

## VENTANAS I AT TIBURON CONDOMINIUM ASSOCIATION, INC.

- OBJECTIVE**
- The following maintenance recommendations for condo owners are designed to help you understand what you are responsible for and how to protect yourself, your unit, and your neighbors from easily preventable damages.

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- HVAC SYSTEMS AND HOT WATER TANKS**
- Change your A/C unit filter at least every three (3) months.
  - To prevent mold and drain back-ups, some HVAC and plumbing companies recommend pouring distilled white vinegar into the A/C condensation line on a regular schedule. Please check with your HVAC vendor for their advice.
  - Check your A/C condensation drain weekly for standing water.
  - Have your HVAC system professionally maintained annually or bi-annually, based on the recommendation of your HVAC vendor.
  - Check the hot water tank pan for moisture or evidence of leaks.
  - Replace hot water tanks that are more than 10 years old.

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- PLUMBING**
- Inspect plumbing fixtures including toilets, sinks, faucets, drains, and water supply lines regularly for leaks, especially under sinks and in cabinets.
  - Check shower and tub areas for cracked tile or caulking.
  - Replace water supply lines with stainless steel braided hose.
  - Replace toilet tank mechanisms every five (5) years.
  - Run water in unused drain traps to prevent evaporation.
  - Make sure water main cut-off valve is operable.
  - Shut off main valve if leaving your unit for more than a few days.

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- SPRINKLER HEADS**
- Do NOT paint over or hang anything from sprinkler heads. Damaged sprinkler heads will have to be replaced at the unit owner's expense.

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- KITCHEN SINK DRAIN**
- Some items that should never be poured down the drain include: grease, fat or oil, flour, unused or expired medications or pharmaceuticals, or coffee grounds.

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- ARC REVIEW**
- Owners are reminded that a change-out of hot water tanks or HVAC systems require an ARC approval through the Property Manager along with Collier County Building permits.