

# Barclay Park Condominium Association

## Top Ten Caveats of Care - Special News Memo

This special news memo is a “better homeownership” letter of insights into the fine times (and fine print) of living at BP (within the guidelines of the Master Deed and Bylaws). Experience ends up being a great teacher; so, we have collected input from those who have lived or worked at Barclay since its first years; and we pass it on as a *Ten Top Caveats of Care* for all co-owners alike whether new or veteran, young or old. On a creation timeline, BP is special because it came into being along with the new century (and millennium). So long ago! Herein, we share ideas that we hope will benefit each resident as seasonal work is planned & you make your home your castle. ☺

*May your time in Ann Arbor – a Tree City USA – be healthy, safe, memorable and successful.*

### **FURNACE CARE IS YEAR ROUND WITH A/C**

When in use, furnaces and humidifiers (e.g., April Aire 600) need to have their filters checked year-round and replaced or cleaned at least every 6-months. A pre-winter furnace “service” typically cleans (vacuums) the area and checks for cracks in the heat exchanger. To avoid leaks from the humidifier’s water filter, be certain that the filter is installed correctly. (The rubber tube must be in the correct hole; the bottom of the filter has to be snug in its hole, and the plastic pipe from the humidifier must be set properly into the floor drain.) Your liability for any damages to neighboring units (and your own) underscores the importance of this. Furnaces are controlled both by a blower switch and the thermostat. Outdoors, check your air conditioning condenser unit periodically to keep it clear of debris, i.e., to “breathe” as it exchanges heat extracted from inside. This prevents refrigerant lines from freezing, bursting and leaking inside the home, also a potential liability. Besides BP’s own contractors 476-4116, one of the local companies acquainted with Barclay is Neff Mechanical 320-5528.

### **DON’T LET YOUR PIPES FREEZE!**

Because water pipes are pressurized to supply a continuous flow, any break or unstoppable flow can only be stopped “upstream” from the mechanical failure or pipe that breaks. ***Learn where the water SHUT-OFFS are in your condominium and how to operate these Shut Offs:*** (A) Whole House Shut Off = an inlet (supply) line (coming through the drywall) behind your water heater; turn this “ball valve” 90° to cut off flow of new water into the pipelines of your condo; (B) Fixture Shut-Offs = each supply line normally has a similar twist-to-close shut-off valve (“ball valve” types are more reliable and trustworthy than “gate valve” types); (C) Whole Building Shut Offs = large shut-off valve in ONE unit of each building (or,

alternatively, in the street outside (and accessed by the City). Caveats: (1) ***at all times of freezing temperatures, keep the furnace on and interior heat near 60°F in all spaces of your condo;*** (2) maintain homeowner’s liability insurance coverage for your property and for repairs of any damage to others that your fixtures might cause; (3) in winters, watch for ice build-ups and TREAT or remove as needed for safety. (Ask the Association for an ice melt bucket, if you do not have one, or assistance, if needed.)

### **FIRE SUPPRESSION SPRINKLERS**

If you notice a leak from a fire suppression sprinkler in your home or garage (all of which are pressurized via supply controlled in only the Riser Room\* of your bldg), report the leak immediately to BP maintenance 734-476-4116. The installation company for the system, A2 Fire Protection Service 734-761-8088 is also a resource (with Riser Room access normally required). Each year, a visual inspection of the sprinkler heads in 25% of the units at Barclay Park is required – along with a physical test of the water control valves in each building’s “riser room” (\* the closet in ONE unit of each building where supply lines for the building feed in from the parking lot, i.e., where city Shut Off controls are located.) When your condo is inspected, the purpose is to make sure that (1) no sprinkler head is obstructed, i.e., ck. for tape, paint, clips, hangers, or anything that might block the spray area of a sprinkler head; and (2) the sprinkler heads and surrounding drywall show no sign of leakage, either of antifreeze (dark) or water (clear). If problem-free, each unit’s inspection only takes 5-10 minutes. Those units containing the water control “riser room” take longer, perhaps 20-30 minutes, if no problems are found. During the inspections, audible alarms are sounded as flow alarm tests are made.

### **NOISE FROM NEIGHBORS**

Shared walls allow some noises to be audible to your neighbor(s) and vice versa. Disturbances can be unintentional and often result simply from different daily routines. If noise is a concern, please act as a good neighbor and WRITE an explanatory letter of concern, copying your letter to management for its files. Management may be able to refer a contractor, or to suggest floor treatments or pads for movable chairs and tables. Condo documents restrict wood and ceramic in upper unit flooring AND, if approved pursuant to special application, require special insulation under same. To buffer and reduce noise, wall cavities (and even sub-floors) can be filled with a foam or other insulation. Walls themselves can be “furred out” and another layer of insulation and drywall added, pursuant to submission and approval of an Alternations Form (on website).

### WINDOW GLASS & SASH

Impressive for their views, window openings are a key responsibility for co-owners whether the task be washing, covering, repairing glass or replacing. Locally, Diamond Glass (repair) is commonly used 769-2722. East of the airport, Leigh's Glass is a competitor 734-287-3533 that makes house calls. Replacements, if needed, bring upgrading into consideration. Triple-glazing is now offered by some local manufacturers, as well as blinds magnetically-operated between thermo panes of glass (e.g., royaltechwindows.com 313-295-4100). Andersen and other window companies now offer "coated" (silver oxide) glass that offers major reduction in radiation gain and loss. When plans are made, let's your fingers do the walking – and be sure to emphasize insulation and secure membrane flashings in any replacement work. A consult with BP's maintenance may also be worthwhile 476-4116.

### BIRDS, CRITTERS & INSECTS

Despite the ample wetlands and park lands around Barclay (and their protection as these features are kept natural), our housing structures have attractive roosting and nesting spots for birds, bees and occasional critters. Porch overhangs and vents seem to attract birds. The underside of wood railings, as well as roof overhangs and eaves troughs, seem to keep bees-a-buzzing. Critters will slip into garages and through spaces between foundations and floor plates. For on-site service, put in a work request by e-mail or at the on-site office (734-476-4116). For eradication treatment (e.g., interior spraying of ants), the Association maintains a monthly service contract #656611 with "Eradico" 734-722-8850. Under the contract, any co-owner can call and place a service request at any time.

### PORCH & DECK DUTIES

Cleaning of all porches and decks AND the periodic re-sealing of these limited common elements are a co-owner responsibility. The recommended interval for cleaning and re-sealing exposed deck-porch wood is every 2 to 3-years, i.e., about twice as often as each building's trim and exposed wood is re-stained (painted). After power washing and any touch-up fix-up, a product such as "Decksapes" (clear) is spread as sealer on horizontal surfaces. Seasonal cleaning (a quick wash) preserves the finish. If your deck or porch has NOT been re-sealed and painted within the time frame for the Association's painting of the building (or falls into poor maintenance condition, as determined by management) – BP performs the deck clean and seal at the time of the scheduled work on your building and invoices you for the cost of the service and any repairs (due to deferred maintenance). Colors are to remain the same and are indicated on [www.barclaypark.org](http://www.barclaypark.org). Local painters with experience at Barclay include ATP (Jerome Franklin) 734-216-2826 and Chrisco Painting (Nick Valanos or Ruben Andrade) 734-612-2829.

### FRONT DOOR PAINTING

If not painted by personal action of the co-owner (often more frequent than by Association action), the front entry door to each condo and the garage door will be painted on the same 5 to 7 year schedule used for re-painting of the wood trim on the buildings. Front door painting requires that the door be left ajar for edges to dry – and will be paid for by the Association ONLY if the painting is done in conjunction with the painting of the building. This requires that each co-owner make an appointment with the painter (to provide access). Outside of normal building painting times for the Association's contract, each co-owner or resident is required to cover the expense of front door painting personally. Front door colors must conform to the original doors shades, as cited and available for reference on the Association's website.

### INTERIOR REPAIR & MAINTENANCE

Unit elements and fixtures are many and varied, with virtually all interior items being the homeowner's responsibility (the Association's work being focused on exterior items). As a proprietary service company closely familiar with virtually all aspects of Barclay Park, "ATD Building" is available on a direct hire basis for interior work – as are any number of other handy-person repair businesses in the Ann Arbor area. Management recommends speaking with at least two companies when major repairs or interior changes are contemplated – and reminds co-owners that an Alterations Request Form (available on the website) is required in event of changes to layout or design of the condominium [www.barclaypark.org](http://www.barclaypark.org) then, tab to "FORMS".

### GARAGE DOORS & OPENERS

The garage door is often the most frequently used door in a BP condo. This makes preventive care VERY advisable and worthwhile. If the springs or cables break, the Association replaces them as part of the monthly fee. The OPENER and the door itself, however, are co-owner responsibilities, as has been the routine oiling of the opener track & rollers (which lengthens component life and makes for quieter operation). Regular garage door spray – e.g., a dry lubricant or even WD40 is typically used. The bolts mounting the tracks to the inside wall of your garage (or those mounting the panels of the door together) can be checked for tightness annually, as daily operation loosens these mounting bolts.



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