



May 27, 2026

Dear La Vita Homeowner,

This letter is written on behalf of the La Vita Homeowners Association. La Vita is committed to protect and preserve the overall environment of the community.

It is time to have your air conditioning system serviced by a licensed HVAC contractor. As part of the annual preventive maintenance requirement, you may hire **any qualified contractor** of your choice. For your convenience, I have enclosed a list of **vendors who currently have proof of insurance on file with the HOA**, naming La Vita as additionally insured. Please note that **La Vita HOA does not endorse or recommend any specific vendor**, and homeowners are responsible for selecting and managing their own contractor relationships.

If you choose a vendor not listed, that contractor must provide proof of liability insurance and workers comp in the amount of at least \$1,000,000 and list the La Vita Homeowners Association as an additional insured. This documentation must be submitted to the onsite office prior to scheduling any work or inspection for your unit. Additionally, we **encourage all homeowners to obtain multiple estimates** or second opinions for any recommended repairs or work beyond the standard inspection.

Please ensure that your HVAC contractor completes the attached form and returns it to the onsite office no later than **Friday, October 30, 2026**. If you fail to submit the completed form by the deadline, it may result in fines assessed to your unit. If you have any questions or concerns, please feel free to contact me in writing at the address below or via email at jzamora@apsmanagement.com.

Thank you,

Josh Zamora, CCAM, CMCA
General Manager



HVAC Vendors With Insurance Certificates on File

These vendors have provided valid proof of insurance naming La Vita HOA as additionally insured. This list is offered solely for convenience. The HOA does not endorse or recommend any specific company. Homeowners are encouraged to obtain multiple quotes or second opinions for any work beyond the inspection. The inspection must be completed, and the form below must be submitted to Management no later than October 30, 2026.

- **Comfort Mechanical** – (619) 449-3886
- **Harbor Air Mechanical** – (619) 913-6882
- **Hurn Mechanical** – (619) 312-1924
- **Sun Valley Mechanical** – (619) 310-3458

HVAC PREVENTIVE MAINTENANCE PROCEDURES

1. Filters

___ Replace Filters As Specified.

2. Indoor Coil

- ___ Visual Inspection
- ___ Check Temperature Split Across Coil
- ___ Inspect Condensate Pan And Drain For Proper Drainage
- ___ Clean Coil **(If Needed)**
- ___ Vacuum Out Drain Pan And Trap
- ___ Treat Drain Pan With Biocide Tablets

3. Compressor & Reversing Valve

- ___ Check For Proper Operation
- ___ Check Amperage & Voltage
- ___ Check Refrigerant Pressures Only **(If Needed)**

4. Supply Fan

- ___ Inspect Blower Wheel For Dirt Accumulation
- ___ Check For Alignment And Balance

5. Supply Fan Motor

- ___ Inspect For Bearing Wear And End Play
- ___ Lubricate **(If Necessary)**
- ___ Inspect Motor Mounts
- ___ Check Amperage & Voltage

6. Heat Exchanger

- ___ Check Water Loop Temperature Differential
- ___ Inspect Hose And Valve Connections For Leaks
- ___ Back Flush And Clean Strainer **(Do Not Reverse Hoses)**
- ___ Check Condenser Coil For Leak

7. Control Panel

- ___ Tighten Electrical Connections
- ___ Inspect Contacts
- ___ Check Control Sequence

Please use the space below to note any suggested repairs, follow-up maintenance, or observations that may be helpful for the homeowner or the association.

Vendor Name (Print)

Vendor Signature

Date

Homeowner Name (Print)

Homeowner Signature

Date

La Vita Address and Unit