

Emergency Procedures

Winchester Courts HOA, Inc
4227 Northlake Boulevard
Palm Beach Gardens, FL 33410
561-626-0917 Fax 561-626-7143
www.seabreezecms.com



Sewer Policy

If you are having sewer issues please follow procedure below:



You must contact Seacoast FIRST.

- 1) Contact Seacoast at 627-2920, Emergency # after business hours 627-2929. Seacoast will come out and determine if it is their responsibility or not.
- 2) If it is not Seacoast please contact Sea Breeze office during business hours Monday to Friday 9:00 a.m. to 5:00 p.m. After business hours please contact Roto-Rooter at 863-6934. We have a contract with Roto-Rooter for a special gold rate. NOTE: Winchester Courts documents state Winchester Courts is to maintain the sewer lines as a limited common expense; Winchester Courts will pay the bill and bill the four unit owners in the affected building.

Any expense incurred to elevate a water or sewer problem without following the Communities established and prescribed procedure will be the total responsibility of the owner or resident.

Bee Policy

If you see a swarm of bees around your unit call Sea Breeze straight away. We will contact Alpine Bee Farm to have them removed. If honeycomb nest is inside walls or ceilings it will need to be removed as it may attract rodents, etc. If the section of drywall needs to be removed, Winchester Courts will repair drywall and leave to a smooth finish, unit owner is responsible for finish - paint, wallpaper, etc.

Outside of business hours contact Alpine Bee Farm at: 772-286-3850.



Rodent Policy

- 1) Please contact Sea Breeze office and report the issue.
- 2) Sea Breeze will contact Pest Control to inspect exterior of unit including the roof and recommendations will be made. Building exterior may require further sealing.
- 3) Traps will be placed in soffit area. Owners must keep an eye on and if they see or hear anything report any activity to Pest Control.
- 4) If unit appears to be sealed as per Pest Control inspection all 4 unit owners must get together to have a smoke test performed, at the owner's expense to see if there are any broken pipes that may allow access. Rats can also come in through sewer lines.



Guest Parking Policy

Guests may park in the guest spots a maximum of two consecutive weeks (14 days) in each six (6) month period. A guest pass must be displayed showing unit I.D., any vehicle in guest parking without a guest pass is subject to tow without further warning. Pick-up trucks parked overnight are subject to tow at vehicle owners expense.

Roof Leak Policy

If you find your roof is leaking please immediately contact Sea Breeze office during business hours. We will contact a vendor to inspect to determine resolution to leak. –Note: roofers will not come out during the rain.



NOTE: Please call our emergency number if you have an issue with any of the above outside business hours: 1-888-385-8317.