

# Bella Vista Condominium, Inc.

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## SUGGESTED OWNER CARE & MAINTENANCE FOR THEIR RESIDENCE & OTHER INFORMATION

### **BALCONIES - MONTHLY MAINTENANCE**

1. Balcony railings - should be cleaned monthly with a soft cloth & sudsy water to remove dirt, Grime and salt.
2. Balcony tile - Should be mopped on a regular basis. You may use a hose to wash it down...only if it is raining.
3. Sliding glass doors, Windows & Screens
  - a. Tracks to sliders and terrace doors should be vacuumed monthly and cleaned with soft cloth & Sudsy water to remove dirt and salt.
  - b. Check weep holes located on the exterior lower bottom tract of the sliders to make sure they are not clogged.
  - c. Lubricate and check the wheels on the slider screens for wear and tear monthly (a silicone-based lubricant is suggested). Use graphite on rollers and Hardware. Do not use an oil-based lubricant such as WD-40.
  - d. Check the weather stripping for wear and tear around the sliding glass doors and windows.
  - e. 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 of the windows that may not be reached from a balcony.
  - f. Screens may be removed from windows and stored in your designated storage or discarded in the recycle dumpster.
4. Balcony Electric Grill
  - a. Bella Vista has or can obtain parts for purchase to replace those not working.
  - b. Check underneath the grill using the access door to insure there is **no standing water** or other issues.
  - c. Keep cover on grill when not in use.
  - d. Clean and polish the stainless steel on a regular basis. Suggest a marine stainless steel polish to protect it from rusting and/or pitting.
  - e. Cleaning your BBQ:
    - Exercise care not to damage the grill electronic parts or burner
    - Supplies Needed: Prep & Etch Solution, Finest grade of brass wool (not steel wool it will rust on everything it touches!), (2) spray bottles, water, gloves. Do not dilute the Prep & Etch Solution. Read directions thoroughly.
    - Pour into a spray bottle for ease of application.
    - Spray onto the exterior of the BBQ. Suggest you do a small area at a time.
    - Gently rub the brass wool over the area going in the direction of the grain.
    - Rinse thoroughly with water.
    - Grill cleaners (available at Ace Hardware and elsewhere) messy but work well for the interior parts of the grill. Have a roll of paper towels and trash can handy.

### **INSIDE YOUR RESIDENCE**

1. Heating and air conditioning
  - a. Maintenance - Have your A/C and heating system checked periodically by a licensed HVAC contractor.
  - b. Condensate lines - 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.
  - c. Thermostats –
    - i. Your thermostat may have batteries. They are most likely not required for the operation of the Thermostat and if left in place to long they will deteriorate to the point of damaging the thermostat so that the AC/HEAT system will not come on and the thermostat will have to be replaced with a new one. Check your thermostat for batteries and if they are there you may remove them and then plug it back into the base and check to see

if it continues to run. The batteries serve where older existing systems did not have power...or so you could remove them from the wall and still see the display.

- d. Humidity level – It is important to keep the humidity level approximately 60% or below to avoid the possibility of mold growth. AC needs to be set at a temperature where it runs regularly especially if you are not present. The use of a dehumidifier as an added precaution to remove humidity is also recommended when you are not present. Leaving ceiling fans on to move air is also helpful but does not take the place of AC or a dehumidifier.
- e. Replacement AC filters - The air handler filter should be checked quarterly and replaced as needed. If the filter is clogged, it will interfere with the air circulation and could cause the air handler to freeze up.
- f. Replacement of the AC units - To date, approximately 70% of the unit AC systems have been replaced. The most prevalent reason is the compressor on the roof that has failed for one of several reasons mostly rust and leaking of the Freon gas....thus no cooling.

## 2. Plumbing & plumbing fixtures

- a. Sulfur Smells - f you notice a sulfur smell when you arrive after being gone for a while this is an indication that the plumbing traps, sinks, toilets and laundry floor drain may have dried up allowing the sewer gases to enter your unit. – Run water to fill the traps in all sinks, showers, tubs and the laundry room floor drain.
- b. 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.
- c. 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 up and preventing hot water from flowing.
- d. Air admittance plumbing drain valves – If you smell an odor like sewer gas under your kitchen sink or possible under one of you vanity sinks it could be an "air admittance valve" that needs replacing. They are used, code required, when the vent pipe in the way is too far from the drain. The device allows air into the pipe so it will drain properly. When they get older they tend to leak the sewer gas back into the space. Left unchecked it will cause mold under your cabinet. If you have any concerns call Wes. It is an easy fix. Ace carries the replacement part.
- e. 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.

## 3. Fire Alarm And Sprinkler System

- a. Even though the smoke detectors are hard-wired, there is a backup battery. Change out the batteries (9 V) twice per year. The onset and end of daylight savings time is reminder to change batteries. If you have any problem at all taking it down please contact the manager and help will be provided.
- b. **IMPORTANT: Do not remove or tamper with any of the emergency alarm speakers or devices in the unit.** Again, 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.
- c. **IMPORTANT: Do not paint, caulk or silicone sprinkler cover plates.** This is a violation of fire code and the inspector will require that you replace the covers.

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

1. Turn off the main water valve in unit. A single valve turns off both hot and cold water supply.
2. Relieve pressure by momentarily opening a hot and cold faucet.
3. Turn off circuit break for water heater and optionally drain the heater tank.
4. Empty refrigerator and freezer. If you shut it off, leave doors ajar.
5. Shut off icemaker and water to refrigerator.
6. Empty dishwasher and leave door ajar.
7. Maintain A/C temperature at 75 degrees; heat at least 62 degrees or higher and humidity at or below 60%.
8. You may want to consider using a Dehumidifier with a drain line to assist your A/C system to keep the humidity in an acceptable range.
9. Keep closet doors and room doors open to allow air to circulate.
10. If you have a car on property, please leave a key in your unit in case of an emergency.
11. Advise management where the emergency key will be kept in your absence.
12. Advise manager if guests will be using your unit.

13. Pour water in your drains to prevent them from drying up and releasing gases.
14. Do not leave furniture on the balconies especially during hurricane season

### **PREVENTIVE MAINTENANCE SERVICE; OUTSIDE CONTRACTOR**

1. Bella Vista's maintenance staff is responsible for the common area, which stops at the entry door to your unit. Bella Vista 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.
2. We suggest you contact a preventive maintenance service to assist you if you are a part-time resident or an absent owner unable to routinely and frequently inspect your residence to insure the A/C, plumbing, electrical and all other systems are working and that there are no other issues.

### **CONTRACTORS**

1. When hiring an outside contractor to do work in your unit
2. Hire a reputable contractor. Check to make sure they have a license, Liability insurance, Work comp. insurance, etc... A copy of their insurance certificate must be presented to the office to be placed on file before they start work
3. It is the responsibility of the contractor to remove construction debris from the premises.
4. Construction debris is not permitted in the Bella Vista dumpsters.
5. Do not give your Personal Access Code to the contractor.
6. Contractors are not permitted to use the Bella Vista shopping or valet carts to transport materials.

### **DELIVERIES & FURNITURE**

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

### **PARKING**

1. Park between lines, not on or over prohibiting others from using their space next to your vehicle.
2. Park in your reserved spot. Do not park in a reserved spot if it is not deeded to your unit.
3. Overflow of residents', guests' and visitors' vehicles must park in a designated guest parking space. Reserved spaces are deeded and property of unit owner.

### **SECURITY**

1. Do not grant access to premises to strangers.
2. Do not give out your Personal Access Code.
3. Do not give out your unit or common area keys.
4. Contractors must check in at the management office before proceeding to unit.

### **EXERCISE ROOM**

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

### **CLUB ROOM**

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

### **SPA AND POOL HOURS: 8 AM to 11 PM**

- Follow all rules posted at the pool and spa.
- Minors, under age of 12, must be accompanied by an adult at all times.

### **FIRE PIT HOURS: 2 PM to 11 PM**

- Follow all rules posted on the fence between the (2) fire pits.
- Minors, under age of 12, must be accompanied by an adult at all times.

