

## **OLD APPLIANCES !**

The Board of Directors needs your help - It has become apparent that some of our owners still have original equipment in their units. We are referring to refrigerators, dishwashers, washing machines and hot water heaters.

Needless to say these machines owe you nothing, but they are beginning to cost us money. You ask, how can that be possible? Simply the machines are springing leaks which in turn run into other apartments, which necessitates a cleanup by our maintenance men. These leaks never seem to occur during normal working hours which cause a payment of overtime.

Please replace these machines now if you have not done so.

If your hot water heater is an original it should be replaced immediately. hot water heaters are generally good for 10 to 12 years. We know you will take care of this ASAP.

## **SUMMER ABSENCE!**

### Suggestions for closing your unit

The following are suggestions that may assist you if you will be leaving your unit for the summer.

1. Have a neighbor check on your unit while you are gone, especially after a storm.
2. You might have your neighbor put your storm shutters up once in a while. It is not good for motors to be idle for long periods of time.
3. Shut off the water supply to your unit.
4. Shut off the ice maker and clean it out before leaving.
5. Put baking soda in the refrigerator and freezer sections.
6. Flush lavatories a few times to be sure they are clear. Place a cup of Clorox in the bowl. Cover the bowl with saran wrap. This avoids the evaporation of the water.
7. Put the refrigerator on a low setting. We have been told that it is not good for the refrigerator to be turned off for periods of time as it is detrimental to the seals.
8. Place a clean filter in your air handler. If you will be gone for more than two months put extra filters in your closet for your neighbor to install. Filters should be changed once a month in the summer.
9. Set the air conditioner on 80 and the humidistat on 60.
10. Lift all loose cushions and place them on their sides for ventilation.
11. Close all hurricane shutters completely.
12. Remove outside cushions and place them inside the unit if you have shutters. The cushions will mildew.

13. Open all closet doors for ventilation.

14. If you do not have shutters be sure everything is removed from the balcony. Any damage caused by something from your property will be charged to you.

15. Do not leave clothes hanging in plastic bags in the closet. They may mildew. If there are clothes in garment bags be sure they are unzipped.

16. Clean out the dishwasher. It has been suggested by some that a small amount of antifreeze be placed in the bottom of the dishwasher and your washer to protect the seals.

17. Place any loose foods, open boxes (pasta, flour, etc.), spices in plastic containers with tight lids and place them in the refrigerator.

These are only suggestions. But most of us have learned over the years that the better we care for our property the better it is when we return.

### **Statistics**

In Tower I, 86.25% of our owners sent back our information sheets and in Tower II, 81.25% sent them back. It took a second request to get those numbers and to be honest we are not sending out a third request.

If the information is incorrect you will have to notify us.

Of those that did return information - there are 26 permanent residents. We have 64 non-rentals. 37 units are rented by owners and 32 are rented by realtors.

We have had much better cooperation in that we have only found one one-week rental this winter. The Board of Directors hopes this continues over the summer months.

Anyone not complying will be fined \$100.00. Please be very careful and remind your renters that they may not have dogs on the premises, only owners are permitted to have animals. We have found not all renters are truthful when renting and costs the owner in penalties when this occurs.

The Board of Directors is asking for your cooperation. When we request an information sheet, proxy or other information please take the time to fill it out and return it to the office. If the officers who represent you can put in their time and effort the least that you can do is answer all requests made.