

# Enclave at Naples Condominium Association, Inc.

**TO: All Unit Owners and all Residents of  
Enclave at Naples Condominium Association, Inc.**

**RE: NOTICE TO UNIT OWNERS REGARDING UNIT MAINTENANCE**

Dear Unit Owner:

With the recent extreme winter weather in Southwest Florida, the Board of Directors wants to remind each unit owner of their responsibility to maintain their unit, pursuant to Article 7.1 of the Declaration of Condominium of Enclave at Naples ("Declaration"). Specifically, each unit owner's maintenance responsibility includes the duty to keep their unit properly ventilated and adequately temperature controlled, and free of any water leaks, even when the unit owner is not in residence. Each unit owner is also required to inspect their unit and take reasonable precautions to prevent the unit from becoming a source of mold or other hazardous pollutants.

By way of example and not limitation, it is recommended that each unit owner take the following measures in connection with their obligation to maintain their unit:

1. Power must be turned on in the unit at all times.
  - a. visually inspect all appliances within the unit and all related hoses and connections for condensation and leaks at least monthly in order to ensure that these are all in proper working order;
  - b. properly ventilate all portions of the unit, including, but not limited to, kitchens and bathrooms, by using exhaust fans and air conditioning;
  - c. open doors between rooms to increase air circulation in the unit, including doors to closets;
  - d. not block or cover any heating, ventilation, or air-conditioning ducts, vents, and intakes and keep furniture and furnishings away from such ducts, vents, and intakes;
  - e. engage a qualified, licensed, and insured contractor to service, maintain, inspect, clean and repair all major appliances, including, but not limited to, furnaces, heat pumps, air conditioners, ventilation systems, humidifiers and dehumidifiers at least annually;

- f. engage a qualified, licensed and insured contractor to maintain, inspect, clean, and repair waterproofing, such as caulking to doors, faucets, drains, tubs, and showers at least annually;
- g. empty, clean and dry refrigerator, air conditioner, dehumidifier and all other drip pans and filters on a continuous and regular basis and to de-ice and defrost all freezers and ice making devices at least annually;
- h. clean all sliding glass door and window tracks to ensure proper drainage through the weep holes, at least monthly;
- i. have the air conditioning and humidistat operating to maintain a temperature between 75-80 degrees with 75 being the ideal temperature and the indoor relative humidity should be between 35% - 60% with 50% being the ideal humidity level. To prevent mold the humidity should never be above 60%.
- j. when a unit is expected to be or is actually vacant or unoccupied for a period of 48 hours or more, the unit owner should take the following steps:
  - (1) turn off the main water supply to the unit, and the individual water supply to the refrigerator, dishwasher and hot water heater, as well as any other device in the unit utilizing the water supply, except emergency or life-saving devices such as fire sprinklers;
  - (2) turn off the electric power to the water heater, being careful not to turn off power to the air conditioning, humidistat, smoke detectors, carbon monoxide detectors, emergency lighting or other emergency or life-saving devices;
- k. when a unit is expected to be or is actually vacant or unoccupied for a period of fourteen (14) days or more, the unit owner should take the following steps:
  - (1) arrange to have someone routinely and periodically, at least monthly, inspect the unit, in order to maintain a continuous and meaningful presence in the unit, to determine whether any mold, moisture, water leaks, or damage has occurred and notify the Association of this person's name and contact information. If any mold, moisture, water leak, or damage is found, the owner and/or occupant must take immediate action to remove the mold, moisture and water, sterilize the unit, without causing further damage to the unit, any other unit, or the common elements, make all appropriate repairs, and must notify the

Association immediately in accordance with the notice provision contained herein.

- (2) clean stove and refrigerator;
  - (3) remove all garbage;
  - (4) remove all items from lanai;
  - (5) activate unit alarm system;
  - (6) remove ice cubes, turn off ice maker, and defrost freezer;
  - (7) run garbage disposal to completely clean drain;
  - (8) leave all closet, room, and all interior doors ajar;
  - (9) notify the Association in writing at least seven (7) days prior to intended absence, including out of town address, telephone number, facsimile number, and email and again within three (3) days upon return;
  - (10) leave keys to every vehicle, bicycle, scooter, or similar device stored on or in any unit, common element, or limited common element, as well as keys to the unit and storage unit with the Association; and
  - (11) cover toilets with saran wrap;
- l. clean, vacuum, and dust the surfaces within a unit on a regular basis, at least weekly;
  - m. replace batteries for thermostat and humidistat annually;
  - n. replace smoke detector batteries annually, and smoke detectors when they do not function properly, even with new batteries;
  - o. before bringing items into the unit, especially but not limited to plants, inspect for signs of mold;
  - p. immediately remove and thoroughly dry visible moisture accumulation or condensation on windows, window sills, and any other surfaces within the unit;
  - q. immediately clean, dry, and disinfect all liquid spills or leaks within the unit;

- r. promptly remove damaged materials that cannot be thoroughly and quickly dried, such as drywall and insulation, without causing further damage to the unit, any other unit, or the common elements;
- s. engage a qualified, professional, licensed, insured remediation company, approved by the Board, to mitigate and remediate any mold or damage to the unit resulting from moisture, leaks, or spills;

Further, each unit owner or occupant is required to immediately report to the Association, preferably by telephone and written confirmation, any event that could lead to the proliferation of mold, or any evidence of mold. The following events, by way of example and not limitation, must be reported:

- a. any evidence of a water leak or water infiltration or excessive moisture in the unit or in the common elements;
- b. any evidence of mold within the unit that cannot be completely removed with a common household cleaner or any evidence of mold in the common elements;
- c. any failure or malfunction of any heating, ventilating, air conditioning, humidistat, or similar device serving the unit or the common elements

Please be advised that strictly adhering to the above suggestions does not necessarily absolve a unit owner of their responsibility or potential liability in the event of damage to the Condominium Property, nor does it obligate the Association to pay for damage resulting from an owner's failure to implement these recommendations. However, it is a starting point for all unit owners to reduce the likelihood of future mold growth in their units, and on the Condominium Property in general.

Your cooperation in this matter is greatly appreciated.

Very Truly Yours,  
Board of Directors  
Enclave at Naples Condominium, Inc.