

PEBBLE BEACH VILLAS

PROCEDURE #9

PBV UNIT STANDARDS AND MAINTENANCE REQUIREMENTS

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, as applicable. 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 maintenance 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 required that all owners maintain their units with particular emphasis on reducing the potential of water damage and electrical risks.

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

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 contractors' vehicles or equipment unless approved by the Board in advance.
 - 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 labor modifications or work is allowed on the common areas.
 - j. Owners are required to assure that contractors obtain all required permits.
 - k. Work/modifications to Limited Common Elements must be approved in advance by the Board of Directors

2. ELECTRICAL:

- a. Circuit breaker panel should be checked and inspected every five years for dirty and oxidized connections, faulty breakers and loose connections.. Owners are encouraged to attach an inspection card inside the breaker panel noting the dates of inspection.
- b. Dimming lights is a strong 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 and lightening strikes.
- 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 of time.

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 or less. Heaters over seven (7) years old must be inspected and certified and replaced as necessary. Drain pans should be installed.
- b. Main shut off valves must be the new lever type.
- c. Air Conditioner drain lines should be serviced at least twice per year. Adding vinegar or other algae killing chemicals is essential.
- d. Air Conditioner condensation pans should be well maintained. Owners are required to install water overflow shut-offs and alarms.
- e. Washing Machines and Dish Washers should have stainless hoses.
- f. Refrigerator water lines are recommended to be copper. Plastic lines are subject to leaks, especially at connection points,
- g. Toilet fill valves and toilet seals should be checked on a regular basis and serviced as required. Toilet sealing should be checked/replaced as necessary.
- 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. Leave ceiling fans on all year to reduce mold buildup.
- j. Recommended: Owners are strongly encouraged to install tankless hot water heaters, especially if tanks have to be replaced.

Note: The Board of Directors is considering mandatory tankless hot water heaters in the future for all units.

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 currently 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 Bronze (touch-up paint is available).
- 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 – as determined by the association, from time to time. Touch-up paint is available.
- 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 in compliance with fire codes.

7. HURRICANE SHUTTERS: SEE SPECIFICATIONS SHEET FOR SHUTTERS (PROCEDURE # 18)

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 cardboard 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 by Unit-Owners. 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 2023, may remain as long they comply with the type of stone. Any future changes or updates to patios must be per standards/colors 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 non-complying window style (as of January 2023) is grandfathered in for non-compliance. All future windows must meet government code, satisfy the brown color requirements and may NOT open outward.

NOTE: Additional requirements identified in the PBV Control Documents, as specified, must also be complied with.

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.

11. NOTE: Additional requirements identified in the PBV Control Documents, as specified, must also be complied with.

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