

# **Sandy Pines of Bay Forest Condominium Association**

## **Seasonal and Extended Vacation Instructions**

### **Sandy Pines Residents:**

All the items should be completed when leaving for an extended period. If you have questions or concerns, please contact a Sandy Pines Board member.

### **TURN OFF UNIT'S MAIN WATER SUPPLY**

Water should be shut off in the courtyard or inside the Unit if you do not have an individual outside shut off such as in Building 15400. Water leaks can cost you and your neighbors thousands of dollars in damage in a very short time, so it is important that you turn your water off when you are gone for more than 2 days. If you have trouble with these valves, please contact a Sandy Pines Board member.

### **Lanai's, Bridges & Courtyards**

Screened lanais, bridges and courtyards need to be cleared of all furniture, decorations, potted plants, lawn decorations, etc. ... prior to leaving for the season. Fan blades on ceiling fans should also be removed.

### **Thermostat**

FPL recommends setting the thermostat to 75° - 82°. Set the fan on AUTO and the system on COOL while your unit is vacant. This helps prevent mold and mildew. If you have a programmable thermostat – remember to change the batteries.

### **Humidistat**

If you have a humidistat, we recommend setting the Humidistat to a relative humidity of 55 - 65%.

### **Air Conditioning System**

We recommend that you have your air conditioner serviced prior to leaving for the season and change your air filter.

**A/C Evaporation Pipe** – Condensation from your air conditioner flows out of the A/C unit through a PVC (Plastic) pipe in front of the unit. The water then runs under the floor to the outside of the building or into the water heater drain pan. These pipes can become clogged with mildew and can back up water into the drain pan causing the water to overflow. It is a good idea to pour a cup or two of vinegar into this pipe thus preventing mold build-up. Ask your home watch person to do this once per month when you are away.

## **Refrigerator**

Remove all perishable food items from your refrigerator and freezer. Turn off your ice maker. You may choose to turn your refrigerator to a lower setting to save energy. Also putting plastic water bottles with the caps on inside the refrigerator and freezer will make the unit run less. Gallon milk jugs work well. Remember to allow room in the bottle for the water (ice) to expand if you put bottles in the freezer.

## **Circuit Breakers**

Turn off the circuit breakers for the following:

- Dryer
- Range
- Water Heater
- Garbage Disposal
- Washing Machine
- Dish Washer

It is also recommended to unplug small appliances, garage door opener, microwave, TV and other electronics that could be damaged by a power surge or lightning.

## **Smoke Detectors**

If your smoke detector has batteries, please replace them before you leave. Your neighbors can hear the chirping sound they make when the batteries fail. If your smoke detector is over 10 years old, you should consider replacing them.

## **Mail Delivery**

Make the necessary arrangements for your change of address.

## **Optional**

- Take pictures/video of the contents of your unit. It will help with insurance claims should some damage or theft happen when you are away.
- Scan copies of insurance or other important papers so that have copies with you.
- Do not leave any valuables in your condo – take them with you or rent a safety deposit box.
- Covering the toilet bowl and tank with plastic wrap prevents the water from evaporating and helps to keep the sewer smell out of the unit.
- Propping the dishwasher and washing machine doors open lets them dry out and reduces the chance that mold may grow inside.
- Spray WD-40 into your garbage disposal to help keep it lubricated through the summer.
- Have some spare air filters for your air conditioner on hand so that your home watch person can change the filter.
- Remove batteries from remotes, clocks, handsets and radios to prevent corrosion.
- Put a floor mat inside your front door so that your home watch person can remove their shoes as they enter your condo.