



# OCEAN HOUSE RULES AND REGULATIONS

## Preventive Maintenance Policy

### General Maintenance

Unit owners are responsible for maintaining their units in a reasonable and safe condition. As controlled by the Ocean House Declaration of Condominium, each unit owner shall keep and maintain his unit, and its equipment, appliances and appurtenances in good order, condition, and repair. The unit should be kept in a clean and sanitary condition.

### Insurance History

Past expensive insurance claims resulted in most insurance companies refusing to quote insurance coverage for the OHCA property. The Board of Directors consulted with our professional insurance agent who recommended that our Association adopt a Preventative Maintenance Policy. This is a common practice within condominium associations and provides significant benefits by preventing costly damage and resulting insurance claims. Implementation of this policy has given us a significant advantage in getting quotes and coverage from our carrier, Hanover Insurance.

### Water Leak Sources

Water leaks are the most common source of damage, and most common causes are:

- Kitchen, bathroom, laundry, or sprinkler water pipes freezing in winter
- Clogged drains in air conditioner and water heater drip pans

### Leak Prevention if you plan to be away from you unit for a week to a month:

- Leave the thermostat in **Heat mode** with a minimum setting of **60 Degrees F**.
- **Turn off** the electric switch to the water heater
- **Turn off** the water heater and main water valves (handle at right angles to pipe is off),
- **Open a faucet** in the kitchen sink or bathroom vanity to bleed off pressure

### Leak Prevention if you plan to be away from your unit for a month or more:

- Do all the above and:
- **Flush all toilets** (reduces water damage in case of freeze-up or leak)
- **Open cabinet doors** under the kitchen sink and bathroom vanity (warms the pipes where there may be cold air currents flowing though the walls)

Note: If you forgot to turn off the water before leaving the unit, the Property Manager can do it for you on request.

### Procedure for turning the water back on:

- **Turn on** the water valve to the water heater (handle parallel with pipe is on)
- **Turn on** the main water valve to about the 25% on position
- **Turn on** the kitchen sink faucet until the air bleeds out then turn off
- **Slowly turn on** the main water valve to the full on (handle parallel with pipe)



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- **Turn on** the electric switch for the water heater

### Fire Sources

Fires are fortunately extremely rare at Ocean House, but could occur:

- In the main building from a frayed electrical cord, faulty appliance, or clogged dryer vent
- In a town house all the above plus improper use of an outside grill or propane gas leak

### Fire Safety

Unit owners are responsible for safe operation of their electrical and propane appliances and arranging repairs, as necessary. In addition, the unit owner is responsible for replacing batteries in smoke and carbon monoxide detectors when the low battery warning sounds.

### Specific Inspection Items

The following items are periodically inspected as part of the Preventative Maintenance Plan:

- Age and condition of washing machine hoses (Replacement interval 5 years)
- Age and condition of water heater and drip pan (Replacement interval 10 years)
- Age and condition of HVAC air handler and drainpipe
- Condition of kitchen and bathroom under counter plumbing
- Age and operation of smoke detectors (Replacement interval 10 years)
- Age and operation of carbon monoxide detectors (units with propane heat only)

### Key Points

- The cost of inspections will be paid by the Association (Property Manager labor)
- Unit owners will be notified in advance of any inspection scheduled for their unit
- Dryer vent hose cleaning and washing machine hose replacement will be done in groups and billed to unit owners
- Unit owners are responsible for scheduling all other needed repairs
- Voluntary compliance with the Policy will go a long way in reducing your liability if there is a claim that affects other units or common areas
- Unit owners are still responsible for monitoring their property and making repairs as necessary
- The Association does not assume responsibility for any item because it passed inspection and subsequently failed
- Unit owners are responsible for following the Leak Prevention procedures above.

The Inspection and Repair Log below has been provided as a convenient place to record maintenance activity dates.

