

COURTSIDE VILLAS, HPR

Board of Directors

TO: All Courtside Villas, HPR Owners
FROM: Your Courtside Villas, HPR Board of Directors
RE: Courtside HVAC Service

Dear Owners,

HVAC maintenance, repair, and replacement is each owner's responsibility, however, in an effort to improve system efficiency, extend equipment life and prevent condensate line leaks, Courtside Villas HPR has contracted with Summit Services to perform HVAC inspections 4x per year. These preventative inspections can help you identify potential maintenance items with your system, and may help save costs related to power usage, component replacement, and water damage. **Please ensure that you have a functioning "float switch" in the pan under your air handler. The purpose of a float switch is to shut down the HVAC system if water ever does get backed up in to the pan under the air handler, therefore preventing further condensation production and avoiding water damages.**

Inspections include:

- Compressor
- Thermostat
- Refrigerant Charges
- Safety/Reversing Valves
- Fans and Motors
- Heating Assembly
- Evaporator Coil
- Electrical Components
- Condensate Drain Line Cleaning
- Filters (Clean or Replace 1 per Villa at no additional charge)

2021 quarterly services are scheduled for:

- **January 18 - 22**
- **April 19 - 23**
- **July 19 - 23**
- **October 18 - 22**

Clear access to equipment is necessary, and is the villa owner's responsibility. ***Summit Services, Courtside Villas, HPR and IMC Resort Services, Inc. are not responsible for any damages associated with this work including, but not limited to overflow, or water, mildew, fire, flood, and freezing of pipes.***

You are subscribed to this service by default unless you have contacted IMC to opt-out in the past. Summit Services' quarterly maintenance reports are posted to the owner's portal following each service. For those who currently subscribe to this service, please review the quarterly service report that pertains to your villa for issues that need to be addressed. You may have your preferred HVAC contractor address any issues found or you may contract privately with Summit Services to address any issue. If you have any questions upon reviewing your villa's quarterly maintenance report, or would like to contract Summit Services privately for repairs, please contact Summit Services at (843) 405-COLD (2653). Summit Services can be reached 24/7 at this phone number and are therefore available for after-hours emergencies. Summit Services offers a 15% discount to all Courtside owners for normal privately contracted repair services. Though it is not monitored 24/7, Summit Services can also be reached via email at Info@callsummitservices.com.