

PBVSTANDARDS
POLICY/PROCEDURE 3

PEBBLE BEACH VILLAS CONDOMINIUM ASSOCIATION, INC.

STANDARDS AND MAINTENANCE REQUIREMENTS FOR ALL PBV UNIT OWNER

INTRODUCTION: This Standards and Maintenance document is provided as guidance for all PBV Unit Owners in caring for their units. Information is provided to assure that owners are aware of their responsibilities related to the maintenance and care of their condo units and their limited common elements. All requirements specified herein are articulated in and authorized in the PBV Amended and Restated By-Laws dated January 2021.

Owners looking for further details related to requirements are encouraged to review the PBV Control Documents. Owners are also encouraged to send correspondence and requests to the Property Manager, Elliott Merrill, for explanation or further details.

It is expected and required that all owners maintain their units with particular emphasis on reducing the potential of water and electrical risks that can be extremely dangerous and can cause substantial damage to their own units and to a neighbor's unit. The information provided is a guide for maintaining the owner's unit, but this document should not be considered as a comprehensive list of all required maintenance.

THE MAINTENANCE ITEMS TO BE ADDRESSED AND UNIT OWNER COMPLIANCE REQUIREMENTS ARE AS FOLLOWS:

1. CONTRACTORS' REQUIREMENTS: includes general, sub-contractor, mechanical, plumbing, electrical, insulation, masonry, concrete/paver placement and painting. The following rules apply to all hired contractors:
 - a. Contractor's work is not allowed on premises before 8:00 am or after 5:00 pm Monday through Saturday. Unless authorized by a Board Director, no contractor work is allowed on Sundays or Holidays.
 - b. No porta potties are allowed on the property at any time.
 - c. No overnight parking of vehicles or equipment.
 - d. No vehicles with loud or noisy mufflers.
 - e. No radios or music allowed outside of unit.
 - f. No alcoholic beverages or drugs.
 - g. No firearms or weapons.
 - h. No burning of debris. All debris must be removed daily.
 - i. Absolutely no modifications or work is allowed on the common areas.

2. ELECTRICAL:

- a. Circuit breaker panel should be checked for dirty and oxidized connections, faulty breakers and loose connections every 6 years. Owners are encouraged to attach an inspection card inside the breaker panel noting the dates of inspection.
- b. Dimming lights is an indication that service may be required.
- c. Turn off circuit breakers, as practical, when you expect to be absent from unit. Electrical equipment can be damaged by power surges.
- d. Extension cords should be used safely. Wall outlets must not be overloaded.
- e. Turn off electric to hot water heaters when leaving for any period.

3. WATER:

PLEASE NOTE THAT WATER DAMAGE IS A MAJOR SOURCE OF PROPERTY DAMAGE TO INDIVIDUAL UNITS AND NEIGHBOR UNITS. EXTENSIVE EFFORT SHOULD BE EXPENDED TO ENSURE THAT SOURCES OF WATER DAMAGE ARE PROPERLY ADDRESSED.

- a. Hot water heaters should be maintained and replaced or certified by a plumber every 7 years. Drain pans should be installed.
- b. Main shut off valves should be the new lever type.
- c. Air Conditioner drain lines should be serviced at least twice per year. Adding Clorox or other algae killing chemicals is essential.
- d. Air Conditioner condensation pans should be well maintained. Owners are encouraged to install water overflow alarms, when practical.
- e. Washing Machines and Dish Washers should have stainless hoses.
- f. Refrigerator water lines should be copper not plastic.
- g. Toilet fill valves and toilet seals should be checked on a regular basis and serviced as required.
- h. All water valves in the unit should be lever type, with the exception of under sinks.
- i. Humidity is often a major problem, resulting in mold and mildew damage. There are several products on the market that are useful.

4. DRYER VENTING

- a. Dryer vents must be properly vented per code. Dryer venting standards must be in compliance with building code 504.6.1 thru 504.6.6. Under no circumstances should vents be vented into attic areas. If vents are vented into attic areas they must be corrected. Failure to vent properly is dangerous and can cause major attic damage. Any violations will result in fines and extra charges to mitigate any damage to the attic area and roof.
- b. Dryer Vents should be professionally cleaned on a regular basis.

5. STORM/SCREEN DOORS:

- a. Storm and screen doors must be the PBV standard Dark Brown.
- b. Screen doors can be solid glass/solid screen or they can be roll-down type.
- c. All units must have screen doors installed on the front entrance per standard.
- d. Storm doors must be maintained in good order and painted and repaired, as necessary.

6. ENTRANCE DOOR;
 - a. Style – standard wood door or composite with NO designs.
 - b. Color – beige, or as determined by the association, from time to time.
 - c. Hardware – as desired
 - d. Door Knobs – as desired
 - e. Door Handle – as desired
 - f. Unit Numbers – maintained by the association, with standard numbers installed within PBV.
7. HURRICANE SHUTTER: REQUIREMENTS POSTED ON CLUBHOUSE BULLETIN BOARD
8. LIMITED COMMON ELEMENTS:
 - a. **Garage.** Garage unit space is allocated for parking a vehicle and a thirty-six-inch space from the front wall for limited storage/use. Garages must be kept swept clean and no boxes or debris may be stored in garage. Grills with propane tanks MUST BE SHUT OFF when being stored. Fully electric vehicles may only be charged in a garage where the owner has satisfied all requirements identified in the By Laws and by Florida code. Hybrid vehicles are also not allowed to be charged in the garage unless the owner has had separate electrical outlet installed from owner's electric meter.
 - b. **Storage Areas.** Must not store dangerous materials (chemicals). Owner's may not store items in cardboard boxes.
 - c. **Lower Unit Patio Areas.** Considered a limited common area and required to be maintained. Decorations are not permitted and furniture is limited to two chairs and a table that is small. The allowed dimensions for the patio are four feet from the building and ten feet wide and made of removeable patio stones only. Currently installed patio pavers, as of January 2021, may remain as long they comply with the measurements and type of stone. Any future changes or updates to patios must be approved by the board, in writing, before any changes are made.
9. WINDOWS: Must meet public ordinance requirements and PBV color standards, which are dark brown. Any existing window style (as of January 2021) are grandfathered in for non-compliance. All future windows must meet government code, satisfy the brown color requirements and may NOT open outward.
10. OUTSIDE DECORATIONS: NOT PERMITTED ON THE OUTSIDE OF UNITS. NO holes are allowed in any outside stucco. It is important to note that, except for the Limited Common Areas, all areas outside of the units are COMMON AREA. As such, nothing is permitted on outside porches, walkways, walls, ceilings, window sills or shrubbery. A sample list of exclusions, include planters, wind chimes, flags, chairs, tables, beach items, trellises, statues, garbage cans, etc. See the PBV Rules and Regulations for additional information.

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