



## **Unit Standards Manual**



## Unit Standards Information Manual

### INTRODUCTION

This Manual has been prepared for the Sanibel Moorings Condominium Association Owners in the Rental Program. The purpose for this manual is to explain the Unit Standards Program and define the standards required for participation in the Rental Program.

- Our continuing objective is to provide the highest quality Guest experience, including all accommodations, facilities, and services. To accomplish this objective, it is necessary to ensure that the units participating in the Rental Program meet or exceed the Minimum Furnishing Requirements as specified in this manual. In order to assist Owners in maintaining their units, we have prepared guidelines to be considered when purchasing and replacing items for a rental unit. Any remodeling work must meet the spirit and intent of the Sanibel Moorings By-Laws and approved by management prior to commencement. Based on our prior experience, and with the Owner's budget in mind, these specifications are formulated to suggest the quality necessary to withstand a heavy rental environment. Every effort has been made to be fair and consistent with our by-laws.

### INTERIOR AND UPDATE PROCESS

Sanibel Moorings has chosen the AAA Lodging Requirements and Rating Guidelines as a basis for specifications. This decision is based on the common goal of *"helping travelers select accommodations that will effectively meet their needs and expectations."* Sanibel Moorings has achieved a *◆◆◆* rating that is defined as: *"Distinguished, multifaceted with enhanced physical attributes, amenities and guest comforts. Offers an obvious degree of comfort with significant enhancements to materials and design."* All rental units must maintain this overall rating on an individual basis for continuing participation.

Owners are encouraged to take an active role in the refurbishing and updating of their units. We recommend that each Owner carefully evaluate his or her unit for an updated and fresh appearance. A continuous, consistent refurbishing program is essential in providing quality accommodations for our Guests.

It is important to note that management recognizes that each Owner's personal taste, style, and color is very individual and is essential to maintain the unique style of the Sanibel Moorings property. This individuality must remain consistent with the guidelines set forth.

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### Unit Survey (Inspection):

Thorough unit surveys (inspections) are performed annually or as necessary based on Guest Comments. The General Manager, Assistant Manager and members of the Board of Directors perform these inspections.

A survey form is prepared for each unit participating in the rental program. The survey form lists the unit number, date the survey was conducted and the Overall Unit Rating. Following is the list of categories that the ratings are based on:

- Unit First Impression
- Appliances
- Cabinetry/Countertops
- Electronics
- Flooring
- Furnishings
- Lighting/Ceiling Fans
- Plumbing Fixtures
- Bedspreads/Window Treatments
- Walls/Wall Hangings

Comments are written regarding the condition of the above items per room with recommendations and/or suggestions in keeping the unit up to the desired status for participation in the Rental Program.

A copy of the unit survey will be sent to each owner. The General Manager and/or Assistant Manager will be happy to discuss the survey and/or any need for enhancing the interior of the Unit to meet minimum guidelines. The General Manager and/or Assistant Manager will help in recommending contractors and/or vendors, obtaining price quotes and the scheduling of services. Sanibel Moorings has been able to arrange with various vendors and retailers for special pricing for our owners to assist in maintaining the quality of our owners' investments and the condition of our rental accommodations.

### Unit Ratings:

There are four ratings used to let the owner know where their unit stands regarding participation in the Rental Program.

- **Superior** – indicates that the unit provides an upscale level of quality and comfort with first-class attributes.
- **Above Standard** - indicates that the unit offers an enhanced level of quality and comfort with marked upgrades. An Above Standard rated unit will be rented after the Superior rated units.
- **Standard** - indicates that the unit has a modest level of quality and comfort with average attributes. A Standard rated unit will be rented after the Superior and Above Standard rated units.
- **Below Standard** - indicates that the unit does not meet the level of quality, comfort and basic requirements for participation in the Rental Program. Improvements must be made within 90 days of notification for the unit to remain in the Rental Program.

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### Unit Ratings Continued:

- **Inferior** - indicates that there are significant areas in the unit that are not providing an acceptable reflection for our property. Because of this rating, the unit will not be available in the rental pool until the unit has been brought up to a “standard” rating or higher.

### Standards and Compliance:

In the case of a unit receiving a Below Standard rating, the Owner will be given 90 days to correct the deficiencies in the Unit, achieve a standard rating or higher and to inform the General Manager and/or the Assistant Manager that they have been accomplished. Failure to do so will result in exclusion from the Rental Program.

The Unit will be inspected at the end of the 90-day period. Should no attempt be evident that steps have been taken to correct the deficiencies, the Unit will be excluded from the Rental Program and the Owner so notified by registered or certified mail. It will then be the Owner’s full responsibility to correct the deficiencies in order to be reinstated. Upon correction of all deficiencies and proper inspections by authorized personnel, the General Manager and/or the Assistant Manager will reinstate the Unit into the Rental Program.

In the case of a unit receiving an Inferior rating, the Unit is immediately excluded from the rental program until a Standard rating or higher is achieved.

## THE UNIT INTERIOR

### General:

#### 1. Free Floor Space:

Each room must have adequate space for the number of guests who may occupy the room. Meaning space provided for guests to move about the unit, the unit should have furniture proportionate to the size of the room and arranged in a way to allow ease of movement.

#### 2. Security:

##### a. Door-Primary Lock

Each room door must be equipped with a primary door lock.

##### b. Door-Secondary Security Lock

In addition to a primary lock, each room door to a common hall or to the exterior must have a secondary security device, which precludes opening from the outside by the room key or normal master key when locked by the guest from the inside. Deadbolt locks are preferred as secondary security devices. All sliding glass doors must have a secondary door lock.

##### c. View Port

Each room door must be equipped with a view port.

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### THE UNIT INTERIOR CONTUNUED

#### 3. Decor:

Each room must have décor using upscale materials, design and/or function that provides an obvious degree of comfort.

For ease in cleaning and maintaining the rental unit, it is recommended that all interior painted surfaces be of washable type paints.

#### 4. Privacy:

Each guestroom must be equipped with adequate shades, drapes, or blinds to cover all windows or other glass areas to provide the guest with privacy.

### FURNISHING REQUIREMENTS:

Sanibel Moorings uses the following basis as taken from the AAA Lodging Requirements and Diamond Rating Guidelines in inspecting its' units:

*Guestroom equipment must be good quality, consistent with current industry standards. Furthermore, this quality must be maintained while the equipment is in use. Outdated and mismatched equipment, even though it may remain functional, is disqualifying. Antique or rustic equipment will be acceptable only if it is in keeping with the over-all decor of the room and the establishment*

#### A. Dining Room:

- Coordinating dining room set to comfortably accommodate:
  - 4 people in a one-bedroom suite
  - 6 people in two- and three-bedroom suites
- Light fixture that is decorative and well coordinated for form and function that will provide a good level of overall illumination.
- At least one wall hanging that is well-coordinated providing distinctive or thematic appeal.
- Floor covering should be decorative of high grade of material. All flooring must be installed with a sound-proofing material approved by the Board of Directors as specified in the Condominium Documents.

#### B. Living Room

- At least a 43" flat panel television with remote control that will allow multiple viewing angles. Cables and cords to be hidden from view as much as possible.
- DVD and/or Blu-Ray player.
- Sofa, loveseat and/or occasional chairs that are well-coordinated and provide an obvious degree of comfort. There should be enough furniture to comfortably seat:
  - 2 to 4 people in a one-bedroom suite
  - 4 to 6 people in a two- bedroom suite
  - 6 to 8 people in a three-bedroom suite
- Adequate lighting well-positioned to provide a good level of illumination for multiple locations within the room.
- Good quality shades, drapes or blinds to cover all windows to provide privacy.

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- Well-coordinated wall hangings of good quality and providing distinctive or thematic appeal.
- A cocktail table and two end tables. (One end table is acceptable in one-bedroom units).
- Decorative, high grade carpeting with pad is required in all living rooms defined as a line between the front door and hallway entrance with latitude for offset for aesthetic reasons as specified in the Condominium Documents.

### C. Master Bedroom

- King bed with decorative headboard, good quality mattress with comfort enhancements (pillow top, foam padding, adjustable comfort level, etc.) and box spring.
- All bedding must be in good condition and free from soil or stain of any type. Each bed must be equipped with a mattress pad, bottom and a top sheet, pillow(s) and pillowcase(s), bed bug covers for both the mattress and box springs and a suitable bedspread or coverlet and bed skirt with three accent features (accent pillows/shams). A blanket must be provided for each bed.
- A nightstand must be located next to the bed with lighting to make reading comfortable for two people.
- A dresser with at least four drawers is required.
- A decorative or enhanced design mirror is required.
- Good quality shades, drapes or blinds to cover all windows to provide privacy.
- One sitting chair with arms.
- A good quality, multiple featured AM/FM clock radio with battery back up.
- At least a 32" flat panel television with remote control that will allow multiple viewing angles. Cables and cords are to be hidden from view as much as possible.
- DVD and/or Blu-Ray player
- Decorative, high grade carpeting with pad is required in all bedrooms as specified in the Condominium Documents.
- Wastebasket

### D. Guest Bedroom

- Full, queen or twin beds with decorative headboards, good quality mattress with comfort enhancements (pillow top, foam padding, adjustable comfort level, etc.) and box spring.
- All bedding must be in good condition and free from soil or stain of any type. Each bed must be equipped with a mattress pad, bottom and a top sheet, pillow(s) and pillowcase(s), and a suitable bedspread or coverlet and bed skirt with three accent features (accent pillows/shams). A blanket must be provided for each bed.
- A dresser with at least four drawers is required.
- A decorative or enhanced mirror is required.
- A nightstand located next to the bed with lighting to make reading comfortable.
- Good quality shades, drapes or blinds to cover all windows to provide privacy.
- A good quality, multiple featured AM/FM clock radio with battery back up.

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- If space permits, one sitting chair is recommended.
- Wastebasket
- Wall to wall carpeting is required in all bedrooms as specified in the Condominium Documents.

### **E. Third Bedroom**

Same as guest bedroom.

### **F. Porch**

- Quality table and at least four chairs.
- Ceramic tile flooring.

### **G. Bathrooms**

Each bathroom must be equipped with the following upscale materials with increased functionality:

- Counter/Shelf Space of at least 6' of decorative materials/design.
- Mirror that is decoratively framed/designed at the sink.
- Towel bars.
- Faucets and plumbing fixtures should be of decorative design, metal, untarnished finish with multiple features/settings.
- Upgraded toilet, toilet seat and lid must be in good condition.
- Tub/Shower made of decorative materials/design such as ceramic tile, cultured marble or granite.
- Decorative, durable shower curtain and mildew proof liner with curved shower rod or lightweight glass door with aluminum frame.
- Wastebasket
- Toilet bowl brush
- Night light
- Wall mounted hair dryer
- Decorative floor covering should be decorative of high grade of materials as specified in the Condominium Documents.

### **H. Kitchen**

#### **Cabinets:**

- Cabinets and inside shelving free of chips, scratches and marks.
- Upscale hinges and knobs that are tarnish and rust free.

#### **Countertops:**

- Countertops of made of decorative materials/design such as solid surface, granite, quartz.

#### **Appliances:**

- Microwave oven should be built-in type of high quality and features.
- Dishwasher should be of high quality, with enhanced features (e.g.-noise reduction, sanitize, etc.). Dishwasher and racks must be free of rust.
- Automatic coffee maker.

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- Electric can opener
- Electric mixer
- Blender
- Toaster – 2 slice for one- and two-bedroom units, 4 slice for three-bedroom units.
- Refrigerator of high quality, design and features with icemaker
- Smooth top self-cleaning oven of high quality and features. Door and racks must be free of rust/tarnish.

### **Dinnerware:**

Sanibel Moorings recommends that owners have a matched set of microwave safe dishes, complete with spares.

- 8 place settings for one-bedroom units.
- 12 place settings for two- and three-bedroom units.
- Cups and Saucers or Mugs
  - 4 for one-bedroom units
  - 8 for two- and three-bedroom units
- Dinner plates
- Salad plates
- Soup/Cereal bowls
- 1 Large platter
- 2 Serving bowls
- 1 Creamer/Sugar set

### **Silverware**

- 8 place settings for one-bedroom units.
- 12 place settings for two- and three-bedroom units.
- Teaspoons
- Soup Spoons
- Dinner Forks
- Salad Forks
- Dinner Knives
- Steak Knives
- 2 Serving Spoons

### **Knives (set of 6)**

- Butcher knives
- Paring knives

### **Glasses**

- 8 glasses
- 8 Wine glasses
- 8 Plastic, insulated tumblers



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### Pots/Pans

Pots and pans of heavy grade quality with non-stick surfaces are recommended.

- 4-quart Dutch oven with lid
- 3-quart saucepan with lid
- 2-quart saucepan with lid
- 1-quart saucepan with lid
- 12-inch frying pan with lid preferred
- 10-inch frying pan with lid preferred
- 8-inch frying pan

### Bakeware

- Broiler pan
- Cookie sheet
- Pizza pan
- Muffin pan
- Roaster

### Casserole Dishes

Microwavable and/or glass casserole dishes of any size combination are recommended.

- 2 quart with lid

### Plastic Serving Utensils (set of 6)

- Solid spoon
- Slotted spoon
- Meat fork

### Miscellaneous Items

- Battery operated clock for kitchen area
- Bottle opener
- Broom and Dustpan
- Bucket
- Cheese slicer
- Colander
- Corkscrew
- Cutting board, glass preferred
- Grater
- Handheld can opener
- Iron and Ironing board
- Juicer
- Luggage rack, collapsible (1 per bedroom is preferred)
- Measuring cups
- Measuring spoons
- Mixing bowls

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- Mop
- Placemats
- Plunger
- Pizza Cutter
- Potato Peeler
- Potato Masher
- Recycling container
- Salt and Pepper shakers
- Scissors
- Storage bowls
- Tea kettle or Tea Pot
- Tong
- Vacuum cleaner with attachments
- Vegetable peeler
- Waste basket (1 per room)
- Water pitcher with lid

### **HELPFUL HINTS:**

- The general décor of all units should be of a predominately residential style with decorative appointments that are attractive, well-coordinated and provide an obvious degree of comfort.
- Up to date kitchens and bathrooms that blend with the overall décor of the unit is essential.
- Fiberglass tub/shower surrounds and bases are discouraged
- At least a 32" flat panel television with remote control is recommended for the guest bedrooms.