

Dear Deacon Ridge Homeowners/Residents:

Please remember in a community setting like Deacon Ridge Condos, your neighbors can be negatively impacted with damage due to your failure to perform needed service and repairs in a timely manner as the homeowner.

Please find below a list of suggested annual service inspections to avoid potential damage to your condo, as well as the other condos around you.

Heating and Air Condition Service: Please have a HVAC professional of your choice, service/inspect your current system annually. Change your internal air filter at least twice annually. Please keep in mind that the normal lifespan of the HVAC system is 12 to 18 years - depending on regular servicing. Condensation from your HVAC can leak into your neighbor's condo. It may be time to replace the HVAC unit.

Hot Water Heater: Please have a plumbing professional of your choice service/inspect your hot water heater. Normal lifespan of a hot water heater is 12 to 18 years – depending on regular servicing. Leaking water pipes can damage your neighbor's condo. It may be time to replace your current hot water heater.

Dryer Vents Cleaned: *Dryer vent fires are the #1 cause of house fires*, and are caused by lint buildup and a lack of maintenance. **Key points to consider:** Common causes are lint accumulation on electrical components and high heat being primary contributors to dryer fires. **Prevention Tips:** Regularly clean your dryer vent at least once a year to reduce lint buildup. Ensure that the venting system is in good condition and not obstructed.

Smoke Detector Batteries: Recommended replacement frequency for batteries is every six (6) months as recommended by the National Fire Protection Association (NFPA). **Monthly Testing:** In addition to replacing the batteries, it is important to test your smoke alarms to confirm they are working correctly. This can be done by pressing the test button on the device.

Smoke Detector Replacement: Smoke detectors should be replaced at least every 10 years. If your smoke detector has a sealed lithium battery, you will need to replace the entire unit after 10 years, as these batteries are not replaceable.

Condo Sprinkler Inspections: Forsyth County Fire Department requires an **annual MANDATORY inspection of sprinklers within all condos**. This will be coming up again in January 2026. You will be hearing more about this inspection from RPM, our management company, as we near that due date.

Architectural Request Approval (ARC): Per the Deacon Ridge Rules and Regulations:

*"No additions, alterations or improvements shall be made to any building exterior by a homeowner, **without prior written approval** from the Board of Directors or the Management Company by submitting the attached Architectural Request Form".*

"No modification to the exterior of the building or doors is permitted, including hanging items or attaching items which requires a nail, screw or any type of fastener which creates a hole or damage to exterior."

The ARC form may be needed if exterior wiring is needed to replace HVAC or hot water systems. Please check with Resource Property Management, LLC at (919) 240-4045 extension 105, **before any work is started.**

Satellite Dishes: Satellite dishes are permitted with the approval of the Board of Directors. All persons wishing to install a satellite must fill out and submit to the property management

company the Satellite Request Form found at the end of the Rules and Regulations document. A \$250 fee must be paid to the Management Company to cover the cost of removing satellite dishes after the resident moves. If the resident arranges to remove the satellite dish and related parts, the fee will be refunded.

Gas Logs: Piedmont Natural Gas (1-800-752-7504) will come out to service your gas logs and start your pilot lights. They provide this service free of charge. Call to set up an appointment for their technician to come out. It is **highly recommended** that any homeowner that actively uses their gas logs to also utilize a carbon monoxide detector (plug-in powered but with a battery backup) in the living room area of the condo.

Toilets Constantly Running: If your toilets are constantly running or not flushing properly – please have a plumber of your choice come out to check. The constant running of a toilet will result in higher water usage. Water costs are covered in your HOA fees. We need your help to conserve water to avoid higher HOA monthly costs. Also, **NEVER** flush wipes, masks and other feminine products down the toilet.

Shower Heads and Sink Drains: Check for leaks under both kitchen and bathroom sinks to manage water leaks as soon as possible to help control water costs and prevent water damage to your neighbors below. Your plumber can advise the best course of action on these items.

Refrigerator Drainage Pans: Drainage pans can overflow and need a plumber's attention to determine the cause and repair as soon as possible. Water lines from ice makers and/or water filters can become clogged and need to be cleaned.

Local Handyman: Craig Bonney (Cell: 732-996-0533, email: kcpaintingnj@aol.com) is a handyman living in Deacon Ridge who can help with dryer vent cleaning, HVAC filter replacement and/or smoke detector batteries replacement, as well as other handyman repairs.

The first condos in our Deacon Ridge community were built in **2000** (coming up on 26 years old). Please consider scheduling inspections/service appointments with a professional to avoid expensive repairs. Please consider replacing it **BEFORE** there is significant damage to your condo and others around you.

We need everyone's help to manage HOA costs – keeping your HVAC, hot water heater, toilets, appliances, etc. serviced periodically and repaired/replaced as needed is a great start. When there is water damage going into your neighbor's units, through the common areas, HOA fees help with paying for repairs, but owners are responsible for damage inside their units. Water damage and usage can be managed with everyone maintaining and repairing water leaks as quickly as possible. We encourage each homeowner and renter to locate and know where the main shutoff valve is for the incoming water line to their condo unit prior to any emergency in order to minimize water damage. This also helps control HOA fees when reviewing annual budgets.

Tenants, please let your homeowner or managing company know if you have any of the above issues and concerns.

Thanks so much in advance for everyone's support to keep our community an affordable place to live.

Deacon Ridge Board of Directors and Resource Property Management