

CHASEWOOD NORTH OF JUPITER CONDOMINIUM  
EMERGENCY PROCEDURES NOTICE  
BRISTOL MANAGEMENT SERVICES- 561-575-3551  
1930 COMMERCE LANE, SUITE 1  
JUPITER, FL 33458

THIS NOTICE IS DESIGNED TO HELP EXPIDET ASSISITANCE IN AN EMERGANCY SITUATION.

FIRE EMERGENCY CALL 911

UNIT ONWER INSURANCE: PER THE CHASEWOOD NORTH OF JUPITER DOCUMENTS, EACH OWNER IS REQUIRED TO PURCHASE AN H06 INSURANCE POLICY. NO EXCEPTIONS. A CURRENT COPY IS REQUIRED TO BE SUBMITTED TO BRISTOL MANAGEMENT SERVICES OFFICE WHEN FIRST TAKEN OUT AND EVERY TIME THE POLICY RENEWS.

WATER FLOOD - INTERIOR UNIT TURN OFF VALVE - LOCATED IN UTILITLY CLOSET WITH THE HOT WATER HEATER AND AIR CONDITIONER - EACH UNIT HAS A WATER VALVE TO SHUT OFF OR TURN ON THE WATER. AT THE TIME OF PURCHASE LOCATE THIS LEVER AND TEST IT TO ENSURE THAT IT IS IN GOOD WORKING CONDITION. WHEN LEASING YOUR UNIT PLEASE GIVE INSTRUCTIONS TO YOUR TENNANTS. ALSO, REMEMBER IF YOU NEED TO TURN OFF YOUR WATER TO THE UNIT, TAKE CARE WHEN YOU TURN IT BACK ON, TURN THE HANDLE SLOWLY AND MAKE SURE YOU HAVE TURNED ON AT LEAST ONE FAUCET IN YOUR UNIT TO RELEASE PRESSURE. IF YOU HAVE A LEAK OR SUSPECT A LEAK TURN OFF THE WATER. FOR ANY EMERGENCY CONTACT BRISTOL MANAGEMENT IMMEDIATELY IN CASE THE WATER HAS INTRUDED INTO NEIGHBORING UNITS 561-575-3551. IF IT IS AFTER HOURS THERE IS AN EMERGANCY NUMBER ON THE MENU WHEN CALLING 561-575-3551. IF YOU ARE IN NEED OF A REFURAL THE ASSOCIATION PLUMBING CONTRACTOR IS JET PLUMBING - (561) 248-2426. IF YOUR UNIT IS COMPLETELY FLOODED, YOU WILL NEED TO HIRE A WATER EXTRACTION COMPANY TO REMOVE THE WATER. THIS NEEDS TO BE DONE IMMEDIATELY (DAY OR NIGHT). IF YOU NEED A REFURAL THE ASSOCIATION WATER EXTRACTION COMPANY IS U.S. MOLD - 561-748-2223.

IF A REPAIR CALLS FOR DRYWALL TO BE REMOVED - DO NOT REPLACE ANY DRYWALL UNTIL BRISTOL MANAGEMENT HAS TAKEN PICTURES WHICH ARE REQUIRED BY THE ASSOCIATION INSURANCE CARRIER. THESE PHOTOS WILL BE USED WHEN FILING A CLAIM. IT IS ALWAYS A GOOD IDEA FOR A HOMEOWNER/RESIDENT TO TAKE PICTURES OF ANY DAMAGES CAUSED BY ANY TYPE OF EMEREGENCY IF YOU INTEND ON FILING A CLAIM TO YOUR INSURANCE COMPANY.

HOMEOWNERS HAVE AN OBLIGATION TO MAINTAIN: PLUMBING FIXTURES INCLUDING TOILET SEALS, SHOWER DRAINS, WASHING MACHINE HOOK-UPS, REFRIGERATOR WATER LINES, AIR CONDITIONER, WATER HEATER (A WATER HEATER OLDER THAN SEVER YEARS MUST BE INSPECTED AND CERTIFIED THAT IS IN GOOD WORKING CONDITION AND THIS MUST BE DONE BY A LICENSED PLUMBER AND TURNED INTO BRISTOL MANAGEMENT).

INTERIOR RENOVATIONS/REMODEL: OWNERS MUST MAKE APPLICATION TO THE ASSOCIATION FOR A UNIT MODIFICATION. THE MODIFICATION APPLICATION CAN BE FOUND ON LINE AT [www.bristolmanagement.com](http://www.bristolmanagement.com), HARD COPIES MAY BE OBTAINED AT THE BRISTOL MANAGEMENT OFFICE LOCATED AT 1930 COMMERCE LANE, SUITE 1, JUPITER. A COPY OF THE CONTRACTORS LICENSE AND INSURANCE MUST BE RETURNED WITH THE MODIFICATION APPLICATION. ALL CONTRACTORS MUST BE LICENSED AND INSURED. IF YOU ARE WORKING ON THE PLUMBING ALWAYS TURN OFF THE WATER VALVE IN YOUR UNIT PRIOR TO DOING THE WORK.

## ABSENTEE HOMEOWNERS - CLOSING UP YOUR UNIT - PREPARATION CHECK LIST

1. TURN OFF WATER VALVE TO YOUR UNIT
2. SET THERMOSTATE TO AIR TEMPERATURE RECOMMENDED BY YOUR AIR CONDITIONING COMPANY.
3. DO NOT LEAVE FANS ON.
4. COVER COMODE WITH PLASTIC WRAP.
5. IF YOU TURN OFF THE BREAKER FOR THE REFRIGERATOR MAKE SURE THE ICE MAKER IS EMPTY.
6. HAVE A RELATIVE, FRIEND OR NEIGHBOR CHECK ON YOUR UNIT.
7. MAKE SURE THE ASSOCIATION HAS UPDATED KEYS FOR YOUR UNIT (NEVER CHANGE THE LOCKS WITHOUT SUPPLYING THE ASSOCIATION WITH A NEW KEY. PER THE DOCUMENTS, THE ASSOCIATION HAS A RIGHT TO GAIN ENTRY FOR AN EMERGENCY IF YOU ARE NOT HOME AND THIS IS DAY OR NIGHT. IF KEY IS NOT ON FILE AND THERE IS AN EMERGENCY A LOCKSMITH WILL BE CALLED AND BILLED TO OWNER OF THE UNIT.

## HOMEOWNERS RESPONSIBILITIES

1. HO6 INSURANCE POLICY FOR UNIT - SUBMIT COPY TO BRISTOL AND YEARLY RENEWALS.
2. HOT WATER HEATER (7 YEAR REPLACE OR PROVIDE A CERTIFICATE FROM A LICENSED PLUMBER SHOWING THE HOT WATER HEATER IN GOOD WORKING CONDITIONER.
3. YEARLY INSPECTIONS OF ALL PLUMBING FIXTURES, HOSES FOR WASHING MACHINE, REFRIGERATOR ICE MAKER, AIR CONDITIONER YEARLY SERVICE.
4. INSTRUCTIONS FOR GUESTS OR TENANTS FOR EMERGENCIES WITH NAMES AND PHONE NUMBERS.
5. RENOVATIONS TO UNIT- MUST MAKE APPLICATION FOR MODIFICATION TO UNIT.
6. PROPER PARKING DECALS DISPLAYED ON VEHICLES AT ALL TIMES.
7. PROPER DISPOSAL OF GARBAGE AND RECYCLE.
8. ONE PET PER UNIT- DOG OR CAT CANNOT EXCEED 30 LBS. WEIGHT LIMIT. OWNER MUST KEEP PET ON LEASH AT ALL TIMES WHILE ON COMMON PROPERTY AND PICK UP PET WASTE AND DISPOSE OF PROPERLY.
9. IF LEASING OUT YOUR UNIT THE LEASE APPLICATION REQUIRED, FEE AND COPY OF LEASE MUST BE SUBMITTED TO BRISTOL MANAGEMENT NO LATER THAN 15 DAYS PRIOR TO MOVE IN DATE. RENEWAL LEASES MUST BE SUBMITTED TO KEEP RECORDS CURRENT. WHEN TENANT MOVES OUT PLEASE PUT IN WRITTING TO THE ASSOCIATION THAT THE TENANT HAS VACATED THE PROPERTY.
10. NO SKATE BOARDS OR MOTOR SCOOTERS PERMITTED ON COMMON AREA PROPERTY.