



Bella Vista Condominium, Inc.

2515 S. Atlantic Avenue

Daytona Beach Shores, FL 32118

Phone: 386-788-5909 Fax: 386-788-5908

bellavista2515@bellsouth.net

www.bellavista2515.com

BELLA VISTA CONDOMINIUM ASSOCIATION

FREQUENTLY ASKED QUESTIONS AND GENERAL SUGGESTIONS

SUGGESTED UNIT MAINTENANCE BY INDIVIDUAL OWNERS:

- Balcony railings should be cleaned monthly with a soft cloth & sudsy water to remove dirt, grime and salt.
- Tracks to sliders and terrace doors should be vacuumed monthly.
- Check weep holes located on the exterior lower bottom tract of the sliders to make sure they are not clogged monthly.
- Lubricate and check the wheels on the slider screens for wear and tear monthly (a silicone-based lubricant is suggested). We use Lock-Ease (a graphited lubricant) on rollers and hardware. Do not use an oil-based lubricant such as WD-40. Replacement wheels for the Traco slider screens are available at Home Depot (\$7.00 each) or on the Traco website.
- Check the weather stripping for wear and tear around doors and windows monthly.
- Check the storm locks (lifting up on the handle engages the locking dogs) on your small, balcony doors. They have a tendency to freeze, which is a costly repair. WD-40 is not recommended. We use Lock-Ease (a graphited lubricant) on door hardware. Again, **WD-40 is not recommended.**
- Balcony tile should be mopped on a regular basis. You may use a hose if it is raining.
- It is recommended that your windows are cleaned a few times a year, to remove sand, salt, dirt and grime. A commercial contractor is available to do regular cleaning, please visit our website for contact info.
- Check laundry drain quarterly. Water should be visible in the drain. If you notice a sulfur smell around the laundry room area, this is an indication that the laundry drain is dry.
- Check toilet bowls regularly and do not allow them to dry out.
- Have your A/C and heating system checked by a licensed HVAC contractor at least once a year.
- Have your HVAC contractor check your dehumidifier for kinks in the line.
- The HVAC contractor should also check the condensate line on the air handler. To prevent growth of algae; add a small amount of bleach to the line once a month.
- Even though the smoke detectors are hard-wired, there is a back up battery. Change out the batteries (9 V) twice per year. The onset and end of daylight savings time is reminder to change batteries.

- IMPORTANT: **Do not paint, caulk or silicone sprinkler cover plates.** This is a violation of fire code.
- IMPORTANT: **Do not tamper with emergency alarm speakers in the unit.** Bella Vista is inspected annually from life safety contractors and the DBS Fire Marshall. Alterations to life safety equipment found to be in violation of the fire code will be corrected by a licensed contractor at the expense of the owner.
- Cleaning your whirlpool tub...Once a month or more often for tubs that get a lot of use, fill the tub with hot water and ¼ cup of a low-foaming detergent (such as powdered dishwasher detergent, Cascade). You may also add ½ cup of bleach. Run the jets for 10-15 minutes. Drain tub and refill with cold water only. Run the jets for 10-15 minutes. Drain tub. This will help to keep the pump running smoothly and remove any residue which could stick to the plumbing.
- Tub and shower caulking over time can work loose or may start cracking. Cracks should be repaired before it results in water damage to the drywall and loose tiles. We suggest Linen (color) caulk with sand.
- Screens may be removed from windows and stored in your designated storage.
- Tub/Shower valve (single handle) should be turned on hot and allow the water to run for approximately 5 minutes every month. This prevents the cylinder (cartridge) from freezing preventing hot water to flow.

REPLACEMENT OF FILTERS:

- The air handler filter should be checked at least every three months. If the filter is clogged, it will interfere with the air circulation and a message will appear on the thermostat panel. The filter is a 20"x 20"x1" or 20"x25"x1" and if it needs to be replaced, regular hardware stores have them.
- The Bosch Water Filter, Model CS-52, for the refrigerator ice maker, should be replaced yearly and can be purchased from the office at \$41.00 each or online at Fridgefilter.com.

ELECTRI-CHEF BBQ GRILL

- Replacement parts can be ordered directly through the management office.
- Keep cover on grill when not in use.
- Clean and polish the stainless steel on a regular basis. Suggest a marine stainless steel polish to protect it from rusting and/or pitting.
- Cleaning your BBQ:
 1. Supplies Needed: Prep & Etch Solution, Finest grade of steel wool, (2) spray bottles, water, gloves.
 2. Do not dilute the Prep & Etch Solution. Read directions thoroughly.
 3. Pour into a spray bottle for ease of application.
 4. Spray onto the exterior of the BBQ. Suggest you do a small area at a time.
 5. Gently rub the steel wool over the area going into the direction of the grain.
 6. Rinse thoroughly with water.
 7. Grill cleaners (available at Ace Hardware and elsewhere) work well for the interior parts of the grill.

CONTRACTORS:

When hiring an outside contractor to do work in your unit

- Hire a reputable contractor; we listed a few on our website for you to choose from.
- Check to make sure they have a license, insurance and are bonded. A copy of their insurance certificate must be presented to the office to be placed on file.
- It is the responsibility of the contractor to remove construction debris from the premises. Construction debris is not permitted in the Bella Vista dumpsters.
- Do not give your Personal Access Code to the contractor.
- Contractors are not permitted to use the Bella Vista shopping or valet carts to transport materials.

DELIVERIES; FURNITURE

- Advise management office of delivery minimum 72 hours in advance. Elevator padding is required to prevent damage.
- Movers are not permitted to use the Bella Vista shopping or valet carts to transport.

PARKING:

- Park between lines, not on or over prohibiting others from using their space next to your vehicle.
- Park in your reserved spot. Do not park in a reserved spot if it is not deeded to your unit.
 - Overflow of residents', guests' and visitors' vehicles must park in a designated guest parking space. Reserved spaces are deeded and property of unit owner.
- Oil and/or other fluids leaking from your vehicle: **DO NOT PARK VEHICLE IN PARKING GARAGE** until repairs are made off site.

CLOSING OF YOUR UNIT (for an extended period of time):

- Turn off the main water valve in unit. A single valve turns off both hot and cold water supply. Relieve pressure by momentarily opening a hot and cold faucet.
- Turn off circuit break for water heater and optionally drain the heater tank.
- Empty refrigerator and freezer. If you shut it off, leave doors ajar.
- Shut off icemaker and water to refrigerator.
- Empty dishwasher and leave door ajar.
- **Maintain A/C temperature at 75 degrees; heat 62 degrees and humidity at or below 60%.**
- Keep closet doors and room doors open to allow air to circulate.
- If you have a car on property, please leave a key in your unit in case of an emergency. Advise management where the emergency key will be kept in your absence.
- Advise manager if guests will be using your unit.
- Pour water in your drains to prevent them from drying up and releasing gases.
- Do not leave furniture on the balconies especially during hurricane season.

PREVENTIVE MAINTENANCE SERVICE; OUTSIDE CONTRACTOR

- Bella Vista's maintenance staff is responsible for the common area, which stops at the entry door to your unit. Maintenance is not responsible for preventive service for individual units nor is the maintenance staff permitted to work within an individual's unit unless it is an emergency during normal working hours.
- If you are a part-time resident or an absent owner unable to routinely do preventive maintenance in your unit, we suggest you contact a preventive maintenance service. Please check our website for qualified contractors.

SECURITY

- Do not grant access to premises to strangers.
- Do not give out your Personal Access Code.
- Do not give out your unit or common area keys.
- Visitors, guests, contractors must check in at the management office before proceeding to unit.

EXERCISE ROOM

- Hours: 6 AM to 9 PM
- Minors, under age of 12, must be accompanied by an adult at all times.

CLUB ROOM

- Private Parties – Club Room must be reserved in advance with a \$250 deposit.
- Club Room is reserved on a first come, first reserved.
- Owners must reserve Club Room for renters, and are responsible for any damage.

SPA AND POOL HOURS: 8 AM to 11 PM