IMPORTANT WINTER AND MAINTENANCE REMINDERS

Residents often experience problems due to extreme cold and snow during the winter months. You can avoid those problems by following these important safety and maintenance guidelines.

1. **Keep the heat on inside your unit (above 60º)**, even if going away, to prevent freezing of pipes. Open cabinet doors to sinks on very cold days and use a space heater safely, if the weather gets very cold for a period of time. Please advise the office if a unit is vacant and you suspect that the heat may not be operating.

2. **Remove all hoses from outside spigots, turn off the valve inside your unit to the outside water line, and — last — open the outside spigot.** If you need more information or help with this, please call the office. Failure to do so may result in a leak and unit damage.

3. **Remove snow from second floor balconies and decks.** Residents who live in second-floor units with upper-level balconies and decks must shovel all snow off to prevent collapse and/or leaks. Please be considerate of the resident in the ground-floor unit.

4. **Make arrangements to shovel the snow on your private walkway.** You are responsible for clearing the lateral walkway in your courtyard to your front door. If you cannot do this yourself, please ask a friend or hire someone to help. Association personnel cannot perform this service.

5. **Check your hot water heater for leakage** and make sure to replace, if necessary. Check life span noted on heater. The Association's master insurance policy will not cover damage if your hot water heater is past its life span and/or out of warranty.

6. **Make sure that your washing machine hoses are braided stainless steel** (not black rubber) to prevent bursting /flooding of your unit.

7. **Check the batteries in your smoke detectors.**

8. **Do not put certain items down your disposal** — in particular grease and large volume foods such as pasta.

9. **Do not dispose of anything but toilet paper in your toilets**, especially feminine hygiene products, condoms and wipes. All will lead to problems.