

Sandy Cove Condominium Association

Vacant Unit Policy

To all Sandy Cove Owners,

Condominium units that are unoccupied for extended periods of time are subject to a variety of concerns that may arise within the unit and result in substantial cost to the owner and/or the association.

The attached checklists are designed to assist you as you prepare to leave your unit unattended for (2) weeks or longer.

In addition to the items on checklists, during hurricane season, from June 1 to November 30, all outside furniture, plants in pots, etc. anything that can become a projectile must be left inside the unit. It is the owner's responsibility to make this happen.

Please contact me if you have any questions or concerns.

Thank you in advance for your help and cooperation.

Brent Snellenbarger
Beth Callans Management Corp.

Instructions for Closing Sandy Cove Unit

Although most of the following suggestions are quite obvious, the Board thought it would be helpful to remind owners that it is imperative that all units are protected from rat and insect infestation, development of mold, water damage, electrical problems, hurricane damage, and excessive water usage. Please use the following suggestions every time your unit is closed for more than a couple of weeks. It is very important for the safety of your unit as well as all the units in our community. Remember that we all connected! One unit's problem easily becomes the problem of neighbors. Also, please give these instructions to all renters or family members who may be closing up your unit.

Kitchen Area:

- Turn off ice maker and empty ice tray
- Throw out all perishable food in refrigerator and freezer
- Make sure all dishes are clean -- including dishwasher
- Make sure garbage disposal is empty
- Unplug and clean toaster, coffee maker and any other small appliances
- Put all cooking utensils, cutting boards etc in drawers
- Throw out all trash and clean out trash container
- Make sure there is nothing organic in cabinets and under sink (unless sealed)
- Wipe all counter tops and sink
- Toss or take any unused sodas, cereals etc

Rest of Unit:

- Unplug all TVs and cable
- Close and lock all windows and sliders
- Empty trash in all rooms and throw away
- Turn off all hot water heaters
- Set air conditioners between 78-80
- Close all curtains and blinds
- Make sure there is no water running (i.e., toilet, etc)

Outside and Garage:

- Bring in all outside furniture and grills (make sure they are clean)
- Make sure all lights etc are off in garage
- Clean out any organic items in garage (recycling, food in refrigerator, etc)
- If car is left in garage, make sure it is locked)
- If you have a kayak on the rack by the beach, take it off and place it in your garage area. (This is especially important during hurricane season)
- Turn off water to whole unit

Sandy Cove Vacant Unit Inspection Check List

This process should be done on a weekly basis in order to ensure that all vacant units are properly maintained while owners are away. Proof of regular inspections should be demonstrated to the management company on a regular basis.

- Turn on water to unit
- Flush all toilets
- Turn on all tubs, showers and faucets for a few seconds
- Run garbage disposals for a few seconds
- Make sure there are no leaks in the plumbing
- Check all doors, windows and ceilings for leaks
- Make sure all doors and windows are locked
- Look for rodent or insect infestation
- Check temperature of unit and make sure air conditioners are working
- Look and smell for development of mold
- Make sure all small appliances, TVs and cable are unplugged
- Make sure all lights are off
- Turn off water to unit
- Check garage for leaks, lights, rodents, mold and insect infusion