

GENERAL MAINTENANCE INFORMATION

Common Problems and Responsible Parties

ASSOCIATION-MAINTAINED:

Roof leaks

Common piping outside servicing multiple units

Interior drywall

Parking Lots

Trees

Master Insurance Policy

Landscaping of common areas

Irrigation system

Gutters and downspouts

Outdoor lighting of common areas

UNIT OWNER-MAINTAINED:

All Appliances

Carpets (including patios, balcony)

Furniture

Plumbing and piping exclusive to unit including sink and toilet stoppages

Interior wiring

Heating, Ventilation & Air

Conditioning

All unit-specific fixtures

Limited common area(s)

Enclosed porches, balcony screens

Homeowners Insurance Policy

Interior wall finish

Front doors, windows, sliding glass doors

Maintenance & Information request procedures:

Regular maintenance or information requests: **.PLEASE USE** the request form on your website: parkwoodsquare-b.com

Emergency:

If you experience maintenance problems that you feel is an emergency, please consult the above list of common problems. If the problem falls under the "unit owner-maintained" column, then the unit owner must handle the problem by calling a plumber, electrician, handyman, et cetera.

If, however, the problem falls under the "association-maintained" column, then call the PROPERTY MANAGER . Emergency 24/7: (727) 726-8000 ext. 252

You will be asked for the details of the problem and a number where you can be reached at that time and allow thirty minutes for a maintenance tech to return your call. After discussing the problem with you, the property manager will decide on a course of action. Please understand that if the problem is a roof or balcony leak, and it is currently raining, there is nothing that can be done until the rain stops.