

## Mission Hills Condominium Association

### Maintaining Unoccupied Units

**Purpose:** To inform all owners, heirs, and executors of estates (responsible parties) of their responsibility of maintaining their units when they are unoccupied due to absence for whatever reason.

**Policy:** To outline the procedures for safeguarding units that are unoccupied. To inform unit owners and responsible parties of their duty to safeguard the physical integrity of the interior of their units. While the Association is responsible for the structure of common elements, the owners or responsible parties are required to maintain the interior of the unit in a safe manner as outlined in the Documents.

**Procedure/Rules:** Effective immediately the following, but not limited to these, rules are in place for unit owners to follow when their units will be unoccupied for more than 14 consecutive days. Failure to follow these rules as outlined will result in the unit owner being responsible for any and all damage to the common elements, such as replacement and/or repair to walls, ceilings and structural damage that result from the owner's failure to maintain the unit. While the Association will have recourse to bill the owner for that repair when the damage is due to the neglect of said owner or seek reimbursement through the courts.

1. Electric service to your unit must never be shut off in your absence.
2. In your absence, be sure the water for your unit has been shut off.
3. You need to find a responsible person who will check your unit on a reasonable and frequent basis to be sure that leaks or damage has not occurred, especially after a storm in rainy season. ***It is NOT the responsibility of Maintenance or The Board to supervise your unit. If any problems are found, regarding Association interests, they must be reported to the office immediately, in person with a work order. If damage was not reported in a timely manner, the unit owner may be responsible for the cost of repairs.***
4. A key to your unit MUST be on file in the Association office for emergencies. The Association has the right, not the obligation, to enter your unit to check for safety concerns. If the Association cannot access your unit in the event of an emergency, a locksmith will be contacted at the unit owner's expense.
5. Your air conditioning unit must be kept on at 80-83 degrees. This is to keep mold from developing.
6. ***You must have a contact number on file and a local emergency contact number on file in the office. In the event of an emergency, entry might be necessary and***

***we need to be able to reach you. The emergency contact you put on file will also be notified in the event of illness or death.***