

## OWNER'S GUIDE TO MAINTENANCE

This guide is extracted from the much larger Maintenance Guide that covers all Steeplechase maintenance matters. The purpose here is to provide a handy guide to owners regarding some issues that might arise regarding their personal units including renovations. A copy of the more complete document which primarily deals with the common area property is available to all and located in the clubhouse.

This document contains three parts: I. Improvements, II. General things you should know, and III. High Risk matters.

**Before** you start any improvements on your unit make sure you read this document and the Steeplechase rules.

It is required in our Declaration of Condominium, section 11.3 E, that maintenance, repair, and alteration to units be done by licensed and insured contractors. It is your responsibility to verify contractor license and insurance. Further, Declarations section 11.5 states that owners must obtain written approval from the Board of Directors for any change to the exterior appearance of their condos.

Pursuant to Section 11.3 (D) of the Declaration of Condominium, **before** you proceed with **any** improvements whether interior or exterior, complete the Request to Modify Condominium form found under "Forms" on the Steeplechase website.

### **I. IMPROVEMENTS**

A few of the more common improvements are discussed below:

**Floor Replacement** -- Hard Surface Sound Suppressant Standards for Second Floor Units  
Hard surface flooring must have a sound suppressant class (STC) of at least 72. For instance, the Board has approved (and it would grease the approval wheels if one used this product) the underlayment product Proflex 90 to be installed underneath the hard surface flooring to meet this requirement. (<https://proflex.us/msc-90-90-mil-crack-isolation-and-sound-membrane/>) Owners need to submit a Request to Modify Condominium Property to the Board for approval. It is strongly recommended that owners submit their Request prior to purchasing their flooring.

### **Condo Screen Doors (Standard Architectural Design – no substitutes)**

#### **Door Replacement**

A company that has been installing replacement screen doors (that are standard) in Steeplechase: Affordable Handyman Services, Inc., 2583 Pine Street, Naples FL 34112 (239) 289-9156. The manufacturer of the door is Unique Technology Industries (<http://www.utiproducts.com/>).

The grill on new doors should match the old doors as closely as possible and be white.



### **Lockset Replacement**

A direct replacement for Steeplechase screen doors is the MTS 323 Lockset. It replaces the existing Papaiz lockset. Manufactured by MTS International Ltd. Co.

Papaiz lock Replaces Papaiz and Emtek 322 Locks MZ-33 [www.Papaizlocks.com](http://www.Papaizlocks.com) (281) 920-4747 • Fax: (281) 920-4748 • Toll free: (800) 467-7195.

### **Garage Door Replacement**

The replacement must match the original doors by looking exactly like them. The board recommends and has approved (and it would grease the approval wheels if one used this product) Amarr Heritage 1000 Single door 9' w x 7' h. White, short panel design. Impact glass top section with Stockton SP insert, 2" thick steel sections, torsion springs, and astragal seal. An upgrade would be Amarr Heritage 2000 of the same design that is insulated with Vinyl back. A large percentage of garage doors were replaced in 2022-23 period by Empire Garage Doors of Naples (Richard Nelson (239)241-0702)

It is recommended that the vendor ascertains the garage door opener is adequate for operating the door since newer doors are heavier due to County codes on wind resistance.

### **Hurricane Shutters**

The installation, replacement, operation, repair, and maintenance of hurricane shutters are the responsibility of unit owners. This is spelled out in Section 11.14 of the Steeplechase Declaration. They must be the standard model and white color, as well as comply with applicable building codes. As a property modification or alteration, the installation or replacement of hurricane shutters must be approved by

the Board in advance, which is spelled out in Section 11.3 (D) of the Declaration. The form to request Board approval is on the Steeplechase website. Hurricane shutters are not to be installed over the new PGT hurricane resistant windows due to warranty void by the contractor. Licensed and insured contractors must be used, as spelled out in Section 11.3 (E) of the Declaration. Storm Guard Solutions has installed several hurricane shutters in Steeplechase. Contact owner Anthony Lee at 4306 Progress Ave, Unit #1, Naples, Fl 34104, (239) 571-3120.

### **Window Replacement**

PGT SH500 VINYL WINGUARD Impact Windows are **STANDARD** for all Window replacements in Steeplechase (**no substitutes**).

Full specifications and sizes (window sizes specific to location) are provided in the Maintenance Manual located in the Clubhouse bookcase.

Frame color: White. Color: Outboard Color: Solar Ban. 70XL Clear Inboard Color. Colonial style Standard Grid Muntin type: 1" Contour Grids.

### **Window and Lanai Screens**

The Steeplechase Declarations state in section 8 A and 11.2 (see the Steeplechase Web site) that unit owners are responsible for the repair and replacement of window screens and lanai screens. Keep in mind that any replacement must be approved by the board prior to starting the project. Color must match existing charcoal gray.

Window screens can be repaired by many vendors including Ace Hardware on 9<sup>th</sup> Street. Similarly, there are many licensed vendors that can replace your lanai screens. Residents have used is James Cunningham at Naples Screen Repair at 239.261.1108 and DPA Enterprises, LLC at 239.250.5797 among others. If you want to replace the entire lanai enclosure several residents report a positive experience with Aluminx, LLC at 239.354.2511.

## **II. GENERAL Ownership Matters**

### **Cable TV, Internet, and Telephone Services**

Steeplechase has a binding agreement with Comcast (Xfinity) to provide "broadband" services that include basic TV, Internet, and telephone. Steeplechase pays a monthly bulk fee for Comcast's digital starter TV service of about 200 channels for all 72 units. Each unit owner must subscribe for this service directly with Comcast. Steeplechase pays the bulk fee, but does not subscribe individual unit owners. Comcast will provide each unit

owner who subscribes for this service with a free receiver. However, unit owners must pay Comcast directly for any additional services such as the X1 expanded TV service, pay channels, the Internet, or telephone. Unit owners who want Comcast services must call Comcast at (800) 934-6489 or visit the nearest Comcast (Xfinity) store in Freedom Square at the intersection of Collier Blvd. and Tamiami Trail East.

Comcast has installed, owns, and is responsible for the outside facilities necessary to provide services to each unit owner who requests them. In the past when Comcast upgraded to its digital starter TV service, some units needed new cable lines coming from the outside into their units. At times Comcast installers found it impossible to pull the new cable through existing conduits, so they had to run the cable in new conduits attached to the exteriors of some buildings, then drill holes through the exterior walls into the units. If a unit owner requests Comcast service (or has a problem with their existing service) and a Comcast installer tells them the above must be done to get service, the unit owner must have the Board approve the location and painting of the new conduit on the exterior wall prior to its installation.

### **Mailbox Name Tags**

Each unit owner buys a mailbox name tag from Naples Awards Co. 2385 Davis Blvd. (774-2410) and picks it up after it is engraved. The store is in the east end of the long strip mall east of Oakes Farm Market. The price is minimal.

### **Mailbox Locks**

Mailbox locks can be easily replaced. They can be purchased at Home Depot for just a few dollars. <https://www.homedepot.com/p/Prime-Line-Mailbox-Lock-5-Cam-Nickle-Finish-ILCO-1003M-Keyway-Opens-Counter-Clockwise-90-Degree-Rotation-S-4140/100177648> Once you purchase it coordinate with the mailman to leave your box open and then you can replace the lock in just a couple minutes with a monkey wrench or plyers or you could call the locksmith on the metal label near the mailboxes.

### **Incoming Water Valve Locks**

The water valve locks for every unit are keyed alike. Make sure you use this, and only this, lock whenever you leave the unit for more than 48 hours as required by Steeplechase. Valves should not be locked open. Rule 11.2. If you use another lock, and a problem arises when you are away, it will delay being able to unlock and work the shut off valve. (water damage may occur)

### III. High Risk Items

Section 11.11 of the Steeplechase Declaration of Condominium and 2012 Amendment defines high risk items and spells out the responsibilities for inspection, maintenance, repair, and replacement of high-risk items within condo units and limited common areas. On January 26, 2016, an email was sent from the Building & Maintenance Committee to unit owners and posted on the Steeplechase website with the subject “Maintenance of High-Risk Items.”

Here are some common-sense things you can do in your condo for the safety and peace of mind of yourself and your neighbors.

1. Make sure your **dryer vent** is connected with flexible metal pipe and is cleaned out at least one time each year to prevent fires.
2. Install ball **shut-off valves** for your washer, dishwasher, sinks and toilets to prevent leaks and water damage.
3. Replace the **tank-to-bowl gaskets** on two-piece toilets, if you have them, to prevent leaks and water damage.
4. Test your **smoke alarms** regularly, replace the batteries annually, and replace the entire alarms when they are more than 10 years old. (Note: sensors tend to fail after this period, even if there is an audible sound during test). Consider a smoke alarm with a 10-year battery that eliminates the need for annual battery replacement, such as the Kidde i12010S.
5. Inspect your roll-down **hurricane shutter** boxes and crank-holes (if you have them) at least one time each year to make sure they are water-tight.

In addition, to prevent leaks and water damage, the June 22, 2012, Amendment to the Steeplechase Declaration of Condominium, Section 11, requires unit owners to do the following:

6. Have your **air conditioner** inspected at least one time each year or you will be responsible to pay for all damages if it leaks.
7. Install steel-lined **hoses** for your washer, dishwasher, sinks and toilets or you will be responsible to pay for all damages if they leak. Hose to toilet should be rated at 125 psi with metal connector at toilet (Fluidmaster Pro-series)
8. Replace your **water heater** when it is 10 years old, or you will be responsible to pay for all damages if it leaks.
9. Replace your **dishwasher** when it is 14 years old, or you will be responsible to pay for all damages if it leaks.

If you are unable to do these things yourself, or you would like a voluntary independent inspection to find out if you may need to do them now, please talk with the Management Company.

Updated 08.01.2024