

Ocean Park Owners' Association, Inc.
Recommended Maintenance/Leaving Unit for Extended Time
Rev. 4/13/22

Have Home Owner's Insurance! - This is not a requirement, but highly recommended. Sometimes you can get a better rate by sending our Wind Mitigation report found on our website at www.cloverkeyinc.com.

Pest Control - Orkin says if you are doing your own pest control it could interact negatively with their products. Pest Control services inside units is the fourth Monday of the odd months. (Jan., March, May, July, Sept., Nov.). Unit keys must be on file in our office.

Doors and Windows - The owner is responsible to clean the doors and windows. The second- - floor windows will need to be cleaned from the inside of the unit for safety reasons.

AC Condensation Lines - OPOA suggests pouring 2-3 cups of vinegar down drain lines monthly, and then flush with hot water. You share this line with the unit above or below you. If you have a clogged condensation line, make sure the line is cleared all the way through both units to the outside of the building. It is considered "best practice" to coordinate this with the unit above or below your unit. **To do that you must have the contact information of the unit above or below you.** OPOA cannot release this information. You can go to the Brevard County Tax site, <https://bcpao.us/PropertySearch/#/nav/Search>, to get owner information if you don't know your neighbor. Type in the street address in "site address" and you will see all the units for that address. Select unit and then go to the bottom of the page and select the green button "real property search".

Air conditioner technicians say "pouring bleach" down the condensation line may cause the A/C coil to be damaged. It depends where your access is to the condensation line. It's best to ask your air conditioner technician. The following video may be helpful: <https://aplusairconditioning.com/clean-ac-condensate-drain-line-vinegar/> **Warning:** If one unit uses bleach and the other unit uses vinegar at the same time, it will cause a toxic gas.

Air Handler/AC - You are responsible for the care and maintenance of your air handler. The Association is only responsible for the freon lines (not the freon itself). **If you are renting your unit, you may consider getting a maintenance contract with an AC company to ensure the filter is changed to extend the life of your air handler.**

Toilet and Water Heater Shut Off Valves...if gone more than 48 hours. - Turn off water to your toilet. **All tubing in bathroom and kitchen should be braided metal and not plastic.** OPOA requires you to turn off the water to the water heater when you leave your unit for an extended time which requires a shut off valve. The pan below the water heater should stay dry.

What to do when leaving your unit for extended time? - Keep your air conditioning running at a temperature of 78-82 F degrees. **Dripping water will also help keep the condensation line clear.** If the line is clogged, it may cause water/mold to sheet rock. If you are gone for more than a week, have someone also check your unit including the outside hallway for possible leaking pipes/water issues. Failure to do so, could be considered negligence on your part and may be your expense to repair any and all damages to sheet rock.