NEWBERG AFFORDABLE HOUSING EDUCATION/OUTREACH SUBCOMMITTEE
Wednesday, February 9, 2011
4 p.m. to 6 p.m.
Newberg City Hall
Permit Center Conference Room
414 E. First Street, Newberg, OR

I. Open meeting

II. Roll call

III. Review/approval of January 12, 2011 meeting summary – All

IV. Revised Proposed Housing Resource Center Vision Statement – David Beam

a. Center Home – David Beam

V. Draft Homeowner's Maintenance Manual Discussion – David Beam

VI. Tool Lending Library – David Beam

a. Vision Statement - Denise Bacon

VII. Renter training certificate program – Doug Bartlett

VIII. Other business

IX. Next meetings:

Full Committee: Wednesday, February 23, 2011, at 7:00 pm in City Hall (Permit Center Conference Room)

X. Adjourn

ATTACHMENTS: January 12, 2011 meeting summary
Revised Proposed Housing Resource Center Vision Statement
Revised Draft Homeowner's Maintenance Manual
Excerpts from on-line home maintenance manual template

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NEWBERG AFFORDABLE HOUSING
ACTION COMMITTEE –EDUCATION/OUTREACH SUBCOMMITTEE
Wednesday, January 12, 2011
4 p.m. to 6 p.m.
Newberg City Hall
Permit Center Conference Room
414 E. First Street, Newberg, OR

I. **Open meeting.** Mr. Beam opened the meeting at 4:15 pm.

II. **Roll Call.**

Subcommittee Attendees:	Denise Bacon Cathy Stuhr Stuart Brown (arrived at 4:30 pm)
Absent members:	Doug Bartlett (excused)
Guest:	None
City Staff:	David Beam, Economic Development Planner

III. **Proposed Housing Resource Center Vision Statement** – Committee reviewed the draft statement in the meeting packet. The word "extensive" suggested to be removed. No other changes were suggested at this point.

Mr. Beam requested that the Committee discuss possible locations for the Center in Newberg. City facilities were the preferred choices, with the library the first choice and City Hall the second. The physical space is likely to be small: a table, chair, and places on the table and/or wall behind it to place housing assistance information. A large sign should be made with important contact information (HAYC website and telephone number; local Newberg contact, etc.) If housed at library, access to computers already in place. If at City Hall, there will a need to have access to a computer terminal. Brochures about housing center should be distributed at appropriate locations within the community. Setup costs for such a Center should be relatively small.

Instead of the previous idea of training many volunteers, the Committee thought it would be better to have one volunteer in Newberg that is well trained in housing assistance resources. Perhaps HAYC could help with the training of this volunteer. This could be done after the Center has been established and running.

IV. **Review of Draft Homeowner's Maintenance Manual** – The Committee liked the manual overall. Ms. Stuhr had many suggested changes, which she supplied to city staff. A revised draft of the manual will be supplied to the Committee for review at a future meeting.

V. **Tool Lending Library** – Ms. Bacon handed out copies of research materials on this subject. She said that all the examples she's seen were located actually in library (e.g.

book type). She also said that Habitat was very interested in doing such a program, but it may be a couple of years before they take it on. However, it was suggested that perhaps we could find a place to begin collecting tools to stock the future library. The Committee saw this program as perhaps a joint City/Habitat program. Ms. Bacon will develop a vision statement for the Committee to review at the next meeting. Mr. Beam stated that the Committee should consider whether there may be a problem with this program competing with the tool rental business in town (next to Dairy Queen).

VI. **Renter Training Certificate Program** – Mr. Bartlett was not at the meeting, so there was nothing to report.

VII. **Housing resource website** – As discussed previously, housing assistance resources should be placed on the City's website. IT has already indicated that this could be done. The Committee saw no point in duplicating information that is already on the web by HAYC. Therefore, the information on the City's website should be short, with local contact information to local resources (e.g. YCAP, Love, Inc., local housing resource liaison, etc.) and a web link to HAYC resources.

VIII. **Other business** – None

IX. **Next Meetings: Full Committee: Wednesday, February 23, 2011, at 7:00 pm in City Hall (Permit Center Conference Room)**
Subcommittee: Wednesday, February 9, 2011 at 4:00 pm in City Hall (Permit Center Conference Room)

IX. **Adjourn:** 5:30 pm

Approved by the Affordable Housing Action Committee – Education/Outreach Subcommittee this 9th day of February, 2011.

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Education/Outreach Subcommittee Secretary

Newberg Housing Resource Center
Revised Draft Vision
February 9, 2011

The Newberg Housing Resource Center offers access to comprehensive housing information and resources to help all Newberg citizens looking for housing that is affordable, safe and decent. The Center is a located within the Newberg Public Library. The center provides written materials, online resources, and connections to other useful affordable housing resources outside the Center. Access to the Center is available through a regular schedule. Contact information will be provided regarding a volunteer Housing Resource Assistant who can directly help users of the Center with questions and help locate housing information and assistance. In addition to the physical Center, users have access to a virtual Center through a City website on the internet. Use of the Center is free of charge.

The Center is administered through the City Planning Division, with the cooperation of various organizations interested in the provision of appropriate housing for our community.

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Exterior Maintenance

Your Home's exterior shelters you and your home from the sun, wind and rain. These forces of nature can be quite destructive. Your roof, gutters, siding, windows and doors are your home's first line of defense. Protect your home by inspecting and maintaining it's exterior regularly.

If you discover and repair exterior problems early, you can avoid much larger problems later on. This HomeOwner's Manual focuses on inspection and preventative maintenance. Repairs are not discussed. There are many good home repair books at your local library or book store. If you discover a problem, consult one of these books or call a home repair professional.

The text that follows recommends that you consult a professional contractor for most repair tasks.

Roof Maintenance

It's easy to ignore your roof unless it begins to leak. Then the roof demands immediate attention. If you inspect your roof periodically, however, you can correct minor problems before they cause major damage.

Do not go up on your roof unless you feel comfortable working from heights, know how to safely use an extension ladder and have the necessary tools and equipment. If you have a tile or slate roof, do not go on your roof for any reason. These roofs are easily damaged. Tiles and slate shingles can be broken by the weight of a person. Call a professional contractor to perform roof maintenance if you are uncomfortable with heights, don't like handling extension ladders, have a tile or slate roof or have a steeply pitched roof.

Roof Materials

A wide variety of roofing materials are used on today's homes. Some of the more common materials are discussed below. Inspecting your roof is also discussed. If you discover signs of a leak or other roof problem, call a professional roofing contractor immediately before the problem and any related damage becomes worse.

Many roofing materials come with manufacturer's warranties. However, in order to make a claim on a warranty, you may need to know the manufacturer's name, the place purchased and the installer's name. In addition, if roof repairs are necessary, you will want to use roof materials that are the same brand, color and size

as the original. If you record this information on page 1-5 when repairing or replacing your roof, it will be easier to assert a warranty claim or purchase replacement materials when needed.

Composition Shingles

The most common roofing material is composition shingles. These shingles are made of organic or fiberglass material impregnated with asphalt. Colored mineral granules are embedded on the surface of the shingles. Many composition shingles are notched at regular intervals to form tabs. This creates the appearance of smaller shingles. Composition shingles should last for 15 to 30 years.

During the roof inspection discussed below, you should look for shingles that are cracked, torn or curled. In addition, look for bald spots and accumulation of granules in the gutters. If you find damage, arrange to have the roof repaired as soon as possible. If the damage is extensive, it may be time to replace the entire roof.

When repairing the roof, use shingles that remain from the original roof installation or try to purchase new shingles that are the same brand, color and size. As discussed above, recording this information on page 1-5 when repairing or replacing your roof will be make it easier to purchase replacement shingles when needed.

Wood Shingles or Shakes

Wood shingles and shakes are popular in many areas. Both shingles and shakes are made from western red cedar. Wood shingles are cut by a saw so they have a smooth, finished appearance. Shingles come in random widths and 16, 18 or 24 inch lengths. Shakes are thicker than shingles and are split by machine or by hand for a rough-hewn look. Shakes also come in random widths, with 18 or 24 inch lengths.

Wood shingles and shakes usually last between 15 and 25 years. You can add to your wood roof's life by hiring a professional roofing contractor to treat the roof with preservatives every five years to prevent decay. Wood shakes should be replaced when the wood crumbles easily between your fingers.

Look for moss or mildew growing on the wood shingles or shakes during the roof inspection discussed below. Tiny roots from these organisms penetrate the wood, allowing water and the elements to damage the shingles or shakes and speeding decay. If you find moss or mildew on wood roofing, call a professional roofing contractor to treat your roof.

During the roof inspection, you should also look for shingles or shakes that are curled, broken or split or that have been lifted by

the wind. If you find damage, arrange to have the roof repaired as soon as possible. If the damage is extensive, it may be time to replace the entire roof.

Ceramic Tiles

Tile roofs are high quality, no-maintenance roofs. A tile roof should last 20 to 50 years or longer. It is not uncommon for tile roof manufacturers to guarantee their products for 40 or 50 years.

One precaution, do not walk on a tile roof for any reason. The weight of a person can break the tiles. Broken tiles may allow water to leak into your home. Call a home maintenance professional if it is necessary to go up on your tile roof for any reason.

If you notice a buildup of moss or debris on your roof tiles during the inspection discussed below, you can have a professional contractor rinse your roof with a pressure washer. However, do not walk on the roof yourself to perform this task.

During your roof inspection, look for any tiles that may be damaged or broken. If any repairs appear to be needed, call a professional roofing contractor.

Cement-Fiber Shingles

Cement-fiber shingles are a relatively new roofing material. As the name suggests, cement is mixed with a fiber, such as wood chips. The result is a durable, versatile, light weight, long lasting roof material. Cement-fiber shingles can be formed to resemble natural materials such as wood shakes, slate shingles and clay tiles or different looks can be created.

Manufacturer's warranties of 30 to 50 years indicate the long life of this product. Like tile roofs, little maintenance is required for cement-fiber shingles.

If you notice a buildup of moss or debris on the shingles during the inspection discussed below, you can have a professional contractor rinse your roof with a pressure washer. During your roof inspection, look for any shingles that may be damaged or broken. If any repairs appear to be needed, call a professional roofing contractor.

A unique trait of cement products is a white powder that can form on the product's surface. This natural process is known as efflorescence. If a powder forms on your shingles, you can have the shingles rinsed to restore their natural state.

Slate Shingles

Slate shingles are a natural, long lasting roofing material. They can last for 30 to 100 years, or longer. Although slate shingles are extremely durable, they are brittle and expensive to replace. Do not walk on your slate roof for any reason. If you have any problems with your roof, contact a professional roofing contractor that is experienced with slate roofs. Do not settle for anything less than an experienced slate roofing contractor.

If you notice a buildup of moss or debris on the shingles during the inspection discussed below, you can have a professional contractor rinse your roof with a pressure washer. During your roof inspection, look for any shingles that may be damaged or broken. If any repairs appear to be needed, call an experienced slate roofing contractor.

Metal Roofing

Metal roofs come in a variety of materials and shapes. Aluminum, steel and copper are common metal roofings for homes. Aluminum does not rust and is coated in a variety of colors. Steel is also color coated for style and corrosion protection. Since copper does not rust, copper roofs are not coated. This allows the distinctive color of the copper to add to the character of the home. Metal roofing can be formed into shingles, tiles and sheets.

If properly maintained, a metal roof should last 40 years or longer. When inspecting a metal roof, as discussed below, look for rust spots. If rust appears, you can preserve your roof by having a professional roofing contractor scrape the corrosion off and paint the roof with special paint or compounds. Re-paint the roof as needed to preserve its life.

Inspect a metal sheet roof by looking for cracks or open joints at the soldered seams. As the metal sheets expand and contract, stress is placed on these joints. The stress can break the seal and cause leaks. Have any problems repaired by a professional roofer.

When inspecting metal shingles or tiles, look for loose, missing or damaged shingles or tiles. Have any problems repaired by a professional roofer.

Built-up Roofs

Built-up or "tar-and-gravel" roofs are found on flat or low-sloping roofs. Layers of roofing felt are covered with alternating layers of roofing tar to form a continuous sealed surface. The top layer is covered with rock or crushed gravel to protect the roof from the sun, wind and rain. This roof is given its name because it is "built-up" into several layers.

Built-up roofs should be inspected regularly as discussed below.

During the inspection, look for patched areas, cracking, blistering, surface erosion, alligatoring and wrinkling. Look for cracks at roof joints, near roof mounted structures and the flanged metal strip along the roof perimeter. All leaks, cracks, blisters and other problem areas should be sealed or patched and sealed.

Do not step on any blisters when walking on your roof. Blisters are usually caused by air or water vapor trapped between layers of roofing felt. A person's weight on a blister can crack the roofing felt.

Record the location of any cracked or patched areas on a work sheet. Look inside your home for leaks around the areas noted on the work sheet. Save the work sheet in this HomeOwner'sManual for future reference.

Built-up roofs should last 10 to 20 years, depending on the sun's intensity. Erosion of the gravel, dry felt and blistering are signs that your roof is due to be replaced.

Roll Roofing

Another material used on flat or low sloped roofs is mineral felt or roll roofing. The material comes in rolls of roofing felt that has been impregnated with asphalt. Colored mineral granules may be embedded on the surface of the material. One or two layers of the roofing is applied over the roof's surface. Joints are sealed or the entire surface is coated with tar.

During the inspection discussed below, look for blisters, cracks and eroded, torn or curled sections. Look for cracks at roof joints, near roof mounted structures and along the roof perimeter. All leaks, cracks, blisters and other problem areas should be sealed or patched and sealed.

Do not step on any blisters when walking on your roof. Blisters are usually caused by air or water vapor trapped between layers of roofing felt. A person's weight on a blister can crack the roofing felt.

Record the location of any cracked or patched areas on a work sheet. Look inside your home for leaks around the areas noted on the work sheet. Save the work sheet in this HomeOwner'sManual for future reference.

Roll roofs should last 10 years or so, depending on the sun's intensity in your area. Erosion of the surface, dry felt and blistering are signs that your roof is due to be replaced.

Membrane Roofing

Single-ply membrane roofing is a relatively new material for flat or

low sloped roofs. A single sheet of thin rubber or resilient plastic is glued or fastened to the roof's surface. A layer of stones may be added for extra protection.

During the inspection discussed below, look for cuts, gaps, blisters, wrinkles and open seams in the protective coating. Look along joints, near roof mounted structures and along the roof perimeter. All leaks, cuts, blisters and other problem areas should be sealed or patched and sealed by a roofing contractor familiar with the material. Your membrane roof should last 15 to 25 years.

Roof Inspection

You should inspect your roof each fall before the winter weather moves in, after heavy wind or snow storms to inspect for damage and again in the spring to look for winter damage. If you discover any problems, call a roofing professional.

Inspecting from inside. Begin your roof inspection in the attic. Examine the main roof ridge, rafters and sheathing for moisture or signs of moisture such as water stains, dark-colored areas of wet wood and soft spots that may indicate dry rot. Use a strong flashlight to inspect visually, then use a knife or thin screwdriver to probe for dry rot. Mark any problem areas with chalk so you can find the areas later.

If it is necessary to remove fiberglass insulation to examine the sheathing, wear loose clothing, gloves, goggles and a respirator for protection.

Next, turn off the lights and look for shafts of light coming through the roof. This is a sign of holes, cracks or other problems. Small shafts of light coming in at an angle indicate cracks that may swell shut when shingles are wet. If you see any holes above you, drive nails or poke wire through the holes so they will be visible from the roof's surface.

Inspecting pitched roofs. You should also inspect your roof from the outside. It is often safer and more convenient to inspect sloped or pitched roofs from the ground. Step away from your home until you are able to see all exposed sections of your roof. Then, use binoculars to visually inspect all portions of your roof. Binoculars allow you to get a close-up view of your roof without the inconvenience of climbing up and moving around on a sloped surface.

By using binoculars, you avoid damaging your roof by walking on it. Some roofing materials are more easily damaged by the weight of a person than others. Tile and slate roofs, for example, can break easily when walked on. No matter what the material, you should avoid walking on your roof if you can.

During the inspection, check the roof structure first by looking at the lines of the ridge and rafters. The ridge line should be perfectly horizontal. Inspect the line of the rafters by looking along the plane of each roof section. The plane should be straight. If either the ridge line or the plane of a roof section sags, call a professional contractor. You may have a structural problem.

Next, inspect the roof's surface. Look for the signs of wear and damage discussed above for the particular roofing material or materials found on your home. Discuss any problems with a professional roofing contractor. Repair or replace any defective roof material. If the damage is extensive, consider replacing the entire roof.

Inspecting flat roofs. Flat roofs are not visible from the ground. If you have a flat roof, you must inspect it from the roof itself. If your roof is higher than a single story, look for a way to access the roof from a door, window, access panel or other interior access. If the roof is higher than one story and does not have an interior access, then it is best to have the roof inspected by a professional roofer.

If you use a ladder to access your single story flat roof, you do so at your own risk. Follow all safety precautions recommended by the ladder's manufacturer. If you have any questions regarding ladder safety, consult a home repair book or magazine that discusses ladder safety or talk to an experienced building material merchant that carries ladders.

During your inspection, look for puddles of water. Although some people used to believe standing water on a flat roof would help keep the home cool during the summer, the disadvantages far outweigh any cooling benefits. Insects, plants and fungi can breed and grow in the water. Roots from growing plants can puncture your roofing material. During the winter, freezing water can cause serious roof damage. If you see standing water or signs of past water puddles, discuss this matter with a professional roofing contractor.

Your flat roof should drain along the roof edges and into downspouts or through drains located in the roof itself. Gutter and downspout maintenance is discussed later in this section. If your roof has one or more interior drains, inspect the drains to make sure they flow freely and are not clogged with debris.

Roof Flashings

Flashing protects your roof from leaks around protrusions and roof joints. These are your roof's vulnerable points. Flashing is the sheet metal or other durable material that protects these joints from water penetration.

You will find flashing sealing roof valleys, roof and plumbing vents, around chimneys, along eaves and anywhere water can seep through open joints into the roof sheathing. The flashing's edges are sometimes sealed with caulk or roof cement. Flashing is a key to keeping your roof watertight.

Roof leaks are common along flashed areas. If you ever have a leaking roof, be sure to remember to inspect your flashing. You do not want to replace your entire roof when you can stop the leak by re-caulking a dried out flashing seam. With proper maintenance, you can guard against flashing leaks.

Inspect your roof flashing twice a year during the roof inspection discussed in the previous section. Once again, if you have a pitched roof, use binoculars to perform a visual inspection. Inspect those areas listed above where flashing is likely. Have a professional roofing contractor repair any problems.

During the inspection, look for any flashing that has buckled or pulled away from the joints it is supposed to protect. Next, look for holes and rust spots along the flashing surface. Small holes and rust patches can be patched or sealed. You should have the flashing replaced if you find large holes or extensive corrosion. Also look for loose nails and exposed nail heads. They should be re-nailed and covered with caulk or roofing cement. Finally, examine the flashing seams for dried or cracked roofing cement. Re-seal as necessary.

Gutters and Downspouts

Gutters and downspouts collect water from the roof and carry it away from the house. This prevents topsoil erosion around concrete footings, basement flooding, siding and woodwork decay, paint failure, wall damage and other problems. Uneven soil moisture caused by water runoff can even cause serious foundation problems. Gutters and downspouts that leak or that are clogged with debris cannot perform their vital task. Therefore, it is important that you inspect, clean and maintain your gutters and downspouts regularly.

When inspecting your roof with binoculars, check your gutters for any loose spikes or support straps and have repaired as necessary. Gutters should slope gently towards the downspouts. Reset gutters that sag or slope improperly. Inspect seams, corner joints and downspout joints for proper fit. These joints should be repaired or sealed with caulk if they allow water to leak.

Gutters collect leaves, sticks, seed pods, mineral granules from roofing products and other debris. They should be cleaned in the fall after most of the leaves have fallen and again in the spring after the trees have bloomed. If you have low gutters and know

how to safely use extension ladders, you may feel comfortable performing this task yourself. If you have a multistory home, don't like working from heights or don't like handling extension ladders, you may want to hire a contractor to clean your gutters.

During the gutter cleaning, the wood boards behind the gutters should be inspected for dry rot. Probe the boards with a knife or thin screwdriver for soft spots. Any decay should be repaired.

Plastic or metal screens can be installed over your gutters to keep them free from debris. These screens can be effective but the screens themselves must be cleaned. You must also continue to inspect your gutters and downspouts and clean as necessary.

You should also inspect your downspouts. Repair or replace any disconnected downspouts. Check for corrosion, clogged sections, improper connections, loose straps and missing sections. Repair any problems. Make sure the downspouts direct water away from your home. There are many ways to modify the downspouts to direct water away from your home.

Inspect your gutters and downspouts during rainstorms. Look for leaks from holes or joints and for water pouring over the sides. Make notes of any problems and repair when the weather permits.

Chimney

Your chimney should be cleaned and inspected each year after the burning season ends. This reduces the risk of fire and increases chimney efficiency. A hot fire can ignite obstructions such as bird nests, leaves and thick deposits of soot and tar and turn your chimney into a torch. Such obstructions will also restrict the chimney's draft and reduce your fireplace or wood stove's efficiency.

Cleaning your chimney is a messy job requiring special tools. You may want to hire a professional chimney sweep to clean your chimney. If you want to tackle this chore yourself, it is possible to clean the chimney from inside the house through the fireplace. A number of home maintenance books are available at local bookstores to assist you.

If you have a masonry chimney, inspect the chimney in the same manner as brick, block and stone siding discussed on page 4-10. If you ever notice that the chimney appears to be "pulling away from the house," is leaning, has bulging sections or has large cracks, have the condition examined by a contractor. It may indicate structural problems.

Siding

Your home is protected from the sun, wind, and rain by an exterior

skin of wooden, masonry or manufactured siding. This siding should last the life of your home if properly maintained. However, even the most durable sidings can fail if the home owner does not follow through with a regular maintenance program. This section discusses siding materials and how you can maintain those materials.

Wood Siding

Wood siding is found on many homes. Wood shingles, shakes, boards and panels come in a variety of shapes, styles, sizes, patterns and species. Yet, the various wood sidings are more alike than they are different. Wood siding is susceptible to water and insect damage. The first line of defense is paint or stain. The second line of defense is regular inspection and maintenance and periodic cleaning as discussed below.

Normal wood siding requires painting every 2 to 5 years. The wood siding should last as long as your home if properly maintained. Inspect and clean your wood siding regularly.

During the wood siding inspection, you should check for the following:

Paint. Protect your wood siding by inspecting for paint problems twice a year and repainting every five years, or as necessary.

Peeling or blistering paint is usually caused by warm, moist vapor from the house flowing through the walls, reaching the cold sheathing and condensing. Just a few drops of water between the siding and the film of paint will cause paint to blister and peel. It may be necessary to install vents in the siding to remedy the moisture problem. The defective areas should be properly prepared and repainted.

If you observe other paint problems, such as worn, flaking, wrinkling or "alligatoring" paint, properly prepare and repaint the defective area.

Ground Clearance. Untreated wood must not be in contact with the ground. Moisture from the soil can cause decay and insects can gain entry to your siding. Examine along the base of your home to make sure you have at least six to eight inches of clearance between the ground and any wood siding or wood trim. If necessary, re-grade your soil away from any wood.

Stain. Stain also protects wood siding from moisture and insects. However, as the stain fades, so does its weather and insect protection properties. Re-stain your siding every five to seven years, or as necessary, to restore color and preserve your siding.

Dry Rot and Termite Damage. Dry rot is a fungus that causes

wood to crumble. Termites destroy wood by chewing out its interior. Probe the edges of the wood siding with a knife or thin screw driver and look for soft, spongy spots. Pay particular attention to any part of the siding that was close to the ground or in contact with the ground.

In addition, check for visible evidence of termites. Look for their translucent one-half-inch-long wings or the mud tubes they sometimes build. If you find evidence of dry rot or termites, consult a licensed termite inspector or pest control professional.

If you spot dry rot and termite problems early, you can often prevent serious damage.

Holes and Split, Warped or Loose Siding. Simple surface problems such as holes in the wood, split or cracked boards, warped or buckled boards and loose siding should be repaired as soon as they appear. Water will work its way through these defects into the interior wall where rotting can take place undetected. Severely damaged board siding must be replaced. Determine the cause of any serious damage before replacing siding. If moisture is causing the problem, find the source by checking for deteriorating roofing, leaking gutters or downspouts and poor drainage. Consult a professional contractor.

Stucco Siding

Stucco is a masonry siding made from sand, cement and water. It is applied over wire lath fastened to wood sheathing. Color is added to the final coat or the stucco is painted after it dries. Stucco is a durable, relatively maintenance-free siding. Elasteromeric paint can be applied over the stucco to make it even more durable and easier to maintain. Elasteromeric paint is a rubberized paint that protects and preserves the stucco.

You should inspect your stucco siding at least once and preferably twice a year. Early spring is a good time for the first inspection. You will be able to spot any winter damage. In addition, shrubs around your home will not yet have leafed, enabling you to easily view your siding. During this inspection, look for hairline cracks in the stucco, vertical cracks running from the roof line or door or window openings, and bulges or holes in the stucco. Defects in the stucco can be repaired yourself or by a qualified plaster contractor by repainting with elasteromeric paint.

Brick, Block & Stone

Brick, concrete block and stone are used as sidings on veneer walls and are also built into masonry walls. Veneer walls are standard wood frame walls with a brick, block or stone facing for weather protection. The wood frame provides the structural support. Masonry walls, on the other hand, use the brick, block or

stone as both the structural support and the weather protection.

Inspect your masonry chimney and any brick, block or stone walls twice each year. Look for chipped, cracked, loose, deteriorating and missing material. Any such problems should be repaired to keep water out of masonry material and from causing future damage.

You should also check the mortar joints for weak or crumbling mortar. Use an old screwdriver to test the mortar by scratching along the mortar joints. The mortar should be firm. If it crumbles easily, is cracked or has fallen out, have the mortar joints repaired or water will enter the joints and cause additional damage.

A white powdery substance that can form on the surface of masonry work is known as efflorescence. It is caused by moisture bringing salts to the surface. Efflorescence is common in new masonry work and can be washed off. If the condition persists, it may be a sign that water is penetrating the wall through cracks, faulty mortar joints or defective caulking or flashing around wall joints or openings. Have the problem investigated and repaired.

If you ever notice bulging sections or large cracks in either a veneer or masonry wall, have the condition checked by a professional contractor. It may indicate structural problems.

Aluminum, Steel & Vinyl Siding
These are the manufactured sidings. They are generally made to resemble beveled horizontal wood board siding although other styles are available. Aluminum and steel siding usually have baked enamel paint finishes. The coloring in vinyl siding is imbedded in the material. The siding can be smooth or can be embossed with a wood-grain texture to resemble painted wood boards.

These manufactured sidings are insect and water resistant. However, some maintenance is still required.

Aluminum and steel siding can show scratches and can dent if struck by a baseball or other object. Touch up scratches with paint. If dents are obvious, there are ways to remove them. Over time the color may fade and need to be repainted. In many areas, local building codes require that aluminum and steel siding be grounded at each corner of the building.

Vinyl will not dent like aluminum. If hit, it flexes to absorb the shock and returns to its original shape. However, vinyl siding can crack. You should replace any cracked sections.

You should inspect all manufactured siding for loose or damaged

sections and open seams and joints. Repair or replace the siding when necessary.

Cleaning

Cleaning your home's exterior surfaces regularly will improve your home's appearance and will help preserve your paint, stain or siding finish. Cleaning once or twice a year will remove light soil as well as grime and pollutants that can damage your siding.

Wash from the bottom up with a solution of soap and warm water. Washing from the bottom up prevents streaking. Pay particular attention to the areas around door handles and window catches where dirt and grease will be heaviest. Rinse with fresh water from top to bottom to prevent runs of dirty liquid on a newly cleaned surface. You can use a pressure washer or a garden hose and scrub brush for this job.

If you find mildew on your siding, apply household bleach directly to any affected areas and rinse with a garden hose.

Exterior Caulking

Caulking is used to seal joints, gaps and seams in exterior walls. Without caulking, cool air, water and insects could enter your home through these openings. All caulking compounds dry out over time. Check for cracked, loose or missing caulking as part of your spring and autumn maintenance inspections. Typically, your home should be re-caulked every five years or less. Caulking around some areas may deteriorate sooner. Repair deteriorated caulking as soon as it appears.

Where to Inspect. You will find caulking where different surfaces meet. These surfaces include the roof where one flashing meets another flashing, where flashing and a roof or dormer surface meet and where a chimney, flue, plumbing or electrical pipe, attic fan or skylight protrudes through the roof surface.

Caulking is found on exterior walls where siding and trim meet at corners, around window and door frames, between badly fitting pieces of siding, where pipes, framing members and other protrusions pass through siding, and where siding meets the foundation, patio, deck or any other different part of your home.

Applying Caulking. Caulking is one of the simplest jobs a home owner can perform. No special skills or expensive tools are required and it does not consume much time. However, you must prepare the area to be caulked properly. Begin by removing the old caulk. Then clean the area before applying the new caulk. Different caulks have different uses and are to be applied in different ways. Read the caulk manufacturer's instructions carefully before applying the new caulk.

Foundations

Your foundation supports your home and keeps it from shifting. You should inspect your foundation twice a year to ensure it lasts for the life of your home.

The type of foundation you have depends on your home's design and your particular soil conditions. In areas where flooding or weak soil is a problem, houses are often built on piers or pilings. In some areas, pressure-treated wood foundations have become popular. The most common foundation, however, is a concrete or masonry perimeter enclosing a crawl space, full cellar or basement.

Cracks

Begin your inspection by looking for cracks along the foundation's outside wall. Heaving soil, settling soil and lateral pressure against the foundation put stress upon your foundation. These stresses can cause foundation cracks. Normal curing of concrete and mortar joints can also cause cracks. Most cracks are normal and are structurally insignificant. Cracks wider than 1/16 inch should be investigated , possibly with the assistance of an engineer or qualified inspector, to determine whether the cracks are a cause for concern.

Wet soil can contribute to the forces acting upon your foundation. Heavy wet soil can increase the lateral pressure against the foundation. Uneven soil moisture can cause uneven heaving or settling. It is important to maintain your gutters and downspouts and direct downspout flow away from the foundation as discussed on page 4-7.

Next, check the slope of the ground around your foundation. The ground should slope away from your home so rain water will flow away from, not toward the foundation.
Back filled soil along the house can settle over time. This can create a depression that will collect water near the foundation. Correct any depressions by raising the grade with topsoil (not sand or gravel) so that the ground slopes two inches per horizontal foot for 8 to 10 feet from the foundation.

Settling along the foundation can also cause concrete patios and walkways to break and direct water towards your home. A contractor can add a new layer of concrete to reverse the slope.

Moisture

You should watch for condensation, basement leaks and crawl space moisture. These problems can cause wood structural members to decay.

Condensation. Condensation is caused when warm, moist air

comes in contact with a colder surface such as a window, exposed pipe or bare concrete basement wall. It can look as if the window, pipe or wall is leaking. Condensation can be worse in new homes as water from concrete walls evaporate as part of the normal curing process. Proper ventilation can control condensation.

Basement Leaks. There are a variety of ways to repair basement leaks, depending on the reason for the leak and its seriousness. Most leaks, however, can be solved by redirecting surface water away from the home by regrading around the foundation and directing downspout water away from the foundation. If this does not work, get several opinions and proposals from professional contractors so that you can make an informed decision on how to proceed.

Crawl Space Moisture. Soil under a crawl space can draw water into the space through capillary attraction. This moisture can cause beams, floor joist, subfloors and even roof sheathing to decay.

Inspect all crawl spaces with a flashlight. If it is necessary to go into the crawl space to view the entire area, wear a face mask. You can stir up insecticides and other chemicals that settled on the ground.

Look for a moisture barrier. All bare soil should be covered with a moisture barrier of 6-mil polyethylene plastic. The plastic should go up the foundation walls to a point higher than the outside grade line and be weighted down with bricks, gravel, soil or other nonorganic material.

Next, look for standing water. There should never be standing water under your home. If there is, consult a professional contractor for drainage options.

Finally, inspect the foundation vents. Foundation vents help control moisture in the crawl space. Make sure the vents are open and not blocked by soil, leaves or other debris. If the crawl space smells musty, you need more ventilation.

Insects

Insects are another threat you should watch for as part of your foundation maintenance. Insects can damage wood structural members and indicate moisture is present that could lead to wood decay.

If you live in an area where termites, carpenter ants or insect infestations are known to be a problem or you see signs of insect infestation, call a licensed pest control contractor. Controlling insects requires specialized training to know where to look, what to

look for and what action to take. It is not a do-it-yourself task.

Garage Doors

You can prevent many garage door problems with regular maintenance. Periodically clean the tracks, hinges and rollers and lubricate them with penetrating oil or silicone spray. Lubricate the locks with graphite powder. The screws that fasten the hardware to the door will loosen over time as the door settles or as wood doors shrink as they age. Tighten the garage door screws every 12 months.

Inspect the springs regularly. Replace any springs that develop bulges or are unevenly spaced. Inspect the tracks for proper alignment, crimps in the track and other damage. If the door binds or drags, it is likely the tracks are poorly aligned or need lubrication. Keep wood doors sealed and painted, particularly along the bottom edge, to prevent swelling and moisture damage.

Garage Door Opener

An improperly adjusted garage door opener can cause a serious accident. Your openers have an automatic return switch so that the doors will reverse automatically if they meet an obstacle. Test your garage door openers by blocking the door with your hands while the door is closing. If the door does not reverse when it encounters your hands, adjust the automatic reverse adjustment screws.

How far the doors open and close is controlled by height adjustment nuts. If your doors do not open or close properly, you can reset the adjustment nuts.

If the drive unit works but the door won't open, the belt connecting the pulley with the motor may need adjusting.

See your owner's manual for more information on how to make these adjustments and other repairs.

Driveways, Walks & Steps

Concrete driveways, walks and steps usually have expansion joints to minimize cracking. However, cracking is a natural characteristic of concrete that cannot be eliminated. Normal cracks should not create serious problems.

Snow and ice can damage concrete driveways, walks and steps. Remove snow and ice promptly to protect your concrete. If you cannot remove a thin layer of ice, sprinkle sand or cat litter on the ice for traction. Do not use salt or chemicals to melt the ice. Salt and chemicals can damage your concrete and kill nearby grass, trees and shrubs.

Wood Decks

Cedar or redwood boards, treated wood and stained or painted wood are common materials for wood decks. Cedar and redwood are naturally weather resistant without paint, stains or chemical preservatives.

Cedar and redwood are more expensive than other decking materials but do not need to be painted or pressure treated. As the cedar weathers, it will turn a distinctive driftwood gray color. Redwood darkens to a natural hue as it weathers.

Your wood decking will expand and contract with the elements. This will cause nails to pull away from the boards and could cause some boards to warp. Reset any pulled nails and re-nail any warped boards with a finishing hammer. Do not use a regular hammer. The head of a regular carpenter's hammer will dent the wood around the nail.

There should be gaps between the deck boards so that water can drain from the deck. These gaps, however, can collect dirt, leaves and other debris. The obstructions can then soak up water and cause the wood to decay. Places where deck boards rest on joists underneath the deck are particularly prone to collecting obstructions. Your deck will last longer if you clean between the deck boards with a pressure washer once a year.

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Maintenance Schedule

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Overview

This part contains a schedule for maintaining your home. The schedule is a reminder of the inspections and maintenance you should perform each month and each season. The old adage "an ounce of prevention is worth a pound of cure" was never more appropriate than when it comes to maintaining your home.

Use this maintenance schedule as a guide for maintaining your home. A general maintenance schedule lists tasks to perform once a month or as needed. Seasonal maintenance schedules list tasks to perform in the spring, summer, fall and winter.

Many items listed on the schedules should be inspected as recommended but will need only occasional, if any, maintenance. You will soon develop a feel for what tasks should be performed when.

Five copies of the seasonal schedules are included for your convenience. Each season you can remove a copy of the maintenance schedule for that season and use the schedule as a checklist for the seasonal tasks. Date the schedule, check off tasks as they are performed and return the schedule to this HomeOwner's Manual. The completed schedules will be your permanent record of your home's seasonal maintenance.

The maintenance schedules contain links to appropriate text for your convenience.

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Maintenance Schedule

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General Maintenance

Perform every month or as needed

Safety

__ Inspect fire extinguishers to insure they are fully charged.
__ Check automatic garage door opener's safety reverse.
__ Test smoke detectors.
__ Test Ground Fault Circuit Interrupters.

Heating & Cooling

__ Clean or replace air filters when the system is in use for heating or cooling.
__ Vacuum heat registers, vents and radiators .
__ Listen to your system for unusual noises .

Appliances

__ Drain water from bottom of the water heater.
__ Grind ice cubes to clean garbage disposal. Flush with hot water and
baking soda.
__ Clean dishwasher strainer and spray arm.
__ Clean range fan's grease filter.
__ Clean frost-free refrigerator's drain and drain pan.

Plumbing

__ Pour water down unused drains .
__ Clean debris from sink and tub drains. Inspect tub drain's rubber seal. Rinse.
__ Clean faucet aerators and shower heads .

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Spring

Exterior

__ Inspect roof materials & roof flashings .
__ Clean & inspect gutters & downspouts .
__ Have a chimney sweep clean & inspect chimney after burning season ends.
__ Inspect & clean siding .
__ Inspect vents, chimneys & other protected areas for bird & insect nests.
__ Clean window & door screens. Repair or replace damaged screens.
__ Inspect weatherstripping around doors, windows & garage doors. Repair as necessary.
__ Inspect caulking & re-caulk as necessary.
__ Inspect foundation for cracks, moisture & insects.
__ Clean debris away from home, utility equipment & other structures.
__ Trim trees & shrubs away from home.
__ Inspect wood decks, steps & rails for loose or damaged boards & raised nails.
__ Clean space between boards on wood decks, walks & steps.

Heating & Cooling

__ Have heat pump or air-conditioning system serviced before cooling season begins .

Appliances

__ Inspect water heater's temperature pressure relief valve for signs of leaks or discharge.
__ Replace smoke detector batteries. Vacuum around smoke detector & its sensor .

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General Maintenance

__ Perform the monthly general maintenance tasks listed at this link.

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CITY OF NEWBERG PLANNING & BUILDING DEPARTMENT

HOMEOWNER'S MAINTENANCE HANDBOOK

NOTICE

The City of Newberg does not warrant or guarantee that any of the projects described herein will correct any particular homeowner's problems. The homeowner acknowledges that the City of Newberg has not performed any independent analysis of your home in connection with any of the maintenance checklists or projects contained herein. The City of Newberg advises that you consult with specialists such as plumbers, heating & air professionals, or electricians in appropriate instances. The City of Newberg does not assume responsibility for any loss or damage resulting from reliance upon the information herein.

The homeowner is expressly warned to consider and adopt all safety precautions that might be indicated by the projects described herein, wear protective safety gear, and avoid all potential hazards. By following the instructions for projects contained herein, the homeowner willingly assumes all risks in connection with repairs performed in accordance with the Homeowner Maintenance Handbook and releases the City of Newberg from all liability in connection therewith.

Limit of liability/disclaimer of warranty: City of Newberg staff have used their best efforts in preparing this maintenance manual. However, neither the city, nor any of its officers or employees make any representation or warranty with respect to the accuracy or completeness of the contents of this manual, and the city specifically disclaims any implied warranties of merchantability or fitness for a particular purpose. There are no warranties which extend beyond the description contained in this paragraph and no warranties may be created or extended by any oral or written statement of any city employee concerning the contents of this manual. The accuracy and completeness of the information presented herein and the opinions stated herein are not guaranteed or warranted to produce any particular results, and the advice and strategies herein may not be suitable for every individual. Neither the city nor any of its officers or employees shall be liable to the user of this manual or any third party for any injury or any loss of profits or commercial damages, including, but not limited to special, incidental, consequential or other damages. The user of this manual assumes all risks of any defect, and use of the techniques, strategies and methods described in this manual shall signify and constitute the user's agreement to the terms and conditions of this paragraph.

Dear Homeowner:

In order to protect our investment and yours, and to help insure years of satisfaction with your home, we have prepared this Homeowner Maintenance Handbook. This booklet is divided into three sections for your easy reference.

Section I: Home Maintenance Checklist. This section is perfect for everyone. You don't have to be an expert in home repairs! Simply check the items on the list, according to the schedule. This will help you detect small problems before they get serious. And if you find problems while making your inspections, you may want to call a repairperson, or, you can learn how to make certain repairs by referring to Section II.

Section II: Do-It-Yourself Home Repairs: This section has information on a variety of home repairs which many people may find easy to do on their own.

Section III: Useful Phone Numbers and Websites: We have provided you with a list of helpful numbers and websites for your convenience.

On behalf of all Planning & Building Department staff, I wish you much enjoyment in your home!

Barton Brierley, AICP
Planning & Building Director

Phone: 503-537-1212
E-mail: barton.brierley@newbergoregon.gov

This handbook was originally prepared by the City of Wichita, KS Housing and Community Service Department. The City of Newberg wishes to thank the City of Wichita staff for their efforts and allowing us to use the handbook for our efforts in Newberg.

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INTRODUCTION

What Is A Homeowner Maintenance Handbook?
The Homeowner Maintenance Handbook is an easy-to-use resource to help homeowners maintain their homes.

Why Produce A Homeowner Maintenance Handbook?
This handbook will help homeowners protect their home and the City's investment in their home.

Why Concentrate On Home Maintenance?
A home is often the greatest investment a person can make. A home is often also more than an investment it is the place where children are born and raised, where memories are made and where retirement years can be enjoyed. Homes that are safe and comfortable can easily stay that way, when everyday wear and tear are addressed. Homes which are well maintained, help make the neighborhood comfortable and attractive and when the neighborhood feels and looks good, people want to live there. When people want to live in a neighborhood, property values go up and the homeowners see a return on their investment. Home maintenance makes good personal sense, makes good neighborhood sense, and makes good economic sense.

What's Next?
Turn the page and learn how to maintain your home!

PREVENTIVE MAINTENANCE

WHAT IS PREVENTIVE MAINTENANCE?
Preventive maintenance means: “take care of the little things before they become BIG PROBLEMS”! As a homeowner, avoid extra costs and hassles by being proactive.

INSIDE:
Take care of household appliances (stove, refrigerator, washer, dryer), and major heating, electrical and plumbing systems, so they continue to provide you with quality services. Follow Manufacturer’s guides for regular service and maintenance, and report problems immediately, while they are small. Fill out and send in the warranty cards on new appliances (see checklist on the next page).

OUTSIDE:
Pay close attention to the outside of your house and watch for problems with roofs, foundations, doors, walls, and windows (see checklist on the next page).



CHECKLIST

Following is a list of home maintenance items to check on a regular basis (seasonally or annually). If problems are noted, either make the necessary repairs or call a repairperson.

OUTSIDE	
What to Check	**When**
Doors and Windows	
Doors, windows and trim for decay or rot.	Fall
Window glass for loose putty.	Fall
Windows and doors for broken glass and damaged screens.	Fall
Caulk at doors, windows and all other openings and joints.	Fall
Clean window and door screens.	Fall
Lubricates window hardware.	Fall/Spring
Exterior Walls	
Wall masonry for cracks and loose joints.	Fall
Painted surfaces for chipping and peeling.	Fall
Siding and trim for damage or decay.	Fall
All trim for tightness or fit.	Fall/Spring
Foundations	
The base of your house on the outside for soft chipped or rotten wood which could be a sign of termites.	Annual
The ground around your house to insure that it is built up around your foundation so that water runs away from the house.	Annual
Interior walls and floors to see if there are signs of water damage.	Annual
To see if tree roots are growing near or under the foundation.	Annual
Fences	
Post, gates and slats for deterioration.	Fall
Ground and Yard	
Drain outside waterline and hoses (disconnect hoses from sill-cocks).	Fall
Roof	
Damaged, loose &/or bubbled shingles.	Fall
Attic for water stains or dampness.	Fall
Flashing damage (metal around chimney, vents, etc.)	Fall
Damaged gutters, downspouts, hangers, and splash boxes.	Fall
Low tree limbs brushing against roof.	Fall/As Needed

INSIDE	
What to Check	**When**
Interior Surfaces	
All joints in ceramic tile, laminated plastic, and similar surfaces.	Fall
Caulk or grouting around tubs, showers, and sinks.	Fall/Spring
Floors	
Wear and damage, especially where on material meets another.	Annual
Electrical System	
Condition of lamp cords, extension cords, and plugs for damage.	As needed
Areas where wiring is exposed and/or damaged.	As needed
Fuses or breakers, which trip frequently.	As needed
If you feel a shock or tingling from touching any appliance-disconnect it immediately.	As needed
Heating and Cooling System	
Clean or change air filters.	Every 30-45 days
Clean dirt and dust from around furnaces and condensing units.	Fall/Spring
Remove window air conditioner in the winter.	Fall/Spring
Arrange for regular servicing by qualified professionals.	Spring
Plumbing System	
Hoses for leaks.	Annual
Water heater for leaks.	Annual
Faucets for leaks.	Annual
Smoke Detectors	
Check and replace batteries (see p. 40)	Test every 30 days, replace annually

PAINTING

WHY PAINT?
If the exterior of your home is brick or vinyl siding, you won't need to paint anything but the trim. However, if your home is wood, you will need to repaint periodically to protect the wood. If you don't keep your paint in good condition, the wood will be exposed to weather conditions, which can lead to rotting, cracking, and so forth. If the wood rots and does not protect the interior of your house, there will be **BIG** PROBLEMS.

A bonus effect of painting is it makes your house attractive, which could make your neighbors want to paint their houses, so they'll look good too. When everyone paints, the neighborhood looks good and everyone is proud of where they live!

WHEN TO PAINT?
You should paint your house when:

- It's been longer than 5 years since you last painted.
- There is peeling, cracking or blistering of the paint on your house.

WHAT COLOR PAINT TO USE?
Choose a color with these tips in mind:

- Use a neutral color, saving bright colors for trim
- Use tones of one color with the main part in the lighter shade
- Don't use dark colors on small homes (it makes them look smaller and dark colors attract and hold heat)
- Avoid using more than three colors
- Don't forget to paint the garage, fence and other accessory buildings!

WHAT KIND OF PAINT TO USE?

There are 2 kinds of paint to select from: latex and oil based. Make sure to consider low toxic or non-toxic paint versions of each type. Here is how they compare:

	PROS	CONS
Oil	■ Covers better because it's heavier ■ Helps condition old wood	■ Hard to clean brushes and paint drips ■ Takes at least 2 days for one coat to dry
Latex	■ Breathes and is useful when moisture is a problem ■ Colors fade less quickly ■ Clean up is easier ■ Dries in about 4 hours	■ May not last as long

HOW MUCH PAINT TO BUY?

You need to know the size of your house to know how much paint to buy. Here's how you find out: (1) add the length of all sides and multiply the sum by the height of the structure. For the gable ends; multiply the height by the length and divide by 2. Add the totals together to get the total sq. ft. of the painted surface. (2) Divide the number by 300 because this is approximately how much one-gallon of paint will cover. The number you get when divide is the number of gallons of paint you will need. Or, you can ask the paint store salesperson!

WHAT ABOUT COST?
It's important to use a **TOP GRADE** paint so that the painting will be easier to apply, last longer and look great! Compare prices and watch for sales.

WHAT TOOLS ARE NEEDED TO PAINT?

- Paint scraper to remove the old paint
- Step ladder to reach the high spots
- Sandpaper to sand down to the original wood in trouble areas
- Power sander if the trouble areas are large
- Caulking compound to patch holes and cracks
- 3 brushes: 4" brush for flat surfaces 2" brush for the trim 1" brush for the windows
- Rollers to use with latex paint on large areas
- Roller tray to hold the paint
- Eye protection (clear glasses or goggles).
- Mask or respirator

AFTER I HAVE THE PAINT AND TOOLS, THEN WHAT?

1. **Get the wood ready!** To get the wood ready you have to remove the flaking paint. Flaking is caused by moisture underneath the paint. When moisture gets under the paint and then dries, it causes the paint to shrink and swell. Then the paint pulls away from the wood. Blistering and spot peeling appears on the sides of the house where the sun's rays hit continuously. Obviously, if you want to prevent these problems from continuing, you must take steps to eliminate the moisture. Check for leakage at the gutters and eaves of the house. Once the moisture problem has been checked and fixed, you're ready to paint.

2. **Prepare the surface.** Please follow these following steps when preparing surfaces for painting to comply with Lead-Based Paint safe work practices:

    a. Cover the ground with protective sheeting that extends 10 feet out from work surface to protect the soil from contamination by lead-based paint chips and dust.

    b. Remove all paint at least 12 inches beyond the flaking, blistering or peeling condition. NOTE: Mist small areas frequently to keep down dust. Use wet-dry sandpaper or wet sanding sponges. A power sander may be used if attached to a HEPA vacuum and the worker is wearing respiratory protection.

    c. In order to avoid future moisture problems apply a coat of quality primer on all bare wood surfaces and seal cracks, holes, and seams with caulking compound. Allow the primer and caulking time to dry before applying paint.

3. **Start painting!** Allow the first coat to dry before applying the second coat. Cracking is caused by either applying an additional coat of paint before the previous coat has dried or by using a primer that does not work well with the finish coat.

NOTE: If your home was built before 1978, there is possibility that the paint on it contains lead. If it does, you need to take special precautions. Contact a contractor qualified in "Lead Safe Work Practices" to paint your home or take a one-day training on "Lead Safe Work Practices."

WINDOWS, DOORS, AND DETAILS

WHY PAY ATTENTION TO WINDOWS, DOORS AND DETAILS?

Windows and doors with weathered putty, chipped sills or jambs, and broken or cracked glass are unattractive and wastes energy which costs you money. The cool of air conditioning will go out the cracks in the summer, the same way the heat from your furnace will escape in the winter.

WHAT IS INVOLVED IN MAKING WINDOW REPAIRS?

Weathering of paint on windowsills and jambs, and cracking putty in windowpanes are the most common kinds of deterioration. However, both are easily fixed and not only make your house look better, but also help keep in heat and air conditioning.

Weathered putty must be replaced. First dig out the old putty with a putty knife or chisel. Now roll a small piece of new putty into a rope about 3/8" round and press it along the edge of the glass firmly, hold a putty knife at an angle and flatten the putty, making a smooth finish. This can also be done using a caulking gun.

HOW DO I FIX A BROKEN WINDOW?

The method for fixing a window depends on what kind you have. Most houses will have one of two types: either a wood frame or metal frame window.

WOOD FRAME WINDOWS:

1. Remove the old putty with a chisel. Remove the broken glass. Be sure to wear heavy work gloves to protect your hands when handling the glass.

2. Sand the wood on all sides where the glass will be replaced, and then paint with linseed oil or thin paint.

3. Measure the dimensions of each side of the window. Take your measurements to a hardware store (or glass company) and ask them to cut it about 1/8" less on each measurement to take care of irregularities in the frame.

4. Apply about 1/16" of putty on all interior sides of the frame. Press the glass gently into the putty until it’s embedded.

5. Tap in on all 4 sides. Place the glass about halfway into the wood frame using the side of a chisel, putty knife, or screwdriver.

6. Roll a small piece of putty to make a rope about 3/8" in diameter and press it into the groove along the edges of the glass.

7. Hold a putty knife at a 45-degree angle and smooth the putty into a 45degree angle sloping away from the glass.

8. Allow the putty to dry thoroughly (about a week depending on the weather) and then paint.

METAL FRAME WINDOWS:

1. Remove the old putty, the spring clips holding the glass, and then the broken glass.
2. Paint the frame to prevent rusting.
3. Measure the frame and have the glass cut 1/8" less than the measurements.
4. Apply 1/16" bead of putty on all interior sides of the frame and press the glass against it.
5. Reinsert spring clips.
6. Apply putty around the edges and pull the putty knife across it to secure and allow to dry.

HOW TO FIX A SCREEN DOOR OR WINDOW SCREEN?
Fixing holes in screens is easy if you think of the screen mesh as a piece of fabric and you are going to patch it just like patching a pair of jeans. However, a screen is only worth repairing if it is in good shape. Otherwise, go ahead and replace the screen.

HOW DO I REPAIR A SCREEN?
Today most screens are plastic. If you have a plastic screen that is damaged it is best to replace it. If you have a metal screen you may want to consider the following steps for repair:

1. Trim out the hole or tear to a rectangular opening with an ordinary pair of scissors.

2. Using a screen mesh similar to that already on the door or window, cut a patch 2" larger in width and length than the hole.

3. Unravel the wires on each edge of the patch about ½".

4. Place the patch over the hole from the outside and push the prongs through.

5. With a helper or a piece of duct tape hold the patch from the outside, bend wires toward the center on the inside. You can finish the ends off with clear nail polish to keep them from snagging clothes.

HOW DO I REPLACE A SCREEN?
If the screen mesh is has a number of holes and tears or is loose, then you should replace it.

1. Remove the door or window screen and place it on a bench or flat surface.

2. With a putty knife, pry out the molding that holes the screen, remove tacks and discard the screen.

3. Cut the new screen mesh to the desired size. Be sure to cut square with mesh lines and make sure the mesh lays parallel to the sides of the frame before stapling. Now staple at one end.

4. If you are replacing a door screen, place a 2" board under each end of the door and secure with a clamp. This will cause the frame to bow slightly, but will make the screen tight when you door is straightened out and re-hung.

5. Pull the opposite end of the screen tight and staple. Now, beginning at the center of the sides staple the screen down, working toward the ends. Place staples about 2 inches apart. Nail molding back into place.

WHAT KIND OF PROBLEMS WITH DOORS DO I NEED TO BE AWARE OF?
A worn doorsill is one type of problem. Doorsills or thresholds receive a great deal of water and get badly worn. Here is how to replace it:

1. Remove the door from its hinges by slipping out hinge pins. You may have to remove the doorstop from the jamb with a heavy putty knife or prying tool.

2. Lift out the old sill with a crowbar or claw hammer. If it is badly worn, you can split the wood with a chisel and remove the pieces. However, it is wise to keep the sill intact as a pattern for cutting a new one.

3. Cut a new sill out of a hardwood like oak or maple. Make sure to buy wood that is already treated and sealed.

4. Slip the new sill in place, drill holes, and countersink nails or screws.

OTHER KINDS OF PROBLEMS WITH DOORS:
- Doors that squeak
- Door knobs that rattle
- Doors that stick or drag
- Door locks that don't catch

WHAT DO I NEED TO FIX THESE TYPES OF PROBLEMS?
- Machine oil
- Graphite
- Sandpaper
- Screwdriver
- Hammer
- Pliers

SQUEAKS AND OTHER NOISE:
You can usually stop a squeaky door by putting a few drops of oil at the top of each hinge. Move the door back and forth to work the oil into the hinges. If the squeaking does not stop, raise the pin, and add more oil. Noisy or squeaking locks should be lubricated with graphite. You can buy this at any hardware store.

STICKING OR DRAGGING DOORS:

1. Tighten screws in the hinges. If screws are not holding, replace them one at a time with longer screws or insert a matchstick in the hole and put the old screw back in.

2. Look for a shiny spot on the door where it sticks. Open and close the door slowly to find the spot. Sand down the shiny spot. Do not sand too much or the door will not fit as tight as it should.

3. If the doorframe is badly out of shape, you may have to remove the door and cut down the part that drags.

4. Sand the edge of the door before painting to prevent a paint build-up, which can cause the door to stick.

LOCKS:
If the lock is tight or will not turn, lubricating it with graphite may resolve the problem, if not, replace with a new lock set.

EXTERIOR WALLS

WHY WORRY ABOUT EXTERIOR WALLS?

Deterioration of exterior walls not only makes a house look unkempt, but can also lead to further structural damage. A crack in the wall, however small, means it cannot do the job intended by its construction. Water can get in, causing swelling or even rotting interior framing or wall covering. Therefore, an attractive, efficient and safe home can depend heavily on routine maintenance and repair of exterior walls. Most homes in Newberg have wood walls, although some are brick. Many people don't worry about exterior brick walls however lack of maintenance usually results in the bricks becoming broken and chipped. This condition detracts from the total appearance of the house. Many people think this type of repair is a large task however it is not as difficult as you might think.

HOW DO I REPLACE WOOD SIDING?

1. Repairs are made by cutting out the damaged part of the board with a saw.

2. Since the board will not simply fall away, you'll have to use a hammer and chisel to pry as much of the board away as possible.

3. Remove the nails in the upper board. If necessary, insert wedges under the upper board and saw through the nails.

4. Chisel out the remaining board underneath the upper board.

5. Have a board cut the length you need and drive it in place of the old one. Nail with aluminum or galvanized nails. Prime and paint the board.

WHAT CAUSES CRACKS OR SPLITS IN BRICK WALLS?

Cracks or splits in brick walls are usually caused by settlement in the foundation. If the settling has stopped, then a wall repair will solve your problem. However, if settling continues, then repair of the foundation may be needed.

HOW DO I REPAIR CRACKS IN MY BRICK WALL?

If the crack is in the mortar joints between the bricks, it will be easy to fix. Make sure to wear proper eye protection before beginning the repair.

1. Simply chip out the cracked material with a steel chisel and heavy hammer to a depth of at least ½ inch. Remove the mortar in small chunks but do not hit hard enough to chip the bricks. Don't drive the chisel straight in; angle it down so it will move along the joint as you hit.

2. Brush the joint with a stiff brush and wet the entire wall area with a fine spray of water. This will prevent the bricks from soaking up too much moisture from the mortar, which would cause the joint to crack again.

3. Mix mortar using a commercial dry mix, which already contains the proper blend of materials except water.

4. Now place mortar into the joints. After the mortar hardens, brush off waste. To make flush, use your trowel to cut off excess mortar.

If the wall crack is big and cut through the bricks as well as the mortar joints, you will need to:

1. Wet the crack with water.

2. Seal the lower portion of the crack with wide duct tape or a board. This will keep the grout in place.

3. Attach a tube to a funnel and stick the tube well into the cracks.

4. Pour grout into the top of the crack through a funnel and tube. After the grout has set about a day, remove covering and clean up with a trowel. Move up the wall, repeating the process until the crack is filled. Finally, use a mortar color to blend in grout with bricks.

Cracks around windows and doorframes caused by shrinking and swelling of wood create gaps, which can be repaired with a caulking compound. Always follow the directions on the package.

WHAT HAPPENS WHEN THE BRICK IS DAMAGED OR LOOSE?

Wear eye protection before beginning this task.

1. Using a chisel, remove mortar from around the damaged brick.

2. Chip the brick until it can be removed.

3. Clean the remaining hole with a wire brush.

4. Put mortar on the bottom of the hole and press the new brick into place.

5. Fill in the top and bottom of the hole with mortar.

HOW CAN I TELL IF THE FOUNDATION IS STILL MOVING?

With a brick wall, it is easy. Simply cover the crack with plaster of Paris, or a piece of flat glass glued down on either side of the crack with epoxy cement. If the foundation shifts, the plaster or glass will crack, settlement is a slow process and you may have to wait 2 or more months for some results.

FENCE FIXER

What condition is your fence in? If it is wooden, are the fence posts rotting at the base? Is the whole fence beginning to sag? Or, if you have a chain link fence, is it leaning to one side? Does the gate refuse to open? If you have answered yes to any of these questions, your fence is probably in need of repair.

WHY SHOULD I REPAIR MY FENCE?
Your fence is an important part of your home. A good fence provides you with privacy where you want it, and if it is well-maintained, it improves the appearance of your home and neighborhood. A well-maintained fence also keeps your neighbors happy, and that makes for a neighborhood where people want to live.

Pet lovers like fences because a fence allows pets to be outside but restricted to your property, which also makes your neighbors happy. By contrast, a poorly maintained fence just might allow your pets to roam freely out of your yard. This can be dangerous to children, as well as seniors who are unable to defend themselves from overly aggressive animals.

WHEN TO REPAIR OR REPLACE A FENCE?
Once a year you need to examine your fence closely to discover any signs of deterioration or potential problems. If you have a wooden fence, dig away the dirt around the posts to see if they are rotting. Check the gates to determine if they are hanging properly. Are the posts aligned correctly, are nails working loose, or is the wood warping? If the answer is "YES," you may need to make fence repairs.

WOODEN FENCE:
Most problems with wooden fences occur because the wood was not treated with a preservative. Treating a wooden fence with a preservative and then applying an outdoor paint or stain will reduce required maintenance. In any case a wooden fence should be painted or stained as often as your house, about every five years. The facelift of a fresh paint job will yield instant results!

WOODEN FENCE POSTS:
For fence posts rotten below ground, use two 2" x 4" boards, which are treated with a preservative and drive them into the ground on each side of the rotten posts.

1. Clear out or dig a new hole to install a new wood fence post.
    a. For the best results, you'll want to use a narrow shovel known as a post-hole digger for this step. To use this two-handled shovel, shove it into the ground as hard as you can, then pry apart the two handles.
    b. While holding the handles wide open, lift and remove the tool from the soil. The metal scoops on the bottom may hold only a handful or two of dirt: This is normal and not a reflection on your strength or skill.
    c. Deposit the soil on the ground or a tarp and continue to dig out the hole. The

depth should be at least 18” below grade.

2. Place the posts in the new hole. Secure the boards to the post with galvanized screws.

WOODEN GATES:
Constant slamming of the gate will cause it to eventually loosen. To help prevent this, put rubber stoppers along the board, in order to soften the blow. Once the hinges are loose, remove screws and replace with nuts and bolts. Then apply the rubber stoppers to prevent future damage.

CHAIN LINK FENCES:
Less maintenance is required with chain link fences since most of them are galvanized and not subject to rusting. However, poles can become loose and cause the whole fence to sag. When this happens, cut off the pole at ground level and either: slip a small pole into the remainder of the old one or set a larger pole over the original pole. Secure with bolts.

CHAIN LINK GATES:
If your gate is leaning or will not close properly, it is probably because the posts supporting it are loose and need to be reinforced. Secure the posts following the instructions above.

OTHER FENCE IDEAS:
If you do not have a fence, consider adding one as decoration. They can be used as an accent, such as picket fences. They are useful as screens, windbreakers, property definers, to confine pets, etc. They can be constructed out of wood or metal. Whatever you use, design them with beauty as well as utility in mind.

LAWN CARE

WHAT IS INVOLVED IN HAVING AND MAINTAINING A HEALTHY LAWN?
Lawn care is not very hard, but it will require time to get things started correctly. However, once your lawn is established and healthy, you'll spend less time working in the yard and more time enjoying it. There are four steps to successful lawn care:

1. Fertilizing
2. Watering
3. Mowing
4. Controlling insects and disease

WHY BOTHER TO HAVE A NICE LAWN?
You and your neighbors will be happy when your lawn is well cared for. In addition, weeds and other lawn diseases could infect other yards. The longer you wait the more work it is going to require to get your lawn back into shape.

HOW DO I GET STARTED?
If your lawn has little or no grass, you may want to buy sod and/or grass seed to spread over needed areas. You can buy this at any home improvement or lawn and garden store. Follow directions on the package for a healthy lawn.

WHAT DOES IT TAKE TO KEEP A NICE LAWN NICE?
To maintain your lawn you need to know how to keep it in good shape. The Regional Water Providers Consortium recommends the following steps for lawn care best management practices:

Mowing
The general rule of thumb is to mow often enough that it is only necessary to cut a third of your grass's total height. Adjust your lawn mower to a higher setting. A taller lawn provides shade to roots and holds soil moisture better than if it's closely clipped. It is also important to use sharp blades to prevent tearing and injuring your grass.

Fertilizing
Fertilizing can encourage healthy root development and replace essential nutrients lost through leaching and transpiration. If a soil test or plant performance indicates a need, use organic or slow-release fertilizer in late fall or late spring. Organic and slow release fertilizers release nutrients over a longer period of time and are less likely to run off your lawn into waterways after rain. They also support the variety of soil organisms that improve fertility and combat diseases.

Watering & Irrigation
Our water consumption is at its highest during the summer months due to outdoor watering. That's one reason why irrigation — whether it's a single sprinkler attached to a hose or a sophisticated underground system — is a key component to your water conservation efforts.

The first point to remember is that the greatest waste of water is watering too much, too often. The following steps will help you use water most efficiently and make your lawn look great:

1. Group Plants With Similar Water Needs. Different plants need different amounts of water, sun and shade to survive. Some microclimates of your yard are probably hotter and drier, or wetter and cooler, than others.

2. Create Watering Zones. In addition to your yard's microclimates, look at creating watering zones within your landscape. Inside each zone, all of the plants should have the same general watering needs, allowing you to give each plant the water it requires — not too much or too little. Watering zones help you avoid wasting water while helping to reduce the time and effort needed to maintain your garden.

3. Water When Temperatures Are Cooler and the Air is Calmer. Make sure you water before 10 a.m. or after 6 p.m. when temperatures are cooler and the afternoon winds have calmed so that evaporation is kept to a minimum.

4. Apply the Amount of Water Your Soil Can Absorb. The amount you water should be based on soil conditions and plant needs. Here in the Pacific Northwest, soils are typically clay or sandy loam which may take longer for the water to penetrate. Run off and puddling are visible cues that water is being applied at a quicker rate than it can be absorbed. If this occurs, you may want to use a "cycle and soak" pattern for your watering so that you apply water for a shorter time period, let it soak in and then repeat the process. For example, if your watering schedule is 40 minutes per week and you plan to water two days per week, your new "cycle & soak" schedule might be to water for 10 minutes at 6 am and then again for 10 minutes at 8 am.

5. Water to Your Plant's Needs. On average, we recommend watering your lawn about an inch a week – a bit more during long, hot, dry spells and a bit less during the cooler spring and fall. Trees, shrubs and perennials typically don't need water as frequently, however they may require more volume at each cycle, so it is best to check with your local garden center or landscape professional on your plant's specific watering needs.

6. Amend Your Soil with Mulch. Mulches come in two forms — organic and inorganic. Organic mulches include aged manure, kitchen compost, and bark chips or wood chips. Organic mulches increase the soil's ability to store water by covering and cooling the soil

thereby minimizing evaporation. Inorganic mulches, such as gravel and river rock, can provide interesting landscape textures; however they do absorb and re-radiate the sun's heat, increasing the amount of water surrounding plants will need to survive. Mulches also reduce erosion and help with weed control. Use about 3 inches of organic mulch for weed control, but do not bury the crowns of plants because they may smother and rot. If the mulch is too deep, water will have a difficult time reaching the plant roots.

7. Water Thoroughly, But Infrequently. Watering thoroughly, but infrequently, will help roots go deeper, resulting in more water-efficient, drought-tolerant plants. This is one reason the Consortium recommends watering one or two times per week. It will also save you time.

8. Set It, But Don't Forget It. The key to efficient irrigation is to adjust watering schedules frequently during the season. If you set your automatic controller once for the hottest part of the summer and let it run all season, you're wasting a lot of water that could damage your plants along with your wallet. Most modern controllers allow you to easily adjust your watering schedule based on the weather.

Aeration & Cultivation

Aerating your soil in the spring or fall (or both, if you can) each year promotes moisture infiltration into the soil, efficient use of fertilizers and promotes better root growth. Use a rented power aerator or garden fork to aerate your lawn. Then overseed with a rye/fescue mix designed for Pacific Northwest conditions and top dress your lawn with about a quarter inch of fine compost to improve the condition of soil and allow for better water retention. Another important step in lawn care is cultivation. Following are cultivation steps you should follow:

1. Trim your lawn in early spring to get rid of the dead grass.

2. Add fertilizer and weed killers.

3. If the soil is compacted you will need to aerate (punch holes throughout the ground).

4. A good time to fertilize is when you aerate. This will get the fertilizer to the roots of your grass. And don't forget the flowers!

To learn more please visit the Regional Water Providers Consortium's website at www.conserveh2o.org.

FOUNDATION FUNDAMENTALS

WHY ARE FOUNDATIONS IMPORTANT?
A foundation is very important because the entire house rests on it. In most areas of Newberg homes are built upon clay dirt. The clay dirt swells up like a sponge when it rains and shrinks up when it is dry. This seasonal movement of the earth can cause many houses to shift, or entire walls to crack. The strength and design of the foundation, which holds the house together, becomes very important under these conditions.

WHAT KIND OF FOUNDATION DO I HAVE?
Generally, there are two types of foundations. Check your mortgage appraisal documents if you don't know which type you have.

1. Post and Girder, or Pier and Beam Foundation.

This type of foundation holds a house up on columns, piers or posts, which are sunk deep into the ground. They rest on solid rock or other stable material. With a foundation like this, the soil can shrink and swell around the columns. Post and girder foundations are common to wood houses. In this foundation, the floors are built over large wood girders, which rest on wood posts set in 18" square bases of concrete. Pier and beam foundations consist of concrete columns or piers with a continuous concrete wall or beam running around the perimeter. You can eliminate shaking or bounces, in some cases, by driving hardwood shims between the concrete pier and the floor beam or sill. If the concrete itself is defective or deteriorating, call a qualified contractor.

2. Slab Foundation

This type of foundation is essentially just a large concrete platform. This kind of foundation is most common in new housing construction.

HOW DO I KNOW IF I HAVE FOUNDATION TROUBLE?

Your foundation will let you know if there are problems. You have to know how to listen. Following is a list of "messages" your foundation may be sending you to let you know that there might be trouble ahead:

- Ripples or wrinkles forming in wallpaper, especially around corners or along the ceiling line.
- Small cracks in the wall paint, especially around corners or along the ceiling line.
- Floors which seem bouncy or which are not level. A good way to check for levelness is to put one tablespoon of water on the uncarpeted floor at various spots. If the water stays in a puddle, then the floor is fairly level, if it runs, then the floor slopes. If you have carpet try using a ball instead of water.
- Structures with slab foundations will often have linoleum, vinyl or carpet floors covering placed over concrete. If either is buckled or wrinkled and you can feel something under it, then the concrete beneath is probably cracked.
- Roofing that shows unevenness or sags or other horizontal lines in the building facade may indicate foundation problems.
- Porches that sag or lean severely.
- Doors or windows which are hard to open or which drag.
- Cracks in the exterior walls.

Some of these things appear in many houses because of normal "settling", however, if you notice several of these in your home, then the foundation is probably beginning to yield to various stresses or pressures in the soil. Here are some tips on how to stabilize the soil conditions around your house, which can help stabilize your foundation:

1. Improve drainage around the house. If you can get water to move away from the building, then soil around the building will not be subject to the extremes of swelling and prolonged saturation.
2. Be careful when watering during dry periods because a swelling of the soil at one end of the house, while the other end is dry, will cause uneven movement of the foundation.
3. Control soil erosion around the home with good ground cover planting or a retaining wall.

If you have a house where foundation settlement is very noticeable, you may have a serious problem – but most foundation problems can be fixed by qualified contractors!

- Repair to pier foundation usually requires the house to be lifted on jacks to allow the piers to be replaced or repaired.

- Slab foundation repairs usually involve patching cracks that can be patched and/or repairing slab segments.

There are many reputable foundation repair firms in Newberg and the cost isn't as much as most homeowners would think. Always shop carefully for responsible contractors and check references before signing any contract.

PATIOS, SIDEWALKS, DRIVEWAYS

FIX THAT CRACK!
Does your sidewalk or driveway need repair work? (Your sidewalk is the walk that leads to you house). Cracking or sinking sidewalks and driveways are unsightly and dangerous. All homeowners in Newberg are responsible for maintaining the sidewalk and planter strip adjacent to their property. Please remember, a permit is required first before replacing the public sidewalk. See page 43 for permit requirements.

SHOULD I FIX CRACKS IN MY PATIO, SIDEWALK, OR DRIVEWAY ?
Before you make a decision about fixing your sidewalk, take a close look at it. If the damage is extensive, and the ground below the pavement is uneven, you might consider replacing the walk or drive entirely. Otherwise, cracks may appear again very quickly.

When you decide to replace the surface, consider whether you might prefer to use a different material. Materials such as brick or flagstones are as easy as concrete to install and maintain, and they can look much better and last longer.

Cost and availability of materials will make some difference to you. While the cost of cement of the same quality doesn't vary much, you might be able to find enough brick or stone from demolished buildings or other sources to complete your project at a minimal cost.

WHAT TOOLS WILL BE NEEDED?
You will need the following tools in order to complete a sidewalk or driveway repair. You can get them at a local hardware store.

- Wood float
- Trowel

HOW DO I REPAIR MY PATIO, SIDEWALK, OR DRIVEWAY?

Home repair of patios, sidewalks or driveways will generally take the form of patching. Patching can be done with compounds for smaller jobs and dry-mix for large jobs. For patching compounds, such as latex, vinyl, or epoxy, follow the following instructions:

1. Chisel out loose fragments, making a 1" hole.

2. Rough up the new surface and undercut the edges of the hole to help hold the new cement.

3. Wash out all loose particles and dirt, and sponge out excess water.

4. Make a thick mixture of cement and water and spread it over the damp surface.

5. Fill the hole with the patching concrete and pack it down.

6. Smooth with a wood float, then let it set for six (6) days.

This process can be used most successfully on small cracks. If there is a major crack, however, you should replace the whole section with new concrete. You may want to hire a contractor for this job.

THE ROOF OVER YOUR HEAD

WHY SHOULD I WORRY ABOUT MY ROOF?

Many people think the roof is only necessary to keep out the rain. Unfortunately, in many cases, this is the only time that people think about their roof - when it starts leaking. As we have stated throughout this handbook, that is too late to start home maintenance – a leaking roof can mean a **BIG** PROBLEM! Under most residential roofs are wooden supports, called rafters, that hold up the roof. These wooden beams can rot and decay if exposed to moisture over a period of time. Replacing rotted beams is both expensive and necessary, but replacement is avoidable if taken care of in time.

With careful thought given to material and color, a new roof can do much to beautify a house and the neighborhood, and increase energy efficiency.

QUESTIONS TO CONSIDER BEFORE REPAIRING YOUR ROOF.

Before deciding to repair your roof, consider the following: **Is the roof leaking?** If it is leaking you should definitely consider repairing or replacement.

How does this improvement fit into my overall plan for home improvement?

Regular home maintenance is important to avoid problems. Roofs should be checked at least once a year (in the fall) and repairs made as needed. Most roofs are guaranteed for 20 to 30 years and should not need major repairs within that time unless they have been damaged.

HOW MUCH WILL IT COST?

Roofing varies in both quality and cost and will be determined by whether you decide on a 20-year or 30-year roof.

WHAT IS THE BEST SEASON FOR REPAIRING A ROOF AND HOW LONG DOES IT TAKE?

The ideal time to repair or replace a roof is late spring or early fall. Time varies, but a competent roofer should be able to shingle a roof in 4 or 5 days, if all conditions are ideal.

CAN I DO THIS MYSELF OR DO I NEED A CONTRACTOR?

If you are physically unable to re-roof you home, consult professional contractors or suppliers who will advise you on your special situation. Generally, if foundation work is needed it should be done prior to roofing.

WHAT TOOLS AND MATERIALS ARE NEEDED FOR DO-IT-YOURSELF ROOF REPAIR?

- A ladder that will extend safely over the roofline.
- Plywood sheets; 4' X 8' and 3/8".
- Rubber soled shoes. 3/4" thickness.
- Shingles.

All of this equipment can be rented on a daily or weekly basis or purchased at minimal cost. The following roofing materials are available at home improvement centers or specialized roofing suppliers.

- Metal flashing to prevent leaking near edges, chimney and vents areas.
- Felt paper to line the entire roof.
- Galvanized nails that are rust resistant.

WHAT ARE THE FIRST STEPS IN ROOF REPAIR OR REPLACEMENT?

After you have all your tools, inspect the present roof to determine if stripping the existing layers is necessary. The building code does not allow more than three layers of roof shingles on a roof area. If it is determined that you will want/have to strip down to the roof rafters, drop cloths are recommended to contain debris on the ground.

Begin roofing from edges moving upwards. Several patterns may be used. Consult with your contractor or a supplier regarding particular techniques and patterns. Try to get as many bundles of shingles on the top of the roof when working as possible and store in the area around the chimney (check for weakness prior to storing shingles in this area) - the supply company where you purchase the roof shingles may place the shingles on the roof for you - check with them at the time of purchase. Never work on the roof when it is wet or very windy. Keep a roll of plastic covering on hand for protection from sudden downpours.

Remember to cut all tree branches that scrape the new and/or repaired roof, and keep them trimmed to avoid future roof problems.

LEAKING FAUCETS

DO I HAVE TO LIVE WITH A LEAK?
NO! Leaking faucets can drive you crazy, but more important they waste water. A dripping faucet may also cause water spots in the sink.

WHAT TOOLS ARE NEEDED TO FIX A LEAKING FAUCET?
Repairing a leaky faucet is relatively simple. First, you need the proper tools:

- A box of assorted size washers, unless you know the size.
- A screwdriver.
- An adjustable wrench.

HOW DO I FIX A FAUCET?

1. First, turn off the water at the shut-off valve nearest the faucet you are going to repair. Then turn on the faucet until the water stops flowing.
2. Loosen packing nut with a wrench. Use the handle to pull out the valve unit.
3. Remove the screw holding the old washer at the bottom of the valve unit.
4. Put in a new washer and replace the screw.
5. Put valve unit back in the faucet. Turn handle to the proper position.
6. Tighten the packing nut.
7. Turn on water at the shut-off valve.

BATHTUB & SHOWER SEALS

WHY SHOULD I PAY ATTENTION TO CRACKS BETWEEN THE BATHTUB AND WALL?

When bathtubs and showers are installed, the point where they meet the wall is sealed with a substance designed to keep water from seeping between the tub and the wall. Over time, this sealant wears away and you see cracks. If there is such a crack, water can seep through and damage the wall and house frame. These cracks also trap dirt and look bad, but can be easily repaired.

WHAT WILL I NEED?

You will need something to fill the cracks. There are two types of waterproof crack fillers:

1. Waterproof grout: Grout comes in powder form and must be mixed with water. You can mix it in small amounts. Grout also costs less than plastic sealer.

2. Plastic Sealer: Plastic sealer is sold by the tube and looks like toothpaste. It is easier to use than grout, but costs more. Please read directions on the package before you begin your project.

You will also need a putty knife to remove the old grout and smooth the new.

HOW DO I REPAIR THE CRACKS AROUND MY BATHTUB OR SHOWER?

1. Remove the old filler from the crack.

2. Wash the surface to remove soap, grease, and dirt.

3. Dry the surface well before you make repairs.

USING GROUT:

- Put a small amount of grout in a bowl. Slowly add water and mix until you have a thick paste. Put this mixture in the crack with a putty knife. Press in to fill the crack. Smooth the surface.

- Wipe excess grout from the wall and tub before it dries and hardens. Let the grout dry (24 hours or more), before using the tub.

- Properly dispose of any leftover grout mixture (i.e. put in the trash). Do not pour down the drain! Wash your bowl and knife before grout dries on them.

USING PLASTIC SEALER:

You can squeeze plastic sealer from the tub in a ribbon along the crack. Use a putty knife or spatulas to press into crack. Smooth the surface. Work fast! The plastic sealers dry in minutes. Keep the cap on the tube when you're not using it.

STAND ALONE SHOWERS:

You should check the side panels of a stand-alone shower where they meet the wall to ensure the sealant has not worn away. If you see cracks, use the same steps mentioned above, to seal the area where the shower panel and the wall meet.

A HOLE IN THE WALL

WHAT'S THE BIG DEAL ABOUT A HOLE IN THE WALL?
We probably don't have to tell you no one wants a hole in their walls. It is unsightly, it takes away from the value of your home and it could present an opening for unwanted intruders (rodents).

HOW CAN HOLES BE FIXED?
The repair of small holes in plaster walls is not difficult if you have the right tools and materials.

WHAT TOOLS AND MATERIALS ARE NEEDED?
First, you will need to decide on a patching compound, there are two types to choose from:

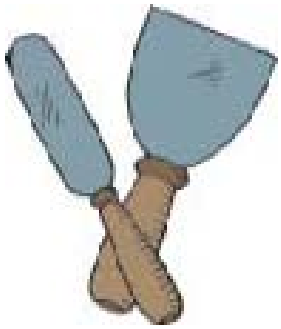
1. Spackling compound is convenient for small jobs but is more expensive. It can be bought as a power or ready mixed.

2. Patching plaster can be bought in large packages and costs less.

Both spackling power and patching plaster need to be mixed with water.

You will also need:

- A putty knife
- A kitchen knife
- Sandpaper, medium grit
- Old cloth or a paintbrush



WHAT ARE THE STEPS FOR REPAIRING A HOLE IN THE WALL?

1. Remove any loose plaster. With a knife, scrape out plaster from the back edges of the hole until the back of the hole is wider than the front surface.

2. Thoroughly dampen the surface of the hole with a wet cloth or paintbrush.

3. Prepare patching compound according to directions on package. Mix only a small amount the first time.

4. Fill small holes with the patching mixture. Be sure to press the mixture until it completely fills the hole. Smooth the surface with the putty knife. After the patch has dried, you can sand it.

5. Large holes or cracks should be filled in phases. Partially fill the hole. Let the patch dry. This gives a base for the final fill. Add a smooth batch of compound. Let dry. Sand until smooth.

6. You may need to fill in the space behind large holes. Start patching by working in from all sides. Let dry. Apply another layer around the new edge. Repeat until the hole is filled. After the patch has dried, sand until smooth.

LEAD PAINT CAN POISON

Lead Paint in your home can be hazardous to your children:

- If your home was built before 1978, it probably has some lead paint.
- Most poisoning occurs when lead dust gets on children's hands and then in their mouths.
- Lead dust comes from peeling or damaged paint or from sanding or scraping paint in older homes.
- Dirt or bare soil around older homes can also contain lead.

Why is lead paint dangerous?
People can ingest lead by breathing or swallowing lead-based paint dust or by eating lead-contaminated soil or lead-based paint chips. Household animals are also at risk.

If not detected early, high levels of lead in a child can cause serious effects, including:

- Damage to brain and nervous system
- Behavior and learning problems
- Slowed growth
- Hearing problems
- Headaches

Lead is also harmful to adults and can, among other effects, cause:

- Difficulties during pregnancy
- Other reproductive problems for men and women
- High blood pressure
- Digestive problems
- Memory and concentration problems
- Nerve disorders
- Muscle and joint pain.

MAKE YOUR HOME A HEALTHY HOME:
If you own a home built before 1978, here are five things you can do to protect your children from lead:

1. **Keep paint in good shape.**
   - Check often for peeling paint.
   - Inspect for water damage that can make paint peel.
   - Fix problems as soon as possible.

2. **Work safely and clean up if you paint or repair.**
   - Seal off the workspace and keep children and pregnant women away from area.
   - Wet down the paint before you sand or scrap to control lead dust.
   - Cover doors, windows, vents, floors and furniture with heavy plastic. If possible, remove furniture from the room.
   - Clean up the work area carefully with soap and water followed by vacuuming. Dispose of all trash and dust in heavy plastic bags.

3. **Keep your home free of lead dust.**
   - Wash floors and windows sills often with soap and water and use fresh water to rinse.
   - Use a vacuum with a HEPA filter. A broom or carpet sweeper will not remove lead dust.

4. **Watch where your children play.**
   - Look for areas with grass or other safe covering.
   - Avoid bare soil.

5. **Test your child for lead.**
   - Children may not show signs of lead poisoning. Check with your doctor about having your child tested. The test is easy and inexpensive.
   - Find out if your child is entitled to a free lead test. Children enrolled in Medicaid and other State health programs are.

SECURITY

A well maintained home should also be a safe home. Here are some tips for keeping your home secure:

- Lock all doors and windows when you are not at home.
- Trim shrubs that hide windows and doors.
- Install lights to illuminate the outside of you house and yard.
- Put up a “Beware of Dog” sign (even if you don’t have a dog).
- If you are going away for a few days or more, ask a neighbor to pick up your newspapers and mail and to generally watch your home for suspicious activity.
- Install a security system and keep it maintained. If possible, avoid burglar bars - these can be a hazard to you in case you need to escape a fire in your home.

SMOKE & CABRON MONOXIDE DETECTORS

The main cause of death in house fires is from breathing smoke. Put smoke detectors inside each bedroom and in or near both the kitchen and living room of your house. Remember to check the smoke alarm batteries and replace the alarm when needed:

1. If you have a **stand-alone alarm** (not hard wired), it should have a 10 year lithium battery. If it has only a standard 9-volt battery, then you should test the battery monthly and replace annually.

2. If you have a **hard wired alarm** with a battery back-up, the battery is usually a standard 9-volt (the 10 year battery is not required). You should test the battery monthly and replace annually. You should replace the entire alarm after 10 years.

What is carbon monoxide?
It is an invisible, odorless, colorless gas created when fuels, such as gasoline, wood, charcoal, coal, natural gas, propane, oil, kerosene and methane burn incompletely

Where does carbon monoxide come from?

1. Heaters, fireplaces, furnaces, appliances and cooking sources using coal, wood, petroleum products, and other fuels producing carbon monoxide.

2. Products and equipment powered by an internal combustion engine, such as portable generators, cars, lawn mowers, and power washers produce carbon monoxide.

3. Operating equipment inside an attached garage increases the risk of introduction of carbon monoxide into a living space.

What are the risk factors of carbon monoxide?
Carbon monoxide fumes are dangerous and may be deadly. Especially at risk are: unborn babies, infants, older adults, people who smoke, and people with chronic heart disease, anemia or respiratory problems

What are symptoms of carbon monoxide poisoning?
Initial symptoms are similar to the flu but without the fever: headache, fatigue, shortness of breath, nausea, dizziness. Severe symptoms include: mental confusion, vomiting, loss of muscular coordination, loss of consciousness, ultimately death

Who does what, when?

Oregon law requires carbon monoxide alarms to be installed following specific House Bill 3450 implementation dates:

JULY 1, 2010 – For all new rental agreements, landlords must provide properly functioning carbon monoxide alarms for rental dwelling units with, or within a structure containing, a carbon monoxide source
APRIL 1, 2011 – Landlords must provide properly functioning carbon monoxide alarms for all rental dwelling units with, or within a structure containing a carbon monoxide source
APRIL 1, 2011 – Home sellers of one-and two family dwellings, manufactured dwellings, or multifamily housing units containing a carbon monoxide source must have one or more properly functioning carbon monoxide alarms before conveying fee title or transferring possession of a dwelling
APRIL 1, 2011 – Carbon monoxide alarms are required in new construction or a structure that undergoes reconstruction, alteration or repair for which a building permit is required, and is identified in the structural specialty code as a residential Group R structure.

What is a carbon monoxide alarm?
Detects carbon monoxide, produces a distinctive audible alert when carbon monoxide is detected, and may be a separate stand alone unit or part of a detection and alarm system.

Where do I install carbon monoxide alarms?

- On each level of your home with sleeping areas
- In each bedroom or within 15 feet outside each sleeping area
- Install alarms according to the manufacturer's instructions

Where should carbon monoxide alarms NOT be installed?

- Garages and kitchens.
- Extremely dusty, dirty, humid, or greasy areas.
- Direct sunlight or areas prone to temperature extremes. These include unconditioned crawl spaces such as ventilated attics, basement, and crawl spaces, unfinished attics, uninsulated or poorly insulated ceilings, and porches.
- In electrical outlets covered by curtains or other obstructions.
- In turbulent air such as near ceiling fans, heat vents, air conditioners, fresh air returns, or open windows. Blowing air may prevent carbon monoxide from reaching the sensors
- Directly above or beside fuel-burning appliances, as appliances may emit a trace amount of carbon monoxide only upon start-up.
- Within 15 feet of heating and cooking appliances, or in or near, very humid areas such as bathrooms.

How often do I replace my carbon monoxide alarm?

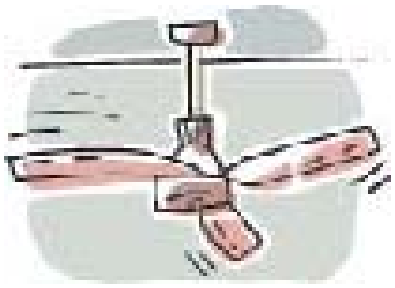
- Most carbon monoxide alarms have a five year limited warranty.
- Manufacturers recommend replacing alarms five years from date of production.
- Test alarms monthly.
- Vacuum alarms regularly to remove dust and cobwebs.
- Never disconnect or remove alarm batteries for other use.
- For battery operated, replace the 9-volt or AA batteries at least once per year.
- Carbon monoxide alarms are not required to have a 10-year battery.
- Carbon monoxide/smoke combination alarms are not required to have a 10-year battery.

What should I do when the carbon monoxide alarm sounds?

1. Don't ignore the alarm! It is intended to warn household members before they experience symptoms.
2. Silence the alarm
3. Move everyone outside to fresh air and call for help from a fresh air location:
4. If anyone is experiencing symptoms of carbon monoxide poisoning, call 9-1-1
5. If no one has symptoms, ventilate the building and contact a qualified service technician
6. Have all home equipment powered by fuels such as gas, wood, coal, natural gas, propane, oil, or methane inspected by a qualified technician
7. Have fuel-burning heating equipment and chimneys inspected by a professional every year before cold weather sets in

SAVING ENERGY

- Turn off lights when you leave a room.
- Do not let water run when you wash the dishes, brush your teeth, or do other chores.
- Plan meals so that you can bake more than one thing at a time.
- Do not use major appliances or bake during the heat of the day when you are trying to keep the house cool.
- Close the refrigerator door completely.
- Do not keep the thermostat too high in winter or too low in summer. For the summer months set thermostat at 78 degrees, in the winter months set the thermostat at 60 degrees.
- Install caulking or weather stripping around your windows and doors.
- If you need to buy new appliances, get the most energy efficient ones you can afford.
- Install compact fluorescent light bulbs.
- Install a programmable thermostat.
- Plug electronics into a strip, and turn off that strip when not in use.
- Check the insulation – add additional insulation if necessary.
- Install ceiling fans.



WHAT WORK NEEDS A PERMIT?

SAFETY FIRST
For your safety, your family's safety, and the safety of future occupants — and to avoid expensive mistakes — **do not do any structural work that is beyond your skill level.**

WHEN DO I NEED A BUILDING (STRUCTURAL) PERMIT?
A permit **is required** to construct, enlarge, alter, move or demolish any one- or two-family dwelling or related structure. For example:

- add a room
- build, demolish, or move a carport, garage, or shed of more than 200 square feet
- finish an attic, garage, or basement to make additional living space
- cut a new window or door opening, or widen existing openings
- move, remove, or add walls
- apply roofing when all of the old roofing is removed and new sheathing is installed
- build a stairway
- build a retaining wall more than four feet high
- build a deck more than 30 inches above grade
- put up a fence more than six feet high
- move more than 50 cubic yards of earth or any amount of cut or fill on sites affected by waterways or slope hazards

If you are not sure you need a permit, please call the Newberg Building Division at (503) 537-1240.

WHAT CAN I DO WITHOUT A PERMIT?
You **do not need** a permit to do the following minor repairs and maintenance on a one- or two-family dwelling:

- paint buildings that are not historic landmarks
- blow insulation into existing homes
- install storm windows
- install window awnings not more than 54 inches deep (and not in a design zone) that are supported by an exterior wall and do not project beyond the property line
- replace interior wall, floor, or ceiling covering, such as wallboard or sheet vinyl
- install shelving and cabinets
- install gutters and downspouts (a plumbing permit may still be required for stormwater disposal)
- replace or repair siding on a wall that is three feet or more from a property line
- replace or repair as much as two layers of roofing, if there is no replacement of sheathing
- replace doors or windows if the existing openings aren't widened

- build a fence up to 6 feet high
- pave a walkway
- build a patio or deck that is not more than 30 inches above grade

Being exempt from a permit does not mean that you can do work that would violate any law or ordinance. Code standards must be met, even when a permit is not required.

WHERE DO I GET A PERMIT?
Homeowners must apply for a permit at the Newberg Planning & Building Department at 414 E. First Street.

WHAT INFORMATION WILL I NEED TO GET A PERMIT?

1. The address and legal description of the property.

2. A description of the work proposed.

3. The owner's name, address, and phone number.

4. If a contractor is doing the work, the contractor's name, address, phone number, and state license number.

5. Four sets of plans for new construction of homes (three for remodeling) that clearly show all work on the building and where the building sits on the property. Typical plans include a site plan, floor plans, and cross sections showing construction details.

WHO MUST REVIEW MY PROJECT?
An Oregon-certified plans examiner will review your plans to ensure the proposed project meets the requirements of the One-and Two-Family Dwelling Specialty Code. If additional information or changes are necessary, you will be contacted by phone or mail and asked to furnish the information.

WHO GETS THE PERMIT?
As the owner of a one- or two-family dwelling, you can hire a contractor registered by the Construction Contractors Board or you can get the permit and do the work yourself. An immediate family member, a friend, neighbor, tenant, or other relative can legally work on your one- or two-family dwelling only if the work is not for compensation.

HOW LONG DOES IT TAKE TO GET A PERMIT?
A plan review generally takes up to two weeks for one- and two-family dwellings. Time frames can change, depending on the complexity of the project and the completeness of the information you submit with your application.

When you submit your plans, you will be asked to pay the plan review fee. You may also pay the structural permit fee at that time or when the permit is issued.

When your plans have been reviewed, stamped “approved” and signed, one set will be returned to you with your permit.

WHEN CAN WORK START?
When your permit has been issued and one set of your approved plans returned, work can begin. The permit and plans must be on the job site and available to the inspector.

To change your plans from what was originally approved, you must show the changes on two additional sets of plans and take them to the Newberg Building Division at 414 E. First Street. Do not mark the approved set.

USEFUL PHONE NUMBERS & WEBSITES

City of Newberg
Planning & Building Department……..……..(503) 537-1240
Inspection Requests……..……...(503) 554-7714
Faxed Inspection Requests……(503) 554-7724
Public Works Department……(503) 537-1273
Fire Department……..……(503) 537-1230
Finance Department (Utility Billing)……..……(503) 538-9421
Housing Resource Center.....(503) 537-1240

Portland General Electric
Call before you dig……..……(503) 246-6699

Yamhill County
Electrical Permits & Inspection……..……..(503) 538-7302

State of Oregon offices
Tri-County Service Center.....(503) 872-6731
Salem Building Codes……(800) 442-7457 or (503) 378-4133
Construction Contractors Board…….....…...(503) 378-4621
Better Business Bureau.....(503) 226-3981

Attorney General's Consumer Hotline
Toll-free.....(877) 877-9392

Local Hardware Stores
PARR Lumber.....(503) 554-7277
Newberg Hardware.....(503) 538-5460
Fred Meyer.....(503) 537-1350
Home Depot (Sherwood).....(503) 925-8447

Websites
Permits Protect: www.permitsprotect.info
Oregon Building Code Division: www.bcd.oregon.gov
City of Newberg: www.newbergoregon.gov
Metro Paint Recycling: http://www.metro-region.org/index.cfm/go/by.web/id=581