

MISSION HILLS CONDOMINIUM ASSOCIATION

POLICIES/RULES FOR MAINTAINING UNOCCUPIED UNITS

Purpose: To inform all owners, heirs and executors (responsible parties) of estates of their responsibility for maintaining their units when they are unoccupied due to absence for whatever reason.

Policy: To outline the procedures for safeguarding units that are unoccupied. To inform units owners and responsible parties of their duty to safeguard the physical integrity of the interior of their units. While the Association is responsible for the structure of common elements, the owners or responsible parties are required to maintain the interior of the unit in a safe manner as outlined in the Documents.

Procedure/Rules: Effective immediately the following, but not limited to these, rules are in place for unit owners to follow when their units will be unoccupied for more than 14 consecutive days. Failure to follow these rules as outlined will result in the unit owner being responsible for any and all damages to the common elements, such as replacement and/or repair to walls, ceilings and structural damage that result from the owner's failure to maintain the unit. While the Association may be obligated to fix the damage to common elements, the Association will have recourse to bill the owner for that repair when the damage is due to the neglect of said owner, or to seek reimbursement through the courts.

1. Electric service to your unit must never be shut off in your absence.
2. In your absence, be sure the water to your unit has been securely shut off.
3. You need to find a responsible person who will check your unit on a reasonably frequent basis to be sure that leaks or damage has not occurred, especially after a storm in the rainy season. Any problems should be reported to the Association's maintenance department in person and by work order.
4. A key to your unit **MUST** be on file in the Association office for emergencies. The Association has every right, but no obligation, to enter your unit to check for safety problems. If the association cannot access your unit in the event of an emergency, a locksmith will be contacted at the owner's expense.
5. Your air conditioning unit must be kept on at 80-83 degrees. This is to keep the mold factor down.

Failure to follow these rules in the face of damage due to neglect of the unit will result in the unit owner being held responsible for the cost of repairs.