

PEBBLE BEACH VILLAS

PROCEDURE #17

PBV UNIT SALES

Purpose: As required in the PBV Control Documents, Unit-Owners are required to submit a request to the PBV Board of Directors for approval of any sale of PBV Units. BOD authority on restrictions of any sale are severely limited and in almost all instances quickly approved. Owners are encouraged to review the Control Documents before submission of "Sale Approval".

Procedure: Unit-Owners should follow the steps below and can expect that a properly submitted request will be responded to within one week.

Steps:

1. The Unit-owner should review the Control Documents.
2. The Unit-owner should read the "PBV Unit Sale" procedure.
3. The Unit-owner shall complete the Unit Sale Form (www.pbvillas.org) and submit it to the Property Manager Elliott Merrill.
4. If the requirements for the sale are in compliance the Board will issue a traditional approval, subject to Item 5 below.
5. The approval of the sale of the Unit requires that the association property manager inspect the unit before the transfer of the property. The inspections will address the following:
 - a. hot water heater
 - b. unit shut-off valve in compliance
 - c. water shut-off valves for sinks, toilets and showers in compliance
 - d. washer-dryer connections (hoses, vents) in compliance
 - e. electrical outlets and circuit breaker box up to code
 - f. air conditioning drains properly working
6. Units that fail "Inspection" are required to resolve "identified deficiencies" before a final approval.

7. NOTICE: Unit-Owners should refer to PBV Procedure #9, Unit Standards Maintenance, for full description and explanation of required maintenance.