

The Meadows Maintenance Association, Inc.

c/o Castle Management, Inc.

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FOR OUR SNOWBIRDS HEADING HOME FOR THE SUMMER

Many of our residents will be going home for the summer, or taking extended vacations. The homeowner prior to leaving for the season should make preparations, even if they are only leaving for several weeks:

1. Leave a key with a neighbor or designated person in case of an emergency. We should be advised who has the key to the unit.
2. If the house is alarmed with a security system they should leave the information (code, password) with their neighbor or the person that has access to the unit in case the alarm is tripped.
3. Leave the a/c on at a reasonable temperature.
4. Make sure all doors and windows are locked.
5. Turn off all water, i.e. to the washer, under the sink, to the icemaker, any water conditioner or filter, etc.
6. They should advise the person who has a key where the main water shut off valve is, in case of an emergency.
7. Change of address should be put in for their northern home. They need to advise Castle of any change of address, and phone number.
8. If they are leaving their car parked in the community parking lot, the Association should be notified. Some Associations do not allow cars to be parked on the property for extended periods of time.
9. Clean out the refrigerator from any food that may spoil.
10. If they have hurricane shutters and will not be here during hurricane season, they should make arrangements to have someone prepare their house. Take in all potted plants, patio furniture and any other items.
11. The homeowner can advise the police department their home will be vacant for an extended period of time. Most police departments will make note and patrol the area.
12. Remove any outdoor furniture or planters and other loose items from the outside into the interior of their home, so that should a hurricane be forecasted for our area, they would be secure in knowing their outside items have been secured.

This information should be provided to the community in a newsletter, posted on the bulletin board, or posted on the web site.