

BAHAMAS BEACH COTTAGES GENERAL MAINTENANCE REQUIRED BY THE UNIT OWNER

In accordance with the BBC by-laws and regulations, all unit owners are also members of the condominium association. Accordingly, when you became an owner of property in BBC, you also became a member of the condominium association and agreed to adhere to the by-laws and regulations that govern our community. For example, every owner shall:

(1) maintain their particular unit and, more generally, (2) cooperate and support in the maintenance of the common areas. As you know, maintenance of the common areas is accomplished through your elected representatives, i.e., The Bahamas Beach Cottages Board (Council) carries out common area maintenance by planning, budgeting and contracting for maintenance related services of our roads, curbs, streetlights, street signs, ponds, and landscaping.

Fortunately, the majority of owners have been very responsible in terms of both individual and general maintenance, However, we have noticed that while some unit owners have meticulously maintained their units, some have continued to ignore their individual maintenance responsibility. These responsibilities are defined in the Code of Regulations, Article V, Operation of the property, Section 6b, Maintenance and Repair, By the Unit Owner. Each Unit Owner shall be responsible for the maintenance, repair and replacement, at his own expense, of his Unit ... Each Unit Owner shall keep the interior and exterior of his unit and its equipment and appurtenances in good order, condition, and repair and in a clean and sanitary condition, and shall do all redecorating, painting and varnishing which may at any time be necessary to maintain the good appearance and condition of his unit.' In 2011 Legum & Norman, with the approval of the Board, commenced a twice a month inspection of all of the Common areas and the Units located in BBC. An inspection report is prepared and submitted to Legum & Norman and the Board. If a unit has maintenance issues, a letter is sent by L&N to the Unit Owner defining the problem area requesting the maintenance be completed.

This is required Unit Owner Maintenance and is reported by the Inspector:

1. Shutters -- these are an architectural component of our community and need to be painted in Caribbean colors, and color coordinated with the siding and, in the event an owner chooses to replace or paint their existing roof with one of the new colors, the shutters and roof should be color coordinated. Dull, faded and peeling shutters need to be painted.

2. Parking, Landscaping, Trees and Lawns -- the parking area in front of your unit is a limited common area which serves your unit. As such, it is your responsibility to keep it weed free and to remove any debris (leaves, branches etc.) covering your area including the adjacent curb. Some parking areas are covered with weeds, and they need to be pulled up manually or sprayed with a weed killer. Our landscape contractor can arrange to clean-up and/or spray your area if you cannot do it yourself. Of course, you may choose another licensed maintenance contractor. The rock surface has a tendency over time to be pushed into the dirt underlying it. The Unit owner, from time to time, will need to add additional rock to eliminate the mud problem when the underlying dirt leaches to the surface. It's important to remember that debris collecting along the curbs restricts or blocks the flow of drainage water from our streets, so please maintain the curb areas around your unit. If you have a lawn, it is the Unit Owner's responsibility to keep it mowed and trimmed. All landscaping in the limited common area is the responsibility of the Unit Owner. It should be kept in a neat and good order, mulched or covered with stone, grasses trimmed, plantings weed free. Trees should be pruned if they encroach on to the road in any manner that would inhibit traffic on the road. If you see leaves and branches on the road after trash pick up, your tree needs trimmed.

3. Painting Trim -- fortunately, most of our units now have vinyl siding. However, trim on some units (trim boards, deck railing) are painted wood and must be periodically repainted particularly where, as here, we have lots of sun and salt air exposure. If you have wooden railings, porches, pilings, soffit and fascia boards, decks, and trim that are dull, faded and peeling, it is time to paint. If you have one of the houses with original siding, then the whole unit must be painted on a regular basis. A good paint will last about three years in the salty air we have here. Vinyl siding on the shady side of the Unit may develop mildew. It is the Unit Owner's responsibility to have his unit pressure washed to eliminate mildew from the vinyl on the house, vinyl fences and vinyl trim where required.

4. Fences -- some of our picket fences have not been painted since the units were built. Clean white picket fences create a feeling of a neat cottage at a sea shore community. Dull gray, peeling fences, covered with algae do not. If your fences are dull, peeling, and gray, or covered with algae, please make arrangements to re-paint as soon as possible. Vinyl fencing is permitted if it is in the same style as the original wood fence.

5. Roofs -all of the roofs have either been replaced or painted. One of two are fading in color and need to be addressed. None appear to be rusty and the general appearance of our roofs is good. One issue that does come up is that on metal roofs due to heat and cold flexing the metal the screws have a tendency to back out. If this is happening to your roof the screws should be replaced with slightly larger screws or they will back out again. Backed out screws could cause you to lose panels in a high wind. Additional maintenance could be required where the plumbing vent pipe

penetrates through the roof. There is a boot around this pipe that needs to be replaced from time to time and sealed or you will have leakage.

6. House Numbers -- each unit is required by law to have the house number on the front of the house, easily seen from the road (i.e., large enough numbering). This is the Sussex County 911 law, which facilitates emergency responders to locate residence. If you do not have numbers on your house, or if your numbers are small, please replace them immediately. NOTE: the law imposes substantial fines for failing to do so.

POTENTIAL PROBLEM AREAS EACH OWNER SHOULD BE AWARE OF

Heat pumps and HVAC units -- If you have an original unit, it is probably 17 or 18 years old. That average life for these units in our area is 12 years and they are probably at the end of their useful life. Losing the units can be a discomfort during the Summer months but are a major risk during the Winter months when a failure could cause your pipes to freeze. Most units have a heat tape wrapped around the main water supply in the center chase. If yours has never been replaced, it could be trouble next winter. They are inexpensive and there is a receptacle in the chase to plug in to.

Water Heaters - If your water heater is original, it should be checked as 13 or 14 years of service is about all you will get. This is particularly important in those units where the water heater is on the second floor. We have had the bottoms rust out and the water damage to the lower levels is severe.

Please remember to shut off your water at the main when you are going to be away for extended periods of time during the summer months. When you turn off the water, you will also have to flip the breakers for the water heater to off. We had a shower drain cap burst in the middle of summer and the resident lost a large amount of water flowing freely down a drainage ditch. Because of the secluded location, it was by pure luck we noticed it and turned off the main valve. If you have a center shed and it is locked, the only option we have is to call Artesian Water and have them shut it off at the street. There is a charge for this that will appear on your water bill.

Legum and Norman's needs your contact information, phone numbers and email address, up-to-date, please contact them (Donna Hemphill), or email any of your board members with your updated contact information so we can reach you in the case of an emergency.