



Murieta Homeowners' Association  
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## HOMEOWNER'S ANNUAL CHECKLIST

The following are list recommendations provided to you for the general maintenance and upkeep of your unit. The HOA advises you to perform the duties listed below on a minimum of an annual basis. Failure to perform these duties, especially after being given formal notice, may constitute negligence on the homeowner's part due to non-action and thus may make you financially responsible for damages caused as a result.

### PLUMBING (You May Want to Employ a Plumber for Items on this List)

1. Inspect the water heater pan for any signs of leaks.
2. Inspect the gas fittings by applying soap and water on the gas shut-off valve to test for bubbling of leaking gas. If there is a leak, call PG&E immediately.
3. Water valves can freeze over time. Test all toilet, faucet and water heater valves.
4. Inspect the areas underneath all sinks; check for leaks from valves, water supply pipes and drains, garbage disposals, etc.
5. Test for toilet tank leaks.
6. Visually inspect all shower heads and tub spouts for leaks.
7. Clean sink drains with enzyme cleaners which foams up in the drain and breaks down sludge.
8. Check the silicone, or caulking, throughout your kitchen and bathroom(s) for damage and/or failure.
9. If you shut-off the water to your stack (your stack includes only the units directly above and/or below yours), you must notify your neighbors at least 24 to 48 hours in advance whenever possible.
10. First floor residents should check the water spigots in their patios.
11. You can use a water pressure gauge to test the water level at your unit. The water pressure level at Murieta is 62psi.
12. Check the floor around washing machines, refrigerators and dishwashers for signs of water leaks.\*

### HEATING

1. If you have and use your fireplace, you must perform a certified chimney sweep at least once a year and provide documentation to the office.\*\*
2. Check furnace valves with soap and water to test for possible gas leaks.
3. Replace furnace filters.

### GENERAL MAINTENANCE

1. Lubricate all hinges on doors, cabinets, and windows slides.
2. Clean all window and slider tracks and lubricate.
3. Replace smoke and carbon monoxide alarm batteries.
4. Check circuit breakers for easy trips; you may want to have an electrician or handyman help you test for this.

*\*Plumbing leaks can cause serious damage to your and your neighbors' units. A small drip can waste water to the extent of 50 to 500 gallons of water per day which costs you money.*

*\*\*This is a Murieta requirement and cleaning must be certified every year pursuant to the MURIETA RULES & GENERAL INFORMATION.*