

NOTICE TO ALL OWNERS

APARTMENT INSPECTION, OPENING & CLOSING (rev 5)

Our By Laws (11.7) state that each owner has the responsibility to maintain their unit in such manner that prevents foreseeable and reasonably preventable damage to other units.

I INSPECTION OF APARTMENTS

Either the Manager a Board hired employee or a Board member will inspect owners units every two weeks when they are vacant. The inspection is provided as a courtesy (it is not a required LVR Cooperative function) and does not relieve the unit owner of their responsibilities. If an owner does not want to have their unit inspected by a Board appointed individual, then the owner must notify the LVR Management Company in writing stating who is responsible for inspecting the unit, their contact information, including telephone number, and the frequency of inspection.

The Cooperative reserves the right to allow the Manager/employee to enter any VACANT unit if, in the judgment of the Manager/employee and with the approval of a Board member, it is in the best interest of the Cooperative that the unit be entered and inspected.

II RETURN/ARRIVAL AT YOUR APARTMENT

Contact the Manager, by E-Mail (temporary email: LVR-Board@att.net) with your name, apartment number, and your date of arrival. You must contact the Manager or employee at least one week prior to your return.

III CLOSING YOUR APARTMENT

It is not the responsibility of the Cooperative, the Manager or an employee of La Villa Riviera to close apartments.

RECOMMENDED INSTRUCTIONS FOR CLOSING YOUR APARTMENT (Recommendations only - not Cooperative policy)

A. PLUMBING AND AIR CONDITIONING

1. TURN OFF THE WATER - Water leakage problems are on the increase as the plumbing and fixtures get older. Although our Manager or employee checks all vacant apartments on a regular basis a lot of water can leak into your apartment and even into a neighbor's apartment between checks.

It is important that your water shut off valve works properly. The valve is located above the water heater. If the valve is too tight or it drips it will be necessary to adjust it or replace it. Please check your valve before leaving for the summer. If it does not function properly it is the unit owner's responsibility to have it fixed and any subsequent damage created by its failure. Repairing the water shutoff valve can be arranged on your own or possibly through our Management Company.

2. UNPLUG THE HOT WATER HEATER OR TURN OFF BREAKER SWITCH TO WATER HEATER - If the water is shut off but the hot water tank is left on, the remaining water within the tank could boil off and damage the water heater elements.
3. It is important to change your air conditioner setting when leaving. If you have a humidistat set it to 60F. Set thermostat to cool at 78F. Set fan on Auto.
4. Clean or replace the air conditioning filter if not already cleaned or replaced by your air conditioning service contractor.
5. Close all drains in the sinks and tubs. Cover shower drains with plastic "cling wrap" and place phone book or other weight over covered drains.
6. Plug the overflow drains in bathroom vanity sinks and kitchen sinks with paper towel or toilet paper. Place in hole so it may be removed easily when you return to open unit.
7. Flush the toilet after water is turned off to empty the toilet water tank. Pour a half to one cup of bleach into each toilet bowl. Cover the bowls with "cling wrap" plastic.

B. APPLIANCES - ELECTRICAL

1. Unplug all outlets except dishwasher and fridge. Remember to unplug microwave ovens, briskers, TVs, CD/DVD players, radios and all small appliances. **DO NOT TURN OFF CIRCUIT BREAKER TO AIR CONDITIONER UNIT.**
2. Run the dishwasher (in sanitize mode if you have one). Run the garbage disposal using ice from the freezer and/or frozen lemon or lime pieces to remove all debris
3. Replace all smoke detector batteries.
4. Leave all ceiling fans on at low speed. Air movement is recommended to prevent mold.

C. FOOD AND REFRIGERATOR

1. Remove all perishable foods from the apartment, except as provided for in C2 and C4 below.
2. All open boxes of food must be placed in sealed containers such as jars, cookie tins, plastic containers, etc.
3. Shut off icemaker in the fridge and empty ice trays (see disposal instruction B2 above).
4. If you elect to leave the fridge on, remove all food. Fill milk cartons with water to maintain cool temperature. Set temperature to low cool setting. Do not leave food in the freezer as the power may go off due to summer storms and the food will spoil.
5. If you turn the fridge off, the fridge door must remain open (to prevent mold). A method of keeping the door open is to fill a plastic bag with plastic bags and place on fridge door shelf that is in line with a fridge shelf.

D. BATTENING DOWN

1. Close and lock all windows and lanai doors.
2. Close all window and lanai blinds, shades, and shutters.
3. Lock storage locker.
4. Open all closet doors. This allows for air circulation and helps prevent mold.
5. Cover furniture with sheets or towels. DO NOT cover with plastic bags or plastic sheets (can cause mold due to poor air circulation).
6. We have a pest control service; however, you may wish to place bug traps around sinks, toilets, closets, etc.
7. Remove any items you may have in the hallways. Those living on the first floor should bring black outside doormat inside their unit.
8. Lock door to apartment.

E. VEHICLES

1. For those who leave a vehicle on the premises over the summer, leave a key to your vehicle with your name and vehicle make on a tag and give the tag to the Manager or employee to be placed in the lock box. Your vehicle may have to be moved.
2. Put all bikes away in your storage locker or unit (see R&R section 16.0 regarding bike rules).

F. NOTIFICATIONS

1. Notify the Manager or employee when you are leaving the apartment vacant.
2. Arrange to redirect (forward) mail to your home address.
3. Contact cable provider, Comcast, to place unit on vacation mode.
4. Contact the phone company, Century Link or Comcast, to check the cost of placing your unit on vacation mode. Turn off and turn on fees may exceed your annual monthly fees while you are away.
5. Place local newspaper on vacation stop.

This document was reviewed by the Board of Directors, and its distribution was authorized, January, 2019.