



# Important Notice Concerning Winterizing your Home

Dear Home Owners,

Winter is almost here and the cold temperatures are expected to arrive soon. Each winter, our community spends a large amount of money repairing units that experience frozen and/or broken pipes caused by the extremely cold temperatures. To avoid many of these problems, below is a list of items homeowner's **MUST** do at a minimum to avoid potential problems.

- The heat in all units should be **working properly and turned on**. If your unit is unoccupied or you are expected to go away, please set the thermostat at a temperature between 55-60 degrees. This will keep the temperature above freezing in the unit to prevent pipes from freezing and keep your utility bills low. We cannot afford to have any property damage this winter due to malfunctioning heating systems (as the owner you will be held responsible for repairing).
- Make sure you have a properly working smoke detector/with working batteries.
- Windows and doors should be closed and sealed tight to avoid excess cold air from entering. If windows are drafty, use weather stripping or plastic window seal kits to stop the drafts.
- For everyone's safety, Never heat your unit with the kitchen stove or oven. This is extremely inefficient and very dangerous and could lead to fires or carbon monoxide poisoning.
- Never leave heaters unattended. **Never use kerosene or gas portable heaters indoors.**
- If you're going away, consider informing a friend or neighbor to keep an eye on your home.
- Make sure your contact information is up to date with your neighbor and the Management Office. In case of an emergency, Management will need to reach someone to explain to them what's going on.
- Lastly, is your Homeowner's Insurance policy up to date? Remember the unit owner of the origin of the loss is responsible for the first \$5,000 before the Association's master policy pays anything. It is important that you have your own HO6 policy, regardless if you caused the damage, to cover your personal items.

If your unit is un-occupied, your units should be checked periodically to ensure everything is alright in the unit and has not been broken into.

- Turn water off under sinks, toilets, showers and hot water tanks to help prevent breaks or leaking into your unit or someone else's (never turn off the main valve which also controls your neighbor's water).
- We recommend putting lights on timers to give the impression someone's home.
- Make sure you have a proper working smoke detector/with working batteries.
- If your unit is unoccupied for an extended period of time, consider informing a friend or neighbor to keep an eye on your home. Make sure you exchange contact information so if a problem or unusual situation arises, you can be reached.

We hope these tips help. By following these few simple steps we can make it through the winter and save the community the cost of expensive repairs, high utility costs, and owners having to be displaced from their homes.