

HALF MOON BAY BY K. HOVNIANIAN CONDOMINIUM ASSOCIATION

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DATE: October 13th, 2017

TO: All Unit Owners

FROM: The Board of Directors

SUBJECT: **Additional Association Rules**

Enclosed is a set of additional rules approved by the Board of Directors at the meeting held on October 11th, 2017. Please attach the rules sheets to your copy of the of Association documents.

These rules have had: Extensive review and refinement with the Board based on years of experience in dealing with water leaks; Input and refinement from our licensed construction expert with expertise in condominium water leaks; Several rounds of review and refinement with our attorney; And input from owners both local and remote.

Most owners won't be immediately affected by the new rules. They are applicable when: your unit is involved with a patio water leak; your patio enclosure is damaged and needs to be taken down for repair; or your patio floor covering is taken up or your patio enclosure is taken down for any other reason.

As our buildings have aged, we have seen concrete deterioration in and around the patios. We have had sporadic patio water leaks for years. But, recently problems have become more acute. Last year alone, we repaired over 100 patios at an expense of approximately \$100,000. Most owners have not even heard about this problem because with prudent financial management we were able to do this without a special assessment.

After Hurricane Irma, we had several patio leaks where water leaked not only on the patio below but also to the inside of the lower unit. As to be expected, owners who were leaked on, wanted these leaks fixed as soon as possible. However, when advised by our contractor, he informed us that these leaks would go on forever unless we changed the way they were fixed. That created a sense of urgency in getting our rules updated so we could apply them to these pending situations.

When a leak occurs, our contractor will develop a plan that will not only repair each situation but will also minimize future water leaks. The plan will be presented to the Board for discussion, review and approval. In many cases sun shades may need to come down or patio tiles or carpets may need to be removed before the repairs can be done. Removal of these items is an owner responsibility. Owners may make an arrangement with our contractor to do this work for them. Any billing arrangement for this work is directly between the owner and the contractor.

Repairs may take on many forms depending on the nature of the problem: 1. Concrete on the patio may need to be restored and primed; 2. Patio floors may need their surface prepared before sealing with a waterproof compound. 3. Patio drainage tubes may need to be installed or adjusted. These repairs are the responsibility of the Association.

Per our new rules, once repairs are completed: patio enclosures such as sun shades that were removed during the repair project may not be reinstalled without the written approval from the Architecture Review Board. Tiles or carpets that were removed may not be reinstalled under any circumstance.

Owners are responsible for any required finish painting while the association is responsible for the long-term maintenance of the waterproofed floor which may need recoating every 10 years, which is another reason for not placing tile on the patios

Coordination and communication about repairs will be done through the KHov Office. If your unit needs to be repaired you will be getting a letter from the office.

After receiving your letter, if you would like a more in-depth discussion about your patio situation please set up a meeting or a phone call with the Property Manager. This can be arranged through the office.

Owners wishing to have a chat with the Board can do so at one of the informal property management workshops or can speak to the Board *after* any one of the Board meetings. This is preferred over one-on-one discussions with Board members as no one Board member speaks for the entire Board or Association policy, as well as Board members, as volunteers where they live, may need some space.

As always, if owners want an official response from the Board, they should send a registered letter to the above address and they will receive a prompt written response. Since written communication with the Board is part of the official Association records, which need to be made accessible to all owners, e-mails to the Board can't be responded to.

We thank owners in advance for their understanding and cooperation.

The Board of Directors

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