

OFFICIAL NOTICE: UNIT INSPECTION & MAINTENANCE REQUIREMENTS

TO: All Unit Owners, Sheffield D Condominium Association

FROM: Board of Directors / Association Management

DATE: March 10, 2026

RE: Proactive Water Casualty Mitigation & Maintenance Compliance

I. PURPOSE OF INSPECTION

The Board of Administration recently conducted an inspection of your unit on March 04, 2026. This inspection was conducted as part of the Association's ongoing commitment to proactive risk management and the minimization of future water casualty claims. This inspection was performed without individual cost to you by a Florida licensed professional plumber, as indicated on the inspection report (license information available upon request). Systematic maintenance is essential to preserving the structural integrity and insurance standing of the Association and. You have been provided with a copy of this inspection report.

II. OWNER MAINTENANCE RESPONSIBILITIES

Pursuant to the **Sheffield D Bylaws, Article XIV, Paragraph C**, each unit owner is contractually obligated to maintain their property in good condition. The Bylaws state, in pertinent part:

"Each unit owner agrees as follows: 1. To maintain in good condition and repair his unit in all interior surfaces within or surrounding his unit... and to maintain and repair the fixtures and equipment therein, which includes but is not limited to: air-conditioning and heating units, refrigerators, stoves, fans, hot water heaters, dishwashers, and all other appliances, drains, plumbing fixtures and connections, sinks, all plumbing and water lines within the unit, electrical panels, electric wiring and electric outlets and fixtures... interior doors, windows, screening... sliding glass doors... and all exterior doors (excluding exterior painting).... It is incumbent upon the unit owner to replace all defective, aged, or worn-out plumbing fixtures and related materials to ensure compliance with these governing documents and Florida [law](#)."

III. REQUIRED ACTIONS AND DEADLINES

Based on the attached inspection report, specific items within your unit have been identified as requiring immediate repair or replacement.

1. Remediation Period:

1. All items marked for replacement should be addressed as soon as possible within **sixty (60) days** of the date of this notice.
2. Questionable items should also be addressed as soon as possible. Please let the Board know when the corrections have been made so we can make a note in the record for future reference and to address future liability concerns.
3. Questions or concerns about the inspection report must be addressed to the board within 30 days. Otherwise, all inspection results will be considered acknowledged and agreed to by the owner.
4. If the report states that an alarm is missing and you believe you have it, please let me know within 30 days and we will confirm prior to charging you for new alarms.

2. **Contractor Requirements:** Repairs must be performed by a plumber duly licensed and insured in the State of Florida.
3. **Liability and Negligence:** Failure to perform required maintenance constitutes a breach of the Association's governing documents and a failure to exercise reasonable care (negligence). In the event of a water casualty resulting from unaddressed defects, **the unit owner shall be held 100% liable** for all costs associated with damages to the individual unit, neighboring units, and Association common elements. The Association will not file a claim with its insurance company in the event of negligence.

IV. DISPUTE RESOLUTION

1. Should you wish to contest the findings of the inspection report, you must submit a written appeal to the President of the Board of Administration within **thirty (30) days** of receipt of this notice. Absent a timely dispute, the findings shall be deemed conclusive. If you disagree with the results of the report findings, you can have your unit reinspected at your cost. You must let the Board know of your intention to reinspect prior to the reinspection date.

ACKNOWLEDGMENT AND AGREEMENT

By signing below, the Unit Owner acknowledges receipt of the inspection report, affirms their understanding of the Association's maintenance policies, and agrees to complete all necessary corrections within the thirty (30) day period mandated above.

Unit Number: _____

Signature of Owner: _____ **Date:** _____

Printed Name: _____

Signature of Board Member: _____

Printed Name: _____