



CLUB OCEAN VILLAS I CONDOMINIUM ASSOCIATION

Policy on Service and Repairs

The Board of Directors hereby adopts and announces the following policy concerning the making of necessary repairs, modifications, or service to any units.

1. **Service and Repairs Exclusively Inside Individual Units:**

Repairs or service may be made at any reasonable time inside an individual unit by its owners, agents, or authorized, qualified service personnel. Providing entry to the individual units is the responsibility of the unit owner(s), not Club Ocean Villas I, its Board of Directors, or Resident Agent.

2. **Service and Repairs Outside Individual Units- Prior Approval Required:**

When repairs or service to a unit must be performed outside an individual unit, on common property or in shared facilities, such as plumbing, electrical, telephone, cable TV, or similar facilities, or when the repair affects the functioning or structure of any other unit, *prior advanced approval is required.*

In these cases, unit owners are required to contact the Resident Manager or a member of the Board of Directors for scheduling entry into or upon common or shared property or facilities. The Resident Manager or Board Member shall accompany authorized service personnel and assure that repairs or service do not affect any other unit or common facilities or functions.

Repairs of an emergency nature, that is, when there is a clear risk of imminent peril or damage to other units, the structural integrity or functioning of a building, or risk of harm to persons or pets, prior advanced approval is not required. In these cases, approval of the Board shall be obtained as soon as is practical following the entry of service personnel to perform repairs or service.

3. **Responsibility for Damage of Repairs to Other Units:**

Unit owners shall be individually responsible to other unit owners or to the COV-I condominium when repairs or service performed in or for an individual unit adversely affect the use or functioning of any other unit.

4. **Compliance with Other Statutes, Regulations, Guidelines, Rules:**

Nothing in this policy relieves the unit owner(s), agent(s), or service personnel from the responsibility of compliance with applicable federal, state, and local statutes and regulations, as well as compliance with COV-I covenants and restrictions, architectural guidelines, and rules.

Adopted by the Board of Directors, Club Ocean Villas- I:

President, Board of Directors, COV-I

Date Signed