

SEASONAL CLOSE-UP LIST

For absence of two weeks or longer, the owners are requested to inform the Condominium Manager's office that the unit will be vacant.

1. Arrange for someone to thoroughly check your unit on a regular basis.

This is very important to catch leaks, mold, A/C problems, insects, possible water intrusion from storms, etc. Accidents happen daily, please rest assured that the inside of your unit is taken care of by arranging for someone to flush toilets, look for leaks and do light cleaning.

2. Inform the office of who will enter your unit in your absence.

Give the office an entry list that includes all cleaning people, A/C companies, contractors, friends and family. This could save you time and the aggravation of possibly missing important visitors.

3. Bring all exterior items inside.

It is imperative that **ALL** patio furniture, planters, decorative items and plants be brought inside before you leave town. Loose items become projectiles during tropical storms and are a hazard to persons and property. In the event the staff needs to bring items inside the Association will charge \$250 to any owner that fails to remove items from the balcony.

4. Turn off the water.

It is imperative to turn off the main water valve that is located above the water heater to protect your property and the property of others in the case of leaks. Shut off the appropriate circuit breaker for your hot water heater.

5. Set the a/c thermostat to 78° and the humidistat 30% or leave it turned "on".

Sign up with an A/C service to have them do regular maintenance, including checking the hurricane straps on your condensing unit on the roof.

6. Turn off the refrigerator and prop the door open securely.

Please do not leave perishable items in your refrigerator or freezer.

7. Stop Mail and Newspapers.

Leave a note on your mailbox for the carrier. Herald Tribune: 941 365-6060.

8. Unplug electrical appliances.

Unplug all computers, TV's, stereos and microwaves that could be susceptible to the power surges that are common during the summer and fall months.

9. Close shades, lock all windows and doors.

Pull shades to prevent fading. Some owners may choose to place towels or other absorbent products in sliding glass door tracks (Check out the "WaterEater" at www.improvementscatalog.com).

10. Turn off lights, especially during turtle season.

Turn off lights or set timers when you leave town. Make sure that no lights are visible from the beach during turtle season (May through October).

11. Inform the office of your arrival upon returning.

By giving us a heads up we will be aware that someone is in your unit.