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# The Commons HOA, Inc. at Brunswick Plantation

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## Rules and Regulations



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## TABLE OF CONTENTS

	<u>Page</u>
Table of Contents	1
Authority	2
General	2
Definitions	2
Responsibility	3
Common Areas	4
Limited Common Areas	4
Use and Restrictions of Dwelling	5-6
Parking Rules	7-8
Pet Policy	9-10
Long Term Rentals	11
Grill Policy	11
General Rules	12
Architectural Guidelines	13-14
ARC Request Form	15
Violations/Structure	16
Long Term Rental Form	17
Useful Phone Numbers	18
CAM Work Order Request Form	19
Preventive Maintenance Guide/Checklist	20

# **The Commons Homeowners Association, Inc. at Brunswick Plantation**

## **Rules and Regulations**

### **Authority:**

Pursuant to the Master Declaration, Article 22-H and the Bylaws, Article III-6-e, the following Rules & Regulations as are hereby published on April 15, 2020 and made effective April 15, 2022, for the residents of The Commons HOA at Brunswick Plantation. The Declaration authorizes the Board to take action necessary to correct any violation of the Rules & Regulations and to assess the unit owner for any expenses incurred.

### **General:**

These rules are binding upon owners and their guests, including Resort guests and tenants. This is a residential Condominium Community, and the Units therein shall be used only for residential purposes. (Declaration Article 22-A).

Violations of Commons I HOA Rules and Regulations will result in fines as follows:

FIRST OFFENSE – Warning, SECOND OFFENSE – \$50.00, THIRD and subsequent OFFENSE – \$100.00

### **Definitions:**

BoD-Board of Directors: those members of the Homeowners Association elected to serve in that capacity by the Membership.

Owner-A person or persons who have purchased a Unit in Commons 1

Guest- Any person visiting an owner or tenant, whether family, friend, acquaintance or service provider

Resort Guest-A person renting a unit leased by Heritage Group

Tenant-person or persons renting through a private owner

## **Responsibility:**

General-The unit owner is responsible to ensure that their unit(s) has a copy of the Rules to ensure compliance. Owners are responsible for any common area damage caused by themselves, their tenants or their guests.

- a. For the safety and security of the residents, as well as, emergency purposes and the protection of our assets, the Board has deemed it necessary for Owners to provide the Management Company with a written copy of any lease, the names, phone numbers and other contact points of persons to whom the Unit is rented. A form is included in this document.
- b. When the unit is unattended for a period of 30 days or more, all water should be turned off and the windows and doors closed so as to prevent damage to other units. To maintain temperature control, the air conditioner should be set at no higher than 78 degrees and heat levels should be set no lower 65 degrees.
- c. All amenities are used at the owner's, their guest's and tenant's own risk.
- d. Commons is a Sub Association of Brunswick Plantation. Each owner should make themselves familiar with the Declaration and Rules/Regulations of Brunswick Plantation Property Owners Association. That Declaration and adopted Rules/Regulations equally apply to The Commons HOA.

**Common Areas:**

The common areas are defined in the Declaration, Article V.

- a. There shall be no obstruction of the Common Elements. Nothing may be stored in the Common elements without the prior written consent of the Board of Directors, (Art. 22-B)
- b. Nothing shall be done to or kept in any Unit or in the Common Elements which will increase the rate of insurance on the Common Elements or any other Unit without the prior written consent of the Board of Directors. No Unit Owner shall permit anything to be done to or kept in his Unit or in the Common Elements which would result in the cancellation of insurance or any Unit or any part of the Common Elements, or which would be in violation of any law. No waste of the Common Elements shall be permitted or committed. (Art. 22-C)
- c. The Board of Directors of the Association is authorized to adopt rules for the use of the Common Elements, said rules to be furnished in writing to the Unit Owners. (Art. 22-H)
- d. Except with the written consent of the Board of Directors, no natural barriers in the form of trees, bushes, or shrubs; and no man-made structures shall be permitted on or about the Common Elements. (Art. 22-J)
- e. Nothing shall be altered or constructed in or removed from the Common Elements except with the prior written consent of the Board of Directors. (Art. 22-G)

**Limited Common Areas:**

Limited common areas are defined in the Declaration, Article I, Section 6.

- a. The common elements as shown on the plans are the entrance, stairways, foyers, landings located in the building, decks and/or porches.
- b. Front and back porches will be kept free of any clutter or any items that detract from the appearance of the condo. This includes items such as golf carts, indoor furniture, appliances, toys and pool rafts. Normal outdoor furniture is permitted.

## Use and Restrictions of Dwelling:

- a. No sign of any kind except in connection with the Declarant's sales model shall be displayed to the public view from any Unit or from the Common Elements or from the Common Elements without the prior written consent of the Board of Directors. (Art. 22-D) However, one (1) "For Sale" sign can be displayed in the condo front and/or rear window.
- b. In the event of an Open House, a sign and balloons may be displayed outside of the condo on the day of the Open House and to be removed immediately following the event.
- c. No noxious, offensive, unlawful, immoral or improper activity shall be carried on in any Unit, or in the Common Elements; nor shall anything be done therein which will be an annoyance or nuisance to other owners. (Art. 22-F)
- d. Nothing shall be altered or constructed in or removed from the Common Elements except with the prior written consent of the Board of Directors. (Art. 22-G)
- e. No modifications or alterations may be performed/built on the exterior of the building.

No owner of a unit shall permit any structural modification or alteration to be made to such unit without first obtaining the written consent of the Association, which consent may be withheld in the event that a majority of the Board of Directors of the Association shall determine, in their sole discretion, that such structural modification or alterations would adversely affect or in any way endanger the condominium in part, or in its entirety.

No owner shall cause any improvements or changes to be made to the exterior of the condominium (including painting or other decoration, or the installation of awnings, or the installation of electrical wiring, television or radio antenna or other objects, machines or air conditioning units which may protrude through the walls or roof of the unit or condominium or in any manner alter the appearance of the exterior portion of any building) without the written consent of the Board of the Association.

- a. No advertising or business activities are allowed in the buildings or on the grounds. This includes advertising signs, billboards, unsightly objects or nuisances.
- b. No unclean, unsightly or unkempt conditions are permitted on the property. All garbage and refuse from the individual units shall be deposited with care in the on-site dumpsters. **All garbage and refuse must be placed inside of on-site dumpsters and NOT left outside of dumpsters.** As it will not be picked up by waste service truck drivers.
- c. Noise shall be kept to a minimum at all times. **Quiet hours in the Commons are 10:00 pm. to 7:00 am.**

## **Parking:**

**General** - Safety and Liability are of paramount concern to the HOA Board of Directors. These rules are therefore enacted to ensure the safety of all users. The parking lot is NOT a playground or recreational area. The term vehicle includes cars, trucks, golf carts, mopeds and motorcycles. Owners, their Lessees and their visitors should use common courtesy when parking their vehicles. They should generally park a maximum of 2 vehicles in front of their own building, but realize that at times parking may be necessary at a nearby building, if space is available or in the overflow lot near the front entrance near building 1. The term Vehicle means cars, trucks, golf carts, mopeds and motorcycles.

The Speed Limit in the Commons Parking Lot is **15 MPH**.

- a. Parking spaces are common areas and thus are not and will not be assigned to any individual or unit. The Association does not guarantee the availability of any parking space for any individual unit owner. Vehicles shall only be parked in designated parking spaces with a single vehicle taking only a single space. Vehicles SHALL NOT encroach on the sidewalk. It must remain free for the use of pedestrians and in the case of disabled persons, walkers, wheelchairs and/or electric carts.
- b. **HANDICAP Parking:** Upon request, and the owner having furnished evidence of the need for handicapped parking, the Association will have installed, at the owner's expense, a Handicap Parking Sign in a space as close as available to the owner's unit. That vehicle MUST display a State issued Handicap placard or State issued license plate to show handicap or disabled veteran status. Violators will be towed at the owner's expense.
- c. Trailers, boat trailers, RVs, campers, oversized vehicles may not be parked in the Commons 1 parking lot. RV overnight for 1 night only is used to load or unload for travel.
- d. Commercial vehicles are allowed only if they are performing a service.
- e. All vehicles must have a current registration and be fully operational (i.e. no flat tires, broken windshields). All others will be towed at the owner's expense.
- f. Licensed drivers only

## **NO PARKING AREAS:**

1. Areas Posted "No Parking"
2. In the area designated for the delivery of mail to the Owner's mail receptacles/boxes.
3. In front of the Commons dumpsters
4. Along the street or in any other common areas of the community.
5. On any grass area except for necessary access by utility and service vehicles.

**Vehicles found in violation may be towed at owner's expense**

## **PROHIBITED ACTIVITIES:**

1. Speeding, reckless or negligent driving as defined by NC Statute.
2. NO vehicle repair work other than emergency repair such as flat tire or dead battery jump start. Vehicles that require additional work (oil changes or more) must be removed to an appropriate facility.
3. Skateboarding, roller blading, scooters or hoverboards
4. Any sports activities
5. Any cooking/grilling activity

## **Speeding:**

- **The Commons 1 speed limit is 15 MPH.** Please be aware of people, school buses, dogs and vehicles backing out of parking spaces. Keep speed to a minimum!

## **Pet Policy:**

OWNERS and LONG-TERM TENANTS (3 mo. or longer lease) may have no more than 2 dogs. The current pets of current owners are exempt, these pets are grandfathered into the policy. Short-term Tenants (less than 3 mos.) are not permitted to bring any pets onto the property. Per Brunswick County Ordinance Article IV, Sec.1-3-153, “the owner of an animal shall keep the animal on his property or under restraint at all times.” Owners, Owner Guests, and Long-Term Tenants are responsible for their pets being restrained in the common areas at all times and the actions of their pet. Per Brunswick County Ordinance Article II, Sec. 1-3-52, “The owner of every dog or cat shall have the animal vaccinated against rabies at four (4) months of age, again at sixteen (16) months of age and then every one (1) or three (3) years as applicable by a licensed veterinarian or by a certified rabies vaccinator with a rabies vaccine approved by the United States Department of Agriculture and approved by the state commission for health services for use in this state.” Owners and Long-Term Tenants are responsible to pay all costs involved to restore to original condition any damage caused to any owner’s property or the HOA common areas caused by their pet. Pets are not allowed in any of the landscaped areas of the HOA. All animal waste must be promptly removed. Excessive barking or continued annoying behavior of the pet may result in fines and/or the order to permanently remove the pet from the grounds.

The HOA will follow the Americans with Disabilities Act (ADA) Federal guidelines definition of a “service animal” which, as of March 15, 2011, is a dog. Emotional support animals will also be recognized provided a letter from a licensed mental health professional is submitted to the HOA Board of Directors (BoD) for review and is approved. Because there is a “no pets for short term tenants” policy, the BoD will consider special requests and approval by the BoD must be obtained prior to occupancy by the short-term tenant. The 2 dog restriction is the same for owners and long-term rentals, only 1 trained “service dog” or “emotional support animal” is allowed. The BoD will also consider, by request, exceptions for owners and long-term tenants. The BoD reserves the right to fine owners not in compliance with this pet policy.

Violations of this policy include but are not limited to: Owning more than 2 dogs, Dogs not kept on leash, Dog waste not cleaned up promptly, Pet not in vaccination compliance, Short-term tenants with pet(s), Excessive barking or Aggressive behavior, etc. All owners not in compliance with the 2 dog restriction as of September 2020 will be grandfathered in and not fined.

Violations of Commons I HOA Rules and Regulations will result in fines as follows: FIRST OFFENSE – Warning, SECOND OFFENSE – \$50.00, THIRD and subsequent OFFENSE – \$100.00

**NOTE:** Commons I HOA liability insurance does not cover bodily injury, property damage, or medical payments caused by an animal whether or not the incident occurs inside a resident’s condo or anywhere on the HOA property. Each owner or long-term tenant with a pet should inquire about obtaining their own liability coverage to protect themselves.

## **Long Term Rentals:**

In order to improve our ability to respond to emergencies and/or situations that may require the involvement of Brunswick Plantation Security and/or CAM, owners renting their units on a long term basis (3 months or longer) are required to provide CAM with the name(s) and phone contact information of the individual(s) renting the unit as well as the dates of the rental term. Please complete the attached long term rental form and send it to CAM via email (cam@camoib.com) or Fax (910-579-5160). For questions, call CAM at 910-579-5163.

## **Grill Policy:**

This policy refers to outdoor and indoor electric grills used for cooking. **According to current Brunswick County fire codes, charcoal and propane gas grills are prohibited** for use in around individual units, buildings and the parking lot. Fixed Charcoal grills are available for use in the picnic area outside the pool area.

## **Use of Grills:**

- Electric grills may be operated anywhere inside or outside a ground floor, first or second floor unit with appropriate care and caution.
- All grills should be in good working order and maintained to keep a clean appearance.
- When not in use, electric grills should be covered with a commercial grill cover, preferably black, made to fit the grill.
- Grills are not permitted in the pool area.

**Violations of this policy will be reported to the Brunswick County Fire Marshal's office for their Enforcement Action. Any fines incurred as a result of failure to comply with the county fire code will be billed directly to the unit owners by the county and/or the Commons 1 Management company.**

## **General:**

**Keys** - Owners must furnish management with a working key or code to their unit and it is recommended but not required, that a neighbor also be given a key.

**Liability** - Owners are responsible for damages caused by contractors under their hire.

**Rule Changes** - The Board of Directors of The Commons reserves the right to change or revoke existing rules and regulations from time to time, as deemed necessary by the Board, shall be necessary or desirable for the safety and protection of the buildings and its occupants, to promote cleanliness and order of the property, and to ensure the comfort and convenience of all owners and residents.

## Architectural Guidelines:

The Board in compliance with the Master Property Owners' Association and the Commons Declaration, have compiled this short precise list of standards for the purpose of keeping the community aesthetically pleasing for current and potential owners.

- a. Unit owners are allowed to have no more than three (3) ornamental decorations on the front limited common area at entry doors. No other items are allowed to be hung.
- b. Items are NOT allowed in any front entryway or mulched area (front or back of buildings): silk or plastic flowers, whirligigs, foil or plastic lawn ornaments, potted plants, birdbaths, garden wind spinners, furniture or statues. **Any items placed in these areas are in violation of the Fire Code for Brunswick County and any fines incurred will be the responsibility of the unit owner.**
- c. Decorative or ornamental lights are not to be strung along the front of a unit, nor are they allowed around trees or bushes in any common areas.
- d. Lights strung on back porches/patios:  
Lights must be flush to the underside of the ceiling and not hang down.  
Lights must be white lights held in place with clips by *softclips.com* or their equivalent.  
Burnt out or broken bulbs must be replaced immediately, but no longer than seven days after going out.  
Lights must be turned off nightly by 10:00pm.  
Lights must be removed prior to a hurricane.  
Lights that do not comply will have to be removed per Board request or violation will be levied.  
Owners are responsible for all maintenance related to individual owners' lights.
- e. Christmas decorations and lights may be displayed between the dates of 11/25 and 1/7. Decorations used for any other holiday may only be put up 2 weeks before said holiday and must be removed within 7 days after that holiday.
- f. Front doors are to be maintained and must be painted white. This is the owner's responsibility.
- g. Storm doors must be white, with full view glass. **ARC APPROVAL REQUIRED.**
- h. Stair railings must be painted white. *No ARC approval necessary.*
- i. Nothing is allowed in or around front entry doors. This is a fire code violation. This includes furniture, real/artificial plants, etc.
- j. No indoor furniture, appliances, tool boxes, lawn equipment (weed eaters, shovels, leaf blowers, etc.), toys/floats, or any other unattractive items are allowed on back patios as these are limited common areas.
- k. Porch furniture should be kept in good condition; faded cushions or broken furniture must be removed from the site.
- l. New small outdoor storage boxes are allowed on back patios/porches. Storage boxes are to be brown and the maximum dimensions allowed are length 46", width 25" and height of 38". These are available online and at most home improvement stores.
- m. Outdoor Roll-Up Patio Sun Shades. **ARC APPROVAL REQUIRED.**  
General: Recognizing the need to protect furniture and people from harmful UV rays and extreme heat, outdoor patio sun shades may be installed at the owner's expense, PROVIDED, they are installed in the manner prescribed and the only brand, type, color and model authorized by the ARC. To maintain the

overall appearance of the community, no other shades of any kind, color or type may be installed or will be approved by the ARC.

1. The ARC has approved ONLY the following brand and type of sun shade: **Coolaroo Exterior Outdoor Shade. MOCHA in color.** These are available at Home Depot, Lowes, Amazon and online at Coolarouosa.com. Widths will vary on end units and center units. All shades are 6 ft in length.
2. The approved sunshade may only be installed on the horizontal beam immediately below the patio gutters.
3. It is the owner's responsibility to keep shades in good working order, good appearance and secured during inclement weather conditions. **Damage caused by unsecured shades to the building exterior will be repaired by the HOA and billed to the owner.**

**ARC request forms can be obtained from the management company and one is included in this document.**

## The Commons HOA: Request for Architectural Change Form

Property Owner: \_\_\_\_\_ Unit # \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Estimated Start Date: \_\_\_\_\_ Completion: \_\_\_\_\_

1. Narrative description of the proposed improvement changes or remodels. Specifically list all plumbing, electrical, HVAC & HVAC wall units, window, doors and/or structural changes proposed.

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2. Identify the contractor / subcontractors that will perform the proposed work on your unit, including contact name and telephone number: \_\_\_\_\_

3. I understand and agree that all construction work shall be done in accordance with Association rules and regulations and applicable law. Work may only be performed during normal business hours and noise shall be kept to a minimum. All common areas shall be kept neat and clean.

4. The Board of Directors will promptly review this request. Should your request be denied for any reason, you will have the opportunity to request a meeting with Board representative(s) for the purpose of requesting reconsideration.

5. This completed form should be emailed to [cam@camoib.com](mailto:cam@camoib.com).

**I understand that the Board of Directors will review this request. I also understand that if enough information is not included in this application, it may be returned to me for additional information. I understand that I cannot begin this improvement until I have received written approval from the ARC and any required permits from the Town of Calabash and/or Brunswick County.**

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**  
**CAM OFFICE USE ONLY**

Approved/Not Approved Permits required: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date Owner Notified: \_\_\_\_\_

Stipulations if any: \_\_\_\_\_

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## **Violations:**

In the event of a violation or breach of any of these restrictions, or of any other covenants of the Declaration, by any property owners, invitees, guests, renters or agents thereof, the owner of other units, jointly or severally, shall have the right to proceed at law or in equity to compel the compliance of the terms hereof or to prevent the violation or breach in any event. In addition to the foregoing, the Board of Directors of The Commons HOA of Brunswick Plantation shall have the right whenever there shall have been any violation of these restrictions to enter upon the property where such violation exists and summarily abate or remove the same at the expense of the owner, if after thirty (30) days written notice of such violation, it has not been corrected or removed by the owner. Any such entry and abatement or removal shall not be deemed a trespass. The failure to enforce any right, reservation or conditions contained in the Declaration, however long continued, shall not be deemed a waiver of the right to do so hereafter, as to the same breach or as to a breach occurring prior or subsequent thereto and shall not bar or affect its enforcement. The remedies set out therein for such violation or breach is cumulative with any other legal or equitable rights available to any entity or person. The invalidation by any court of any restrictions or obligation in the Declaration shall in no way affect any of the other restrictions, which shall remain in full force and effect.

## **Violation Structure:**

It is the owner's responsibility to abide by the Declarations of Covenants, Conditions and Restrictions and these rules and regulations and to notify their guests, lessees or anyone using their unit of the aforementioned documents and rules.

**First Violation:** a warning letter and/or phone call to the owner to correct any/all violations.

**Second Violation:** a \$50 fine and a letter with a deadline for correction of any/all violations.

**Third & Final Notice:** a \$100 fine and notice of a scheduled hearing, with the date, time and location of the hearing, noted and an invitation to be heard and to present evidence regarding the noncompliance to the Board of Directors. The owner will receive notice of the outcome of the hearing.

47C-3-107.1 of the NC Condominium Act states, "If it is decided that a fine should be imposed, a fine not to exceed \$100 may be imposed for the violation and without further hearing, for each day more than five days after the decision that the violation occurs. Such fines shall be assessments secured by liens under 47C-3-116. If it is decided that a suspension of condominium privileges or services should be imposed, the suspension may be continued without further hearing until violation or delinquency is cured."

**The Commons HOA, Inc. at Brunswick Plantation**

**Long Term Rental Information Form**

**Unit Owner Name** \_\_\_\_\_

**Unit #** \_\_\_\_\_

**Tenant's Name** \_\_\_\_\_

**Tenant's Email and Phone #** \_\_\_\_\_

**Rental Agency** \_\_\_\_\_

**Rental Agent & Ph#** \_\_\_\_\_

**Dates of Lease** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

## EMERGENCY TELEPHONE NUMBER - 911

### Fire, Police, or Medical Assistance

Should a **FIRE** develop in your unit, call 911 and then contact CAM at 910-579-5163

After hours, follow the prompts for emergencies or call 910-352-1180.

### OTHER USEFUL NUMBERS

Calabash Fire Dept. (non emergency) 910-579-2355

Brunswick County Sheriff (non emergency) 910-253-2777

Brunswick Public Utilities (water) 910-253-2655

Brunswick Electric 910-754-4391

ATMC (phone, cable, internet) 910-754-4311

Animal Control 910-754-8204

DMV 910-754-5114

Wildlife Office 910-499-1584

CAM 910-579-5163

Fax: 910-579-5160

Email: [cam@camoib.com](mailto:cam@camoib.com)

## CAM Work Order Request Form

Please provide the following information so that we can handle your work order request in the most efficient way possible.

1. Today's Date: \_\_\_\_\_

2. Name of the Association: \_\_\_\_\_

3. Owner's Name: \_\_\_\_\_

4. Owner's Contact's Information: \_\_\_\_\_

5. Buildings and Unit #: \_\_\_\_\_

6. Please describe the nature of the problem and any details that may be useful:

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Please scan and email this form to [maintenance@camoib.com](mailto:maintenance@camoib.com) or [cam@camoib.com](mailto:cam@camoib.com) or fax it to 910-579-5160.

<p><b>Office Use Only:</b> Date request received: _____ Date problem/necessary repair investigated: _____ Is a key to the unit necessary? _____ Is there a working key to the unit? _____ Name of person who investigated the issue: _____ Name of person/company who completed the repair: _____ Date of work completed: _____ Repair details: _____ _____ Date owner notified of repair: _____ Method of notification: _____</p>
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# Preventive Maintenance Guide and Checklist

## Air Conditioners/Heating Units

- Clean/flush the condensate drain line annually
- Clean or change furnace filters every 3 or 4 months of operation
- Lubricate fan and motor bearings (if suggested by manufacturer)
- Clean indoor evaporator coil
- Keep area around furnace clear of clutter
- Remove leaves and other debris from outdoor condenser unit

## Water Heaters

- Check water lines, pipe connections, and valves for signs of leakage
- Check underneath the tank for rust/corrosion or signs of leakage
- Test the temperature/pressure release valve annually
- Drain and flush tank sediment annually
- Consider placing a splash pan underneath the water heater to catch slow leaks and minor overflows

## Washing Machines

- Inspect water hose couplings for signs of leakage
- Clean intake screens, if present, where water hoses connect to washing machine
- Replace rubber water hoses with reinforced, stainless steel braided hoses (burst-resistant hoses)
- Replace pinch-type water hose clamps with more reliable worm-driven clamps
- Firmly secure drain hose to prevent it from dislodging from the drainage pipe
- Ensure there are at least 4" of space between the water connection (wall) and the back of the washing machine

## Dryers

- Clean lint trap/filter after each dryer load
- Clean lint trap/filter with soap and water to remove built up fabric softener annually
- Disconnect the exhaust duct and clean out accumulated lint annually
- Clean out dryer exhaust flap vent annually
- Consider replacing plastic/vinyl exhaust duct with UL-approved rigid aluminum, steel duct, or spiral-wound aluminum flex exhaust hose
- Clean out lint from dryer heater box (rear of dryer) annually
- Inspect dryer exhaust duct to ensure it has limited bends and no cracks or splits that will impede adequate air flow; don't crush exhaust hose by pushing dryer too close to wall
- Do not overload dryers; heat from overloading may cause a fire hazard
- Do not put sandy items in the dryer

## Refrigerators/Ice Makers

- Inspect water supply line connections at both the wall coupling and the coupling on the back of the refrigerator for signs of leakage
- Inspect, and replace as necessary, plastic water supply lines for hardening, splitting, cracking, bulging, kinking, or loss of flexibility
- Consider replacing plastic water supply lines with copper tubing (Type L) or braided stainless steel water supply lines

## Dishwasher

- During installation, ensure dishwashers are leveled, all water hoses/lines are installed correctly, and all water hoses/lines are tested for leaks during installation
- Inspection, and replace as necessary, dishwasher door gaskets for cracks, splits, and other signs of deterioration that can cause leakage
- Inspect dishwasher drain and water valve inlet hoses for signs of leakage

## Toilets

- Inspect toilet tank and bowl for signs of water leakage (i.e. water supply connection line, water shut-off valve, floor/caulking around toilet bowl base, and flush valve (toilet to tank) bolt, washer, cushion, and gasket areas)
- Inspect, and replace as necessary, any defective components of the operating "guts" inside toilet tank (i.e. - fill valve, float, flapper, refill tube, valve seal, etc.)