

## **\*\* CONDO OWNER RESPONSIBILITIES\*\***

**A REMINDER TO ALL OWNERS:** CONSIDER SERVING AS A MEMBER ON THE BOARD OF DIRECTORS. Not only will you help ensure we have a complete Association Board, but the Association will be better served by your service. NOTE: If the Board does not have candidates when terms are up, the State will appoint attorneys to conduct our association business at an exorbitant cost to all of us.

### **THE FOLLOWING IS TO KEEP OWNERS ABREAST OF SOME IMPORTANT CONDO INFORMATION (RULES, PROCEDURES, AND CONDO LIVING PRACTICES)**

**MODIFICATION FORMS:** OBTAIN FROM MANAGEMENT OFFICE PRIOR TO STARTING A PROJECT, FILL OUT AND SUBMIT. CALL SONIA (412-1666).

- LANAI ENCLOSURES--NEED PERMIT, SUBMIT PLANS, APPROVAL BY BOARD.
- SCREENED FRONT DOORS--NEED MODIFICATION FORM.
- WINDOW OR SLIDING GLASS DOOR TINTING--no mirrored tinting film allowed, grey ok.
- WINDOW REPLACEMENT--MUST BE APPROVED BY WV MASTER ASSOC. ARCHITECTURAL BOARD .
- WINDOW SCREEN & LANAI SCREEN REPLACEMENT--NO MODIFICATION FORM NEEDED. OWNER RESPONSIBILITY.
- WOOD & TILE FLOOR INSTALLATIONS--NEED FORM.
- PAINTING OR REPAIR OF THE INSIDE PORTION OF FRONT DOOR--OWNER RESPONSIBILITY.  
**NOTE:** THE ASSOCIATION PAINTS **EXTERIOR** OF DOORS WHEN THE BUILDING IS PAINTED .
- EXTERIOR DOOR FRAME REPAIRS--ASSOCIATION RESPONSIBILITY.

### **DUMPSTER ISSUES / WASTE MANAGEMENT RULES**

**SPECIAL PICK UPS FOR DISPOSAL OF LARGE ITEMS:** OWNERS MUST CALL WM @ 493-4100.

**\*\*DO NOT** LEAVE THEM NEAR DUMPSTER & EXPECT SOMEONE ELSE TO CALL WM, NOR PUT THEM IN DUMPSTER.

### **RENTING RULES**

**RENTAL FORMS:** IF OWNER PLANS TO RENT CONDO, A RENTAL FORM MUST BE FILLED OUT. **NO RENTING FOR LESS THAN 3 MONTHS.**

**REPORT ANY PROBLEMS OR EMERGENCIES TO LIGHTHOUSE MGMT: SONIA AT 412-1666\*\***

## **OTHER CONSIDERATIONS**

- **DO NOT CHANGE PAINT COLOR OF EXTERIOR LANAI WALLS OR DOORS.** BUILDING MUST MAINTAIN UNIFORM EXTERIOR APPEARANCE.
- **DO NOT DRILL HOLES** INTO CARPORT SHED WALLS -THROUGH SIDING OR METAL FRONT DOORS
- **IMPORTANT: TURN OFF MAIN WATER VALVE** AT REAR OF CONDO WHEN LEAVING FOR MORE THAN 2 WEEKS.
- **DO NOT PAINT INTERIOR SPRINKLER HEADS** –WILL NOT FUNCTION IN CASE OF FIRE. OWNER WILL BE CHARGED FOR NEW HEADS.
- **CHECK UNDER SINKS PERIODICALLY FOR LEAKS** AROUND SHUT OFF VALVES AND GARBAGE DISPOSAL/DISHWASHER ( ESPECIALLY 2<sup>ND</sup> FLOOR OWNERS)
- **1<sup>ST</sup> FLOOR OWNERS ARE NOT RE-PLUMBED** –PIPES ARE UNDER FLOOR. CHECK FLOOR IN CLOSETS FOR WET SPOTS & SHOWER CEILINGS. **2<sup>ND</sup> FLOOR-** CHECK CEILINGS FOR WET STAINS (PLUMBING IS IN ATTIC).
- **1ST FLOOR OWNERS KEEP DRAINAGE WELL (NEXT TO FRONT DOOR) FREE OF ROCKS AND DEBRIS.**
- **CHECK OLDER HOT WATER TANKS** FOR LEAKAGE IN PLASTIC TRAY.
- **CHECK DRYER VENTS** FOR LINT BLOCKAGE AT LEAST ONCE A YEAR - **FIRE HAZARD.**
- **MOLD & MILDEW GROWS AT OR ABOVE 80° F & HUMIDITY ABOVE 60%--WHEN AWAY:** SET THERMOSTAT AT 77-78° F AND HUMIDISTAT AT 55-60%. FYI: HIGH HUMIDITY RUSTS SPRINKLER HEADS, AND RESULTS IN MORE FREQUENT REPLACEMENTS DURING YEARLY INSPECTIONS.
- **MANAGEMENT COMPANY MUST HAVE A SPARE KEY TO EACH CONDO IN CASE OF EMERGENCIES--E.G., PLUMBING LEAKS, PEST CONTROL, FIRE SPRINKLER YRLY. INSPECTION, ETC. IF KNOBS/LOCKS ARE CHANGED, GIVE MGMT. CO. THE NEW KEY.**
- **LEAVE YOUR CONDO IMMEDIATELY IF THE FIRE ALARM GOES OFF!** ONCE RESET BY FIRE DEPT. YOU MAY RETURN TO YOUR CONDO. **YEARLY ALARM TEST**--TIME AND DATE WILL BE POSTED ON BULLETIN BOARD 1-2 WKS BEFORE.
- **DO NOT PLANT INVASIVE PLANTS.** THEY ARE HARD TO CONTROL AND INVADE OTHER AREAS. REPORT ANY PLANT PROBLEMS.
- **DO NOT FEED WILDLIFE!** DOING SO ATTRACTS RODENTS & INSECTS. ACCORDING TO STATE LAW, IT IS ILLEGAL TO FEED ALLIGATORS, SAND HILL CRANES ETC.\*\*
- **OBTAIN A COPY OF GARDENS III RULES & REGULATIONS OR MORE INFORMATION PERTAINING TO CONDO LIVING** FROM OUR MANAGEMENT OFFICE--LIGHTHOUSE PROPERTY MANAGEMENT--CALL SONIA @ 412-1666.