC will repair leaks in the plumbing system. If a plumbing leak caused by a warranted item results in drywall or floor covering damage, Gitto Enterprises INC will repair or replace items that were part of the home as originally purchased. We do not make adjustments for secondary damages (for example, damage to wallpaper, drapes, and personal belongings). Insurance should cover these items.

### ***Noise***

Changes in temperature or the flow of the water itself will cause some noise in the pipes. This is normal and requires no repair. Gitto Enterprises INC will repair persistent water hammer. Expect temperatures to vary if water is used in more than one location in the home at the exact same time.

### ***Supply***

Gitto Enterprises INC will correct construction conditions that disrupt the supply of water to your home if they involve service from the main water supply to your home, provided actions of yours have not caused the problem. Disruption of service due to failure of the water department system is the responsibility of the water department to correct.

*No warranties apply to public or private water/sewage system, or any utilities whatsoever.*

# Property Boundaries

## Homeowner Use and Maintenance Guidelines

To construct the home Gitto Enterprises INC established the property boundaries and corners.

During construction, some of the monuments that mark the lot corners may be affected or covered up by grading, excavation, installation of utility lines and other typical construction activities. If you wish to install a fence, swimming pool, add a deck or patio to your home, or otherwise establish a permanent structure, we advise that you have professional surveyors locate and mark property boundaries to be certain they are accurate and you have found all corners.

# Railings

## **Homeowner Use and Maintenance Guidelines**

Stained or wrought iron railings in your home require little maintenance beyond occasional dusting or polishing. Protect railings from sharp objects or moisture. Cover them during move-in so large pieces of furniture do not cause dents or scratches.

Stained railings will show variation in the way the wood grain took the stain. Some designs show seams where pieces of wood came together to form the railing.

## **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing we will confirm that all railings are in good condition. Gitto Enterprises INC installs railings in positions and locations to comply with applicable building codes. Railings should remain securely attached with normal use.

# Resilient Flooring

## **Homeowner Use and Maintenance Guidelines**

Although resilient floors are designed for minimum care, they do have maintenance needs. Follow any manufacturer's specific recommendations for care and cleaning. Some resilient floors require regular application of a good floor finish. This assures you of retaining a high gloss. However, avoid using cleaning or finishing agents on the new floor until the adhesive has thoroughly set. This will take about two weeks.

### ***Color and Pattern***

Your 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.

### ***Limit Water***

Wipe up spills and vacuum crumbs instead of washing resilient floors frequently with water. Limit mopping or washing with water; excessive amounts of water on resilient floors can penetrate seams and get under edges, causing the material to lift and curl.

### ***Moving Furniture***

Moving appliances across resilient floor covering can result in tears and wrinkles. Install coasters on furniture legs to prevent permanent damage. If you damage the resilient floor, you can have it successfully patched by professionals. If any scraps remain when installation of your floor covering is complete, we leave them in the hope that having the matching dye lot will make such repairs less apparent.

### ***No-Wax Flooring***

The resilient flooring installed in your home is the no-wax type. No-wax means a clear, tough coating that provides both a shiny appearance and a durable surface. However, even this surface will scuff or mark. Follow the manufacturer's recommendations for maintaining the finish.

### ***Raised Nail Heads***

Raised nail heads are the result of movements of the floor joist caused by natural shrinkage and deflection. We have used special nails and glued the underlayment to help minimize this movement. If a nail head becomes visible through resilient flooring, place a block of wood over it and hit the block with a hammer to reset the nail.

### ***Scrubbing and Buffing***

Frequent scrubbing or electric buffing is harder on floors than regular foot traffic. Use

acrylic finishes if you scrub or buff.

### ***Seams***

Any brand or type of resilient flooring may separate slightly due to shrinkage. Seams can lift or curl if excessive moisture is allowed to penetrate them. You can use a special caulking at tub or floor joints to seal seams at those locations. Avoid getting large amounts of water on the floor from baths and showers.

### **Gitto Enterprises INC Limited Warranty Guidelines**

We will confirm that resilient floor covering is in acceptable condition during your closing. Gitto Enterprises INC limited warranty does not cover damage to resilient floors caused by moving furniture or appliances into the home. We can assist you in contacting professionals who can repair such damage if it occurs in your home. Gitto Enterprises INC is not responsible for discontinued selections or color deviation. Only damaged area will be replaced. Complete flooring is not replaced.

### ***Ridges***

Gitto Enterprises INC has sanded and filled the joints of underlayment to minimize the possibility of ridges showing through resilient floor coverings. Ridging is measured by centering a 6-inch straight edge perpendicular to the ridge with one end tight to the floor. If the opposite end of the straight edge is 1/8 inch or more from the floor, Gitto Enterprises INC will repair this condition.

### ***Seams***

Seams will occur and are sealed at the time of installation. Gitto Enterprises INC will correct gaps in excess of 1/16 inch where resilient flooring pieces meet or 1/8 inch where resilient flooring meets another material. Gitto Enterprises INC will correct curling at seams unless caused by excessive water.

# Roof

## **Homeowner Use and Maintenance Guidelines**

The shingles on your roof do not require any treatment or sealer. The less activity your roof experiences, the less likely it is that problems will occur.

### ***Clean Gutters***

Maintain the gutters and downspouts so that they are free of debris and able to quickly drain precipitation from the roof.

### ***Ice Dam***

On occasion (depending on conditions and exposure) rising heat from inside your home melts snow on the roof and the water that runs down freezes when it reaches the cold eaves. An accumulation of this type of ice dams the subsequent runoff and the water begins to back up, sometimes working its way up under shingles and into your home through windows or ceilings. This condition is not covered under warranty.

If your home design or closing makes it vulnerable to this occurrence, you may want to install an electric gutter heater strip in the susceptible areas.

### ***Leaks***

If a leak occurs, try to detect the exact location. This will greatly simplify finding the area that requires repair when the roof is dry.

### ***Limit Walking***

Limit walking on your roof. Your weight and movement can loosen the roofing material and in turn result in leaks. Never walk on the roof of your home when the shingles are wet—they are slippery.

### ***Severe Weather***

After severe storms, do a visual inspection of the roof for damages. Notify your insurance company if you find pieces of shingle in the yard or shingle edges lifted on the roof.

## **TROUBLESHOOTING TIPS: ROOF LEAK**

Please keep in mind that roof leaks cannot be repaired while the roof is wet. However, you can get on the schedule to be in line when conditions dry out, so do call about your roof leak.

- Confirm the source of the water is the roof rather than from a
  - Plumbing leak
  - Open window on a higher floor
  - Ice dam
  - Clogged gutter or downspout
  - Blowing rain or snow coming in through code required roof vents
  - Gap in caulking
- Where practical, place a container under dripping water.
- If a ceiling is involved, use a screwdriver to poke a small hole in the drywall to release the water.
- Remove personal belongings to prevent damage to them. If damage occurs, contact your homeowner insurance company to submit a claim.
- Report the leak to Gitto Enterprises INC during first available business hours.

Even if the troubleshooting tips do not identify a solution, the information you gather will be useful to the service provider you call.

### **Gitto Enterprises INC Limited Warranty Guidelines**

Gitto Enterprises INC will repair roof leaks other than those caused by severe weather, such as hail damage, acts of God, wind driven rain or some action you have taken, such as walking on the roof. Roof repairs are made only when the roof is dry. **This warranty is for the first year only.**

#### ***Ice Dam***

An ice build-up (ice dam) may develop in the eaves during extended periods of cold and snow. Your homeowner insurance may cover this damage, which is excluded from warranty.

#### ***Inclement Weather***

Storm damage is excluded from warranty coverage. Notify your homeowner insurance company if storm damage is discovered.

# Rough Carpentry

## **Gitto Enterprises INC Limited Warranty Guidelines**

Some floor and stair squeaks are unavoidable. Although Gitto Enterprises INC does not warrant Against floor squeaks, a reasonable effort will be made to correct them.

### ***Floor Deflection***

Floors will deflect (bend) when walked on. This will be more noticeable next to hutches, bookcases, pianos, chairs, and other heavy furniture. This is not a structural deficiency and Gitto Enterprises INC will take no action for this occurrence.

### ***Floor Level***

Floors will be level to within 1/4 inch within any 32-inch distance as measured perpendicular to any ridge or indentation.

### ***Plumb Walls***

Gitto Enterprises INC will correct walls that are out of plumb more than 1/2 inch in an 8-foot distance or walls that are bowed more than 1/4 inch in any 32-inch measurement.

# Septic System

## Homeowner Use and Maintenance Guidelines

A septic system consist of two basic parts: first, a septic tank, and second, an underground disposal field. Bacteria break down solids forming a sludge, which is moved by incoming water out to the disposal field where is filtered out into the soil. To help preserve the effectiveness of the system, keep these points in mind:

- Avoid disposing chemicals such as solvents, oils, paints, and so on, through the septic system
- Avoid using commercial drain cleaners. They can kill the bacteria that are working to break down the solid waste matter.
- Food from a disposal decomposes more slowly and adds to the solids in the tank. Coffee grounds may clog the system.
- Avoid disposing of any paper product (diapers, sanitary supplies, paper towels and so on) other than toilet paper through the system.
- Do not rely on yeast or chemical additive to digest sludge. They are not alternatives to regular pumping and may actually harm the system.
- Drain surface water away from the disposal field and eliminate unnecessary sources of water in the area. Plant only sod over the disposal field. Avoid fertilizers in this area.
- Conserve indoor water use to put less strain on the system. Correct leaky faucets or running toilets promptly. Keep in mind that a water softener will generate 30 to 85 gallons of water every regeneration cycle.
- Do not drive on the disposal field or build over it.

## *Pumping the System*

Over time, the matter not broken down by the bacteria can clog the system. This will happen in spite of careful use and good maintenance. To prevent serious problems, regular pumping to clean out the tank is essential—usually every 1 to 2 years, more often if usage is heavy.

## *System Failure*

Signs that your septic system is failing include the following:

- Black water with a foul odor backing up in drains or toilets.
- Toilets flush slowly.
- Water ponds on top of the disposal field.
- Grass stays green over the disposal field even in dry weather.

If you believe your system requires attention, call a professional to assess the situation. Have the system pumped. If a new system is required, a permit must be obtained from the county or municipality where your home is located.

## *Water Softener*

Prior to installing a water softener, discuss with the vendor whether the system you are considering will adversely affect your septic system.

### **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing we confirm that the septic system is working properly and that you are familiar with the location of the tank and disposal field.

While we install the system in accordance with codes and plans based on your soil conditions, we do not warrant that the septic system will function indefinitely. Weather, ground water, environmental conditions, topography, as well as your family's habits can all generate unpredictable effects. Septic systems are excluded from any warranty.

# **Shower Doors or Tub Enclosures**

## **Homeowner Use and Maintenance Guidelines**

Shower doors and tub enclosures require minimal care. Using a squeegee to remove water after a bath or shower will keep mineral residue and soap film to a minimum. A coating of wax can also help prevent build up of minerals and soap.

Use cleaning products suggested by the manufacturer to avoid any damage to the trim and hardware.

Avoid hanging wet towels on corners of doors; the weight can pull the door out of alignment and cause it to leak.

Check and touch-up caulking on an as needed basis.

## **Gitto Enterprises INC Limited Warranty Guidelines**

During your closing we will confirm the good condition of all shower doors and tub enclosures. Gitto Enterprises INC warrants that shower doors and tub enclosures will function according to manufacturer specifications. Leaks due to failed caulking are homeowner maintenance.

# Siding

## Homeowner Use and Maintenance Guidelines

Siding expands and contracts in response to changes in humidity and temperature. Slight waves are visible in siding under moist weather conditions; shrinkage and separations will be more noticeable under dry conditions. These behaviors cannot be entirely eliminated.

### ***Wood and Wood Products***

Wood or wood-product siding will require routine refinishing. The timing will vary with climatic conditions. Maintain caulking to minimize moisture entry into the siding. Note that some paint colors will require more maintenance than others and some sides of the home may show signs of wear sooner based on their exposure to the elements.- Some wood siding, such as cedar, is subject to more cracking and will require more maintenance attention.

### ***Vinyl***

Vinyl siding will occasionally require cleaning. Start at the top to avoid streaking and use a cleaning product recommended by your siding manufacturer. Follow directions carefully.

### ***Cement Based Products***

Cement based siding will require repainting and caulking just as wood products do.

## Gitto Enterprises INC Limited Warranty Guidelines

Gitto Enterprises INC warrants all siding to be free of defects in material and workmanship. We will confirm the good condition of the siding during your closing. Subsequent damage to the siding will be by your responsibility to repair.

*Time and weather will shrink and dry caulking so that it no longer provides a good seal. As routine maintenance check the caulking at all windows and doors and make needed repairs. Caulking is excluded from Gitto Enterprises INC warranty and is considered homeowner maintenance.*

# Smoke Detectors

## **Homeowner Use and Maintenance Guidelines**

Read the manufacturer's manual for detailed information on the care of your smoke detectors.

### ***Battery***

If a smoke detector makes a chirping sound that is a sign that the battery needs to be replaced. Follow manufacturer instructions for installing a new battery. Most smoke detectors use a 9 volt battery.

### ***Cleaning***

For your safety, clean each smoke detector monthly to prevent a false alarm or lack of response in a fire. After cleaning, push the test button to confirm the alarm is working.

### ***Locations***

Smoke detectors are installed in accordance with building codes, which dictate locations. Gitto Enterprises INC cannot omit any smoke detector and you should not remove or disable any smoke detector.

## **Gitto Enterprises INC Limited Warranty Guidelines**

Gitto Enterprises INC does not guarantee that the smoke detectors will provide the protection for which they are installed or intended. We will test smoke detectors during the closing to confirm that they are working and to familiarize you with the alarm. You are responsible for obtaining fire insurance.

# Stairs

## **Homeowner Use and Maintenance Guidelines**

No known method of installation prevents all vibration or squeaks in a staircase. A shrinkage crack will develop where the stairs meet the wall. When this occurs, apply a thin bead of latex caulk, wait until dry, then touch up with paint.

## **Gitto Enterprises INC Limited Warranty Guidelines**

Although Gitto Enterprises INC does not warrant against stair vibration and squeaks, a reasonable effort will be made to correct them during the first 60 days only.

# Stucco

## Homeowner Use and Maintenance Guidelines

Stucco is a brittle cement product that is subject to expansion and contraction. Minor hairline cracks will develop in the outer layer of stucco. This is normal and does not reduce the function of the stucco in any way.

### *Drainage*

To ensure proper drainage, keep dirt and concrete flatwork a minimum of 6 inches below the stucco screed (mesh underneath final coat of stucco). Do not pour concrete or masonry over the stucco screed or right up to the foundation.

### *Efflorescence*

The white, powdery substance that sometimes accumulates on stucco surfaces is called efflorescence. This is a natural phenomenon and cannot be prevented. In some cases, you can remove it by scrubbing with a stiff brush and vinegar. Consult your home center or hardware store for commercial products to remove efflorescence.

*Time and weather will shrink and dry caulking so that it no longer provides a good seal. As routine maintenance check the caulking at all windows and doors and make needed repairs. Caulking is excluded from Gitto Enterprises INC warranty and is considered homeowner maintenance.*

### *Sprinklers*

Since stucco is not a water barrier, avoid spraying water from irrigation or watering systems on stucco surfaces to avoid possible leaks. Check the spray from the lawn and plant irrigation system frequently to make certain that water is not spraying or accumulating on stucco surfaces.

## Gitto Enterprises INC Limited Warranty Guidelines

One time during the warranty period, Gitto Enterprises INC will repair stucco cracks greater than 1/16" wide. The repair will not exactly match the surrounding area.

# Sump Pump

## **Homeowner Use and Maintenance Guidelines**

If conditions on your lot made it appropriate, the foundation design includes a perimeter drain and sump pump. The perimeter drain runs around the foundation to gather water and channel it to the sump pit, or crock. When the water reaches a certain level, the pump comes on and pumps the water out of your home. Read and follow the manufacturer's directions for use and care of your sump pump.

### ***Continuous Operation***

The pump may run often or even continuously during a heavy storm or long periods of rain. This is normal under such conditions.

### ***Discharge***

Know where the discharge for your sump pump system is and keep the end of the drain clear of debris so that water can flow out easily.

### ***Power Supply***

The sump pump runs on electricity. If power goes off, the pump cannot operate. Storm water (not sewage) could then enter your basement. You may wish to install a back-up system to guard against this possibility. Homeowner insurance does not usually cover damage to your property from this source; you may want to obtain a rider to cover this.

### ***Roof Water***

Ensure that roof water drains quickly away from the home to avoid circulating it through your sump pump. Keep downspout extensions or splash blocks in place to channel water away from your home.

### ***Routine Check***

Periodically check to confirm that the pump is plugged in, the circuit breaker is on and the pump operates. To check the operation of your sump pump, pour five gallons of water into the sump pump crock (hole). The pump should come on and pump the water out. Follow this procedure once a year.

### ***Trees and Shrubs***

Avoid planting trees or shrubs with aggressive root growth patterns near your home's foundation. The roots can make their way into the perimeter drain and eventually clog the system.

### **Gitto Enterprises INC Limited Warranty Guidelines**

During your closing we will discuss the sump pump and confirm it is operational. The pump is classified as an appliance and is warranted by the manufacturer only. Gitto Enterprises INC is not responsible for pump failure or consequential damages.

# Termites

## Homeowner Use and Maintenance Guidelines

Treatment for termites or animal infestations is your responsibility.

### *Regular Inspections*

Regularly inspect your home for signs of termites or conditions that would allow their attack.

- Check for wrinkles or waves in wood trim.
- Tap wood to see if it sounds or feels hollow.
- Inspect under the carpet tack strip by lifting the edge of carpet in the corner of a room. The tack strip is untreated and provides a convenient path for termites through your home.
- Watch for tubes of dirt, called mud tubes, that extend from the soil up to your home.
- Keep soil away from any wood parts of your home.
- Be certain all roof water and precipitation moves quickly away from your home's foundation.
- Avoid storing wood on the ground and against your home.
- Maintain a safe zone of at least two feet in width around the perimeter of your home. Avoid planting grass or shrubs, installing any sprinkler device, or digging of any kind in this area. If you disturb this area, have it re-treated to restore protection.
- Before installing stepping stones, river rock, concrete, or other material against the home, chemically treat the area that will be underneath the new material.
- If you add onto or change the exterior of your home, be sure to have the areas treated first.

If you believe you see signs of termites or if you have any questions, contact your termite treatment company for guidance.

## Gitto Enterprises INC Limited Warranty Guidelines

Gitto Enterprises INC warranty excludes treatment for termites and animal infestation. Any pest control is homeowner responsibility.

# Ventilation

## Homeowner Use and Maintenance Guidelines

Homes today are built more tightly than ever. This saves energy dollars but creates a potential concern. Condensation, cooking odors, indoor pollutants, radon, and carbon monoxide may all accumulate. We provide mechanical and passive methods for ventilating homes. Your attention to ventilation is important to health and safety. Building codes require attic and crawl space vents to minimize accumulation of moisture.

### *Attic Vents*

Attic ventilation occurs through vents in the soffit (the underside of the overhangs) or on gable ends. Driving rain or snow sometimes enters the attic through these vents. Do not cover them to prevent this. Instead, cover the insulation in front of the vent. When you do this, precipitation that blows in safely evaporates and ventilation can still occur.

### *Crawl Space Vents*

Homes with crawl spaces usually include two or more vents. Open crawl space vents for summer months and close them for winter months, pulling insulation over them. Failure to close these vents and replace insulation may result in plumbing lines freezing in the crawl space. This occurrence is not covered by your warranty.

### *Daily Habits*

Your daily habits can help keep your home well ventilated:

- Do not cover or interfere in any way with the fresh air supply to your furnace.
- Develop the habit of running the hood fan when you are cooking.
- Run the bath fans when bathrooms are in use.
- Air your house by opening windows for a time when weather permits.

Proper ventilation will prevent excessive moisture from forming on the inside of the windows. This helps reduce cleaning chores considerably.

## Gitto Enterprises INC Limited Warranty Guidelines

Gitto Enterprises INC warranty guidelines for active components (for example, exhaust fans) are discussed under such appropriate headings as electrical systems, heating system, and so on.

# Water Heater: Electric

## Homeowner Care and Maintenance

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

### *Drain Tank*

Review and follow the manufacturer's timetable and instructions for draining several gallons of water from the bottom of the water heater. This reduces build-up of chemical deposits from the water, thereby prolonging the life of the tank as well as saving energy dollars. Also drain the tank if it is being shut down during periods of freezing temperatures. Carefully follow the instructions in the manufacturer's literature.

### *Element Cleaning or Replacement*

The heating elements in the water heater will require periodic cleaning. The frequency is determined in part by the quality of the water in your area. Again, refer to the manufacturer's literature for step-by-step instructions and drawings, or contact an authorized service company.

### *Pressure Relief Valve*

At least once each year, manually operate the pressure relief valve. Stay clear of the discharge line to avoid injury. See manufacturer's literature for diagrams and detailed instructions.

### *Safety*

Keep the area around a water heater clear of stored household items. Never use the top of the water heater as a storage shelf.

### *Temperature*

Temperature settings on an electric water heater will produce approximately the temperatures listed below:

|          |               |
|----------|---------------|
| Hot      | 120 degrees F |
| A.       | 130 degrees F |
| B.       | 140 degrees F |
| C.       | 150 degrees F |
| Very Hot | 160 degrees F |

The recommended setting for operation of a dishwasher is B, or 140 degrees. Higher settings can waste energy dollars and increase the danger of injury from scalding. Hot water will take longer to arrive at sinks, tubs, and showers that are farther from the water heater.

### **TROUBLE SHOOTING TIPS: NO HOT WATER**

Before calling for service, check to confirm the following:

- Water heater breaker on your main electric panel is in the on position. (Remember if a breaker trips you must turn it from the tripped position to the off position before you can turn it back on.)
- Temperature setting is not on "vacation" or too low.
- Water supply valve is open.

Refer to the manufacturer's literature for specific locations of these items and possibly other troubleshooting tips.

Even if the trouble shooting tips do not identify a solution, the information you gather will be useful to the service provider you call.

### **Gitto Enterprises INC Limited Warranty**

Refer to the manufacturer's limited warranty for complete information regarding warranty coverage on your water heater. Sulfur smell in water is not covered under any Gitto Enterprises INC warranty.

# Water Heater: Gas

## **Homeowner Use and Maintenance Guidelines**

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

### ***Condensation***

Condensation inside your new water heater may drip onto the burner flame. This causes no harm and in most cases will disappear in a short period of time.

### ***Drain Tank***

Review and follow manufacturer's timetable and instructions for draining several gallons of water from the bottom of the water heater. This reduces the build-up of chemical deposits from the water, prolonging the life of the tank and saving energy dollars.

### ***Pilot***

Never light a gas pilot when the water heater tank is empty. Always turn off the gas before shutting off the cold water supply to the tank.

To light the water heater pilot, first remove the cover panel on the tank to expose the pilot. Then rotate the on-off-pilot knob to the pilot position. When the knob is in this position, the red button can be depressed.

While depressing the red button, hold a match at the pilot. Once the pilot lights, continue to hold the red button down for 30 to 60 seconds. When you release the red button, the pilot should stay lit. If it does not, wait several minutes to allow the gas to dissipate from the tank and repeat the entire process. If it stays lit, rotate the on-off pilot knob to the on position.

Reinstall the cover panel and then adjust the temperature setting with the regulating knob on the front of the tank.

Water heaters sometimes collect small quantities of dirty water and scale in the main gas lines, which may put out the pilot light.

While away from home for an extended period of time, set the temperature to its lowest point and leave the pilot lit.

### ***Safety***

Vacuum the area around a gas-fired water heater to prevent dust from interfering with proper flame combustion. Avoid using the top of a heater as a storage shelf.

### ***Temperature***

The recommended thermostat setting for everyday use is "normal." Higher settings can result in wasted energy dollars and increase the danger of injury from scalding. Hot water will take longer to arrive at sinks, tubs, and showers that are farther from the water heater.

### **TROUBLESHOOTING TIPS: NO HOT WATER**

Before calling for service, check to confirm the following:

- Pilot is lit. (Directions will be found on the side of the tank.)
- Temperature setting is not on "vacation" or too low.
- Water supply valve is open.

Refer to the manufacturer's literature for specific locations of these items and possibly other troubleshooting tips. Even if the trouble shooting tips do not identify a solution, the information you gather will be useful to the service provider you call.

### **Gitto Enterprises INC Limited Warranty Guidelines**

Refer to the manufacturer's limited warranty for information regarding coverage of the water heater. Sulfur smell is not covered under any Gitto Enterprises INC warranty.

# Windows, Screens, and Sliding Glass Doors

## **Homeowner Use and Maintenance Guidelines**

Contact a glass company for re-glazing of any windows that break. Glass is difficult to install without special tools.

### ***Acrylic***

Clean during moderate temperatures with only a mild soap and warm water using a sponge or soft cloth and dry with a towel. Avoid abrasive cleaners, commercial glass cleaner, razors, brushes, or scrubbing devices of any kind. Minor scratches can often be minimized by using a mild automotive polish.

### ***Aluminum***

Clean aluminum metal surfaces with warm, clear water. Do not use powdered cleaner. After each cleaning, apply a silicone lubricant. Clean glass as needed with vinegar and water, a commercial glass cleaner, or the product recommended by the window manufacturer.

### ***Condensation***

Condensation on interior surfaces of the window and frame is the result of high humidity within the home and low outside temperatures. Your family's lifestyle controls the humidity level within your home. If your home includes a humidifier, closely observe the manufacturer's directions for its use.

### ***Screen Storage and Maintenance***

Many homeowners remove and store screens for the winter to allow more light into the home. To make re-installation more convenient, label each screen as you remove it. Use caution: screens perforate easily and the frames bend if they are not handled with care. Prior to re-installing the screen, clean them with a hose and a gentle spray of water.

### ***Sills***

Window sills in your home are made of wood, wood product, man-made marble, or marble. The most common maintenance activity is dusting. Twice a year, check caulking and touch-up as needed. Wax is not necessary but can be used to make sills gleam. Protect wood and wood product sills from moisture. If you arrange plants on a sill, include a plastic tray under the pot.

### ***Sliding Glass Doors***

Sliding glass doors are made with tempered glass, which is more difficult to break than

ordinary glass. If broken, tempered glass breaks into small circular pieces rather than large splinters, which can easily cause injury.

Keep sliding door tracks clean for smooth operation and to prevent damage to the door frame. Silicone lubricants work well for these tracks. Acquaint yourself with the operation of sliding door hardware for maximum security.

Under certain lighting conditions, door glass may be hard to see. If you keep the screen fully closed when the glass door is open, your family will be accustomed to opening something before going through. You may want to apply a decal to the glass door to make it readily visible.

### ***Sticking Windows***

Most sliding windows (both vertical and horizontal) are designed for a 10-pound pull. If sticking occurs or excessive pressure is required to open or close a window, apply a silicone lubricant available at hardware stores. Avoid petroleum-based products.

### ***Tinting***

Applying tinting or foil lining to dual pane windows can result in broken windows due to heat build-up. Some manufacturers void their warranty on the windows if you apply tinting or foil lining. Contact the manufacturer to check on their current policy before you apply such coatings.

### ***Weep Holes***

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.

### **Gitto Enterprises INC Limited Warranty Guidelines**

We will confirm that all windows, screens, and sliding glass doors are in acceptable condition during the closing. Gitto Enterprises INC will repair or replace broken windows or damaged screens noted on the closing list only. Windows should operate with reasonable ease and locks should perform as designed. If they do not, Gitto Enterprises INC will provide adjustments within one year only. Windows are covered under the manufacture's warranty.

### ***Condensation***

Condensation on interior surfaces of the window and frame is the result of high humidity within the home and low temperatures outside. You influence the humidity level within your home. Gitto Enterprises INC provides no corrective measure for this condition.

Condensation that accumulates between the panes of glass in dual-glazed windows indicates a

broken seal. Gitto Enterprises INC will replace the window if this occurs during the warranty period.

### ***Infiltration***

Some air and dust will infiltrate around windows, especially before the installation of landscaping in the general area and during high winds and also high driven rain. Gitto Enterprises INC warranty excludes this occurrence.

### ***Scratches***

Gitto Enterprises INC confirms that all window glass is in acceptable condition at the closing. Minor scratches on windows can result from delivery, handling, and other construction activities. Gitto Enterprises INC will replace windows that have scratches readily visible from a distance of 4 feet. Gitto Enterprises INC does not replace windows that have scratches visible only under certain lighting conditions.

### ***Tinting***

If you add tinting to dual-glazed windows, all warranties are voided. Damage can result from condensation or excessive heat build-up between the panes of glass. Refer to the manufacturer's literature for additional information.

# Wood Trim

## **Homeowner Use and Maintenance Guidelines**

Shrinkage of wood trim occurs during the first two years or longer, depending on temperature and humidity. All lumber is more vulnerable to shrinkage during the heating season. Maintaining a moderate and stable temperature helps to minimize the effects of shrinkage. Wood will shrink less lengthwise than across the grain. Wood shrinkage can result in separation at joints of trim pieces. You can usually correct this with caulking and touch-up painting.

Shrinkage may also cause a piece of trim to pull away from the wall. If this occurs, drive in another nail close to, but not exactly in, the existing nail hole. 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 joists below. Again, you can correct this condition by removing the old nails and re-nailing. You may prefer to wait until after the first heating season to make any needed repairs at one time when redecorating.

*See also Expansion and Contraction*

## **Gitto Enterprises INC Limited Warranty Guidelines**

During the closing we will confirm that wood trim is in acceptable condition. Minor imperfections in wood materials will be visible and will require no action. Gitto Enterprises INC will correct readily noticeable construction damage such as chips and gouges.

### ***Exterior***

Gitto Enterprises INC will caulk and apply touch-up paint to cracks in exterior trim components that exceed 3/16 inch. We provide this repair one time only near the end of the first year. Paint or stain touch-up will not match. We will correct any separation at joints that allows water to enter the home.

### ***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. Warranty coverage excludes this condition.