



# THE GABLES

## COMMUNITY INFORMATION

AMERITECH- GENERAL INFORMATION:... OFFICE # 727 726-8000 & [24/7 Emergency Service](#)

ACCOUNTANT... Ruth Dorch...727-726-8000 EXT 225 [rdorch@ameritechmail.com](mailto:rdorch@ameritechmail.com)

ADMIN... Katherine Reynolds 727-726-8000 EXT 501 [kreynolds@ameritechmail.com](mailto:kreynolds@ameritechmail.com)

### **PROPERTY MANAGER**

David Fedash, LCAM

Phone: (727) 726-8000 Ext. 252

[dfedash@ameritechmail.com](mailto:dfedash@ameritechmail.com)



### [COMMUNITY WEBSITE](#)

FOR COMMUNITY INFORMATION

&

WORK/INFORMATION REQUESTS

[Gablescondominiums.org](http://Gablescondominiums.org)



## THE GABLES COMMUNITY – WORK/INFORMATION REQUEST PROCEDURE

**PURPOSE:** • To provide an orderly means of communication between Property Management and **THE GABLES** community to report needed maintenance and/or respond to information requests. Maintenance is upkeep of common elements and systems that the HOA is responsible to maintain in their present state and for their present intended use.

Property Manager will use the system to assign work to various vendors and keep the Board of Directors updated with the status and cost of maintenance requests.

**PROCEDURE:** For the quickest and most efficient response, ALL work/information requests should be submitted using the work/information tab on your website

**COMMUNITY WEBSITE:** [gablescondominiums.org](http://gablescondominiums.org) The request form is available on the website at the top of the website home page. The form will be sent to the Property Manager with a copy going to the Ameritech Administrative Assistant. (Applicable board members may be included.) **PLEASE DO NOT CONTACT ANY BOARD MEMBERS UNLESS IT IS AN EMERGENCY.**

**Emergency** maintenance needs after hours should be addressed by telephone to **THE ON-CALL** Property Manager at Ameritech... at 727-726-8000. **24/7 Emergency Service**

Regular requests will be handled the Property Manager usually the same day or within 24-48 hours. Requests requiring board approval or vendor bids may take additional time.

If not satisfied with the results, or if the problem persists, a call should be made to Property Management at 727726-8000 Ext 252

**EXCEPTIONS:** Requesting renovations or exterior improvements or alterations to a unit requires an ARCHITECTURAL CHANGE APPLICATION... found on the website under FORMS.

Requesting maintenance not belonging to HOA.

Requesting maintenance for Public Utilities.... The utility company should be called directly.

Expecting work to be completed on a specific day and time without prior coordination with the Property Manager.

Assuming someone else will report an obvious problem.

The above is not intended as an all-encompassing list of items, it is intended to set the general guidelines to be used in providing residents with maintenance service and information.

Thank you in advance for your patience and cooperation.

## GENERAL MAINTENANCE INFORMATION

### Common Problems and Responsible Parties

#### **ASSOCIATION-MAINTAINED:**

Roof leaks  
Common exterior walls  
Common piping outside servicing multiple units  
Interior drywall  
Parking Lots  
Trees  
Pest control  
  
Exterior Pest Control  
Master Insurance Policy  
Landscaping of common areas  
Irrigation system  
Gutters and downspouts  
Outdoor lighting of common areas

#### **UNIT OWNER-MAINTAINED:**

All Appliances  
Carpets (including patios, balcony)  
Furniture  
  
Plumbing and piping exclusive to unit  
Interior wiring  
Heating, Ventilation & Air Conditioning  
All unit-specific fixtures  
Limited common area(s)  
Enclosed porches & screens  
Homeowners Insurance Policy  
  
Interior wall finish  
Front doors, windows, sliding glass doors

#### **Maintenance & Information request procedures:**

Regular maintenance or information requests: **PLEASE USE** the request form on your website: [www.gablescondominiums.org](http://www.gablescondominiums.org)

#### **Emergency:**

If you experience maintenance problems that you feel is an emergency, please consult the above list of common problems. If the problem falls under the "unit owner-maintained" column, then the unit owner must handle the problem by calling a plumber, electrician, handyman, et cetera.

**If, however, the problem falls under the "association-maintained" column, then call the PROPERTY MANAGER . Emergency 24/7: (727) 726-8000 ext. 252**

You will be asked for the details of the problem and a number where you can be reached at that time and allow thirty minutes for a maintenance tech to return your call. After discussing the problem with you, the property manager will decide on a course of action. Please understand that if the problem is a roof or balcony leak, and it is currently raining, there is nothing that can be done until the rain stops.