

# SOUTHWINDS AT THE MOORINGS

## 8.1

### HELPFUL HINTS FOR CLOSING UP YOUR UNIT

From Keystone Property Management Group, Inc.

This information is intended for unit owners who will be absent from your unit for an extended period of time. It is extremely important that you have made adequate preparations in the event of an emergency, such as leaks, or natural disasters. Please take the time to review and use this list as a guide before leaving your unit.

1. **Shut off** the main cold water valve and both washing machine valves if you are leaving your home for several few days. This may be located in your utility room on the wall near your water heater. Ask your maintenance person if you are unable to locate.
2. **Leave the water lines charged.** Do not drain when leaving. By shutting off the main water valve you minimize the chance of water damage to your unit or the units below.
3. Add approximately 3 cups of chlorine bleach to your toilet bowl, and then cover the bowl with plastic wrap. The covered bowl stays full for months and will remain clean at the same time.
4. **Turn off** the electrical circuit breaker to the water heater. Other electrical circuit breakers can be left on. Do not turn off the air conditioning circuits.
5. Have your air conditioning system checked by a licensed air conditioning service person **before** the beginning of the warm weather. An adequately charged and lubricated system will prevent many mildew and moisture problems later.
6. Change the filter in your air conditioner's air handler at the beginning of each new season. A clean air conditioner filter helps the unit run more efficiently.
7. Set your A/C thermostat and humidistat the way you want it before you leave. Write your settings on a 3x5 card and place it on the thermostat.
8. Kitchen sink garbage disposal. Pour one (1) cup lime or lemon juice down your disposal. Follow with three (3) cups of vegetable oil and turn on the machine for a few seconds. Add another cup of vegetable oil. The citric acid of the juice will kill most bacteria and the oil drives out water and lubricates.
9. Please **complete** the "**Address Change**" form and return it to Keystone Property Management Group, so that you can be reached in case of an emergency.
10. It is also imperative that the Association have a **key, if your locks do not comply with our Master key (and security access code, if applicable)** to your unit in case of an emergency.
11. **You must** remove all movable items from balconies and porches, i.e., potted plants, furniture, etc. **This includes taking down fans and fan motors.** Even the smallest items can become dangerous projectiles in a storm.
12. **Remove all perishables** from your refrigerator and freezer.
13. Remove personal beach furniture from beach enclosure before June 1.
14. **Close all hurricane shutters completely.** Leaving an air opening can compromise the integrity of the shutters in a storm.
15. **Lock all windows.** We have been advised that this increases the overall strength of the window in hurricane force winds.