

CONDOMINIUMS - HORSE POND CORPORATION
300 BUCK ISLAND ROAD, WEST YARMOUTH, MA 02673
508-775-5575 (FAX) 508-775-6850

To: Unit Owners

From: Board of Directors

Date: October 12, 2016

Subject: Tips on Winterizing Unit

- Shut off water at main entrance valve and drain interior water line using the drain valve usually located adjacent to the main water valve (be sure the valve serves only your unit and no one else).
- Shut off water feeding all exterior spigots and leave the exterior spigots in the open position.
- Open all interior faucets and either disassemble or “blow out” water lines if at all possible.
- Remove feed hoses to washing machine. This is to allow the water in the pipes to drain.
- Shut off feed valve for water line to automatic ice maker and drain the line.
- Flush all toilets and remove any water remaining in toilet tank and bowl by using a sponge.
- Drain all sink traps.
- Leave open all cabinet doors under kitchen and bathroom sinks.
- Empty refrigerator/freezer of all perishables and ice cubes.
- Disconnect power to refrigerator/freezer and block doors in an open position to prevent mildew.
- Set thermostat to 50 degrees. (Condominium rules require that heat be maintained in all units). Each unit will be inspected to ensure proper setting and adjusted if appropriate.
- Shut off gas to all appropriate appliances.
- Shut electric breakers to stove, oven refrigerator and all other electric appliances (toasters, microwave, heaters, etc.). Remove all electric cords from outlets.
- Store all exterior furniture inside.
- Remove all firewood from the interior of the condominium unit and the exterior deck area. Be sure all firewood is stored at least 12” from any part of the building.

- Empty all propane containers by opening valve and leaving in open position. DO NOT BRING PROPANE CYLINDERS INDOORS WHETHER FULL OR EMPTY!
- Be sure that fireplace flue is in the closed position. Lock all doors and windows when leaving.
- Verify that property manager has a key to the unit and alarm information (if unit has alarm system) so that entrance can be gained in case of an emergency.
- Arrange for the Post Office to forward mail.
- Cancel all newspaper deliveries.
- Suspend telephone service – leave forwarding number.
- Arrange for periodic inspections.
- Arrange for checking house after storms.
- Ensure that the Office Manager ([508-775-5575](tel:508-775-5575)) has your telephone number in case of emergency.
- Of special note: Anyone using wood-burning fireplaces should have them inspected once a year.
- Please do not flush baby wipes down the toilet – once these are flushed they expand and cause septic problems.
- Any questions, please call the office.

The Board of Directors is requesting the following information:

Will you be a full time resident at Halcyon from November 1 to April 1?

Yes

No

Owner's Name: _____ Unit # _____

This will allow the staff to effectively remove snow, ice and fallen storm debris from those units that need immediate attention. Also, it will help the staff provide a more effective security watch for all units.

Please return this form to office. Thank you for your cooperation.

Sincerely,

The Board of Directors