



### **Guidelines for Unit Owners who do not participate in SMCA's Rental Program**

Most units in Sanibel Moorings participate in the SMCA Rental Program, which includes certain services and additional unit oversight to facilitate the Rental Program. Because you have elected not to participate in the SMCA Rental Program, your unit is **not** eligible to participate in the following SMCA Rental Program services and oversight:

- **Linen Service** (bath towels and bed linens)  
Non-rental owners are responsible for both supplying and laundering their own bath towels and bed linens.
- **Housekeeping (cleaning) Service**  
Non-rental owners are responsible for their own housekeeping (cleaning) service. Owners of non-rentals can elect to schedule their own cleaning service directly with the SMCA outside company (Janitorial Cleaning Services, Inc. at 239-466-8803) or can arrange to hire their own contractor. The SMCA office will accommodate owners by providing contractors with keys to the unit if needed. All correspondence, scheduling and compensation will need to occur between the owner and contractor directly. All work will need to comply with generally applicable association guidelines.
- **Scheduling of Outside Contractors**  
Non-rental owners are responsible for scheduling their own outside contractors (e.g., carpet cleaning, furniture cleaning, dry cleaning, cable company issues, tile cleaning, renovations, etc.). The SMCA office will accommodate owners by providing contractors with keys to the unit if needed. All correspondence, scheduling and compensation will need to occur between the owner and contractor directly. All work will need to comply with generally applicable association guidelines.
- **Automatic Monthly Work Orders**  
Non-rental owners are responsible for their unit's routine unit maintenance (e.g., changing of AC and refrigerator filters or batteries for smoke detectors or alarm clocks). However, owners may place a formal maintenance work order for such routine services at the owner's expense upon each occurrence. An exception to this is the bi-annual AC maintenance done by the official outside contractor on all SMCA units, which is paid by all owners as part of their monthly dues.

**Please note: The primary focus of the SMCA office and staff are units in the Rental Program. When maintenance work orders and other requests are placed for non-rentals, they will be placed in queue accordingly, unless the item is deemed emergent by SMCA management and staff.**

#### **Additional Information:**

Non-Rental owners are asked to make official unit reservations in their unit when they will be in-house, so that there is an accurate census of all persons staying on property at all times.

Because many non-rentals sit empty for long periods, we request that owners turn off the main water supply to the unit when they leave. We also recommend that the air conditioning controls are properly set to avoid mold growth. Food items should be carefully stored to avoid pest control issues.

The Sanibel Moorings address should not be used as your mailing address. All mail should be directed to a PO Box of your choosing.