



Surfside Palms Condo Association

Condo Unit Maintenance Guide - Keep Your Condo Unit in Top Shape!

To help keep our community safe, comfortable, and in great condition, we kindly remind all residents that they're responsible for the basic upkeep and maintenance of their individual units. The Association cannot take responsibility for issues within units that result from neglect or lack of regular maintenance.

By staying on top of a few key areas, you can help prevent unnecessary damage, avoid costly repairs, and minimize any disruptions to your neighbors. Please take a moment to review the guidelines below to help protect your home and support the overall integrity of our building.

1. Water Leaking:

- To help prevent leaks and water damage, residents are asked to check their unit's water fixtures and appliances regularly. This includes **faucets, sinks, toilets, the air conditioning unit, water heater, pipes under the sinks, dishwasher, and washing machine.**
- Look for signs of moisture, corrosion, or blockages that could indicate a leak.
- A persistent hissing noise coming from the toilet tank typically indicates a faulty or worn-out flapper. This issue should be addressed immediately by replacing or repairing the flapper to prevent water waste and potential overflow.
- Ensure that all tubs, showers, and faucets are properly sealed.
- Clean the bathroom and kitchen sink regularly to prevent the buildup of grease, soap, or debris that could lead to clogs. Maintain clear drainpipes to support smooth water flow.
- All plumbing repairs and maintenance must be performed by a **licensed plumber**. Residents should not attempt do-it-yourself plumbing fixes that may lead to further damage or violate building codes.
- **Tenants:** It is your responsibility to notify your unit owner or representative immediately.
- **Owners:** In the event of **active leaking**, you must contact property management without delay to prevent further damage—however, any damage caused by failure to act will be the unit owner's responsibility.

2. Air Conditioning (AC) Units

- Residents must **replace filters** to maintain airflow and reduce energy consumption (AC use accounts for up to 60% of electricity costs).
- If the AC stops cooling and or start leaking, the unit owner is responsible for hiring a **licensed HVAC technician**.
- **Tenants:** It is your responsibility to notify your unit owner or representative immediately.
- **Owners:** In the event of **active leaking**, you must contact property management without delay to prevent further damage—however, any damage caused by failure to act will be the unit owner's responsibility.

3. Window Maintenance and Water Intrusion

- Residents are responsible for regularly inspecting windows to prevent air or water intrusion, as re-sealing may be needed.
- **Tenants:** It is your responsibility to notify your unit owner or representative immediately.
- **Owners:** In the event of **water intrusion through the windows**, you are required to contact Property Management immediately to prevent further damage. Please note that any damage resulting from delayed reporting or inaction will be the responsibility of the unit owner.

4. Electrical Systems

- Monitor outlets, switches, and circuit breakers. Any signs of malfunction require a **licensed electrician**. Residents should not attempt do-it-yourself electrical fixes that may lead to further damage or violate building codes.
- **Tenants:** It is your responsibility to notify your unit owner or representative immediately.
- **Owners:** In the event of **electrical malfunction**, you must contact property management without delay to prevent further issues—however, any damage caused by failure to act will be the unit owner's responsibility.
- In the event of fire or serious emergency, call **911**

5. Fire Alarm Detectors

- If your smoke detector begins to beep, **replace the batteries immediately**—this is a resident responsibility.
- Keep spare batteries in your unit to avoid late-night issues.

6. Dryer Vents

- **Residents are responsible for cleaning dryer vents** regularly to prevent lint buildup.
- Clogged vents can pose a **significant fire hazard** and reduce dryer efficiency. This task must not be neglected.

7. Front Door Locks

- If you are having trouble turning or inserting your key, this may indicate that the lock requires **lubrication or servicing by a professional locksmith**.
- **Do not delay** in addressing lock issues, as doing so may result in a complete lockout and added inconvenience.
- **Tenants:** You are responsible for promptly notifying the **unit owner or their authorized representative** regarding any lock-related problems.

8. Parking Space Oil Spills

- Residents are fully responsible for maintaining the cleanliness and safety of their assigned parking spaces.
- If your vehicle is leaking oil or any other fluids, you must **clean the spill immediately** to prevent hazardous conditions. Oil spills are slippery and pose a safety risk to others.
- **Cleaning products** designed for absorbing and for removal of oil are available at most hardware or auto parts stores.
- This is **not the responsibility of the association** janitorial service. Any cleanup costs and resulting from neglect will be charged to the **owner of the parking space** at **\$150.00**.

9. Storage Units

- Each condominium unit is assigned a storage unit located in the large storage room on the garage level.
- All personal belongings must be properly stored **inside the assigned unit**. Items are not permitted to be left in the hallway, outside the unit, or on top of the storage unit.
- **Storing flammable, hazardous, or corrosive materials—including chemicals that could cause fire, damage, or pose a safety risk—is strictly prohibited.**
- The condominium association is not responsible for any items stored in the units. Residents are required to supply their own lock and ensure their belongings are secured.
- Any items left unattended or stored improperly will be **removed at the owner's expense**.

*Note that the Association is not responsible for the maintenance, repair, or servicing of individual units. It is the sole responsibility of each resident and unit owner to ensure their unit is properly maintained at all times.

If professional assistance is needed, residents may consult reputable service providers through platforms such as ANGI at <https://www.angi.com>

Maintenance Work and Construction Hours

- It is only permitted between **8:00 a.m. and 6:00 p.m., Monday through Friday**.
- Work is **not allowed on Saturdays, Sundays, or federal holidays**.

Construction Permits:

Please review <https://surfsidepalmscondo.com/unit-modification-form> information guide and consult the Town of Surfside to determine if your project requires a construction permit. For more information or to apply for a permit, please call 305-861-4863 or visit <https://www.townofsurfsidefl.gov>

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