

## **COLD WEATHER / MAINTENANCE / HOUSE RULES NOTICE**

To: Mercer Park Homeowners & Residents  
From: Len Gonzales, Property Manager & Mercer Park Board  
Re: Cold Weather Preparation, Maintenance  
Date: September 25, 2013

### **COLD WEATHER**

With cold weather on its way, there are precautions a homeowner or resident can take. Damage to your own or other units can help be prevented by following a few basic steps:

- 1) Where plumbing fixtures or pipes are on/in outside walls, please be certain these areas are kept warm to prevent pipes from freezing. When outside temperatures are below freezing, leave under-sink cabinet doors open so room heat can warm the plumbed areas. Also leave water trickling, both hot and cold.
- 2) During cold weather, please don't completely shut off the heat when leaving your home. A thermostat setting of 55 degrees should keep your home adequately warm to prevent freezing problems.
- 3) Be extremely careful in the exterior common areas during cold weather. Ice and frost can be present on stairs and walks, particularly during nights and mornings, so please be cautious.
- 4) In case of a power outage, keep a few essentials on hand: Candles, a flashlight and portable radio are useful. Please be certain to never bring a barbecue/gas grill into your unit as a source of light or heat; the fumes are very deadly, they can activate smoke/fire alarms and are a fire hazard. If power is lost, your electric garage door opener will not open your garage door. Installation of a manual "quick release", by a Garage Door Installer or Handy Person, will enable you to open/close your garage door during a power outage.
- 5) Ensure the area surrounding heaters (wall, baseboard, or free standing) are completely clear. Avoid any potential fire risk.
- 6) No vehicle washing when temperatures are 36 degrees or below or are predicted to drop to 36 degrees or below.
- 7) After hose use, during the cold months, be sure to detach the hose and replace the faucet cover.
- 8) All air conditioners must be removed from unit windows.
- 9) Landscape debris, dead plants, and/or Christmas trees must be disposed of, by homeowners, off-site. Garbage providers will not pick-up landscape debris/yard waste, of any kind, placed in dumpsters.

## MAINTENANCE

- 1) Hot water tanks, washing machine hoses, dishwasher hoses - - Owners are reminded to replace older hot water tanks. Many have manufacturing dates printed on them; if not, please consult a plumber to verify. If your water heater is over seven years old or shows any signs of leakage, please replace it as soon as possible. Additionally, washing machine and dishwasher hoses are flexible lines that do wear out and leak. Please check all hoses and replace as needed. Remember: owners are financially responsible for damage caused by their activities or failure of their fixtures.
- 2) Garage doors are a homeowner's responsibility. If your garage door is not closing all the way to the ground – please repair – critters will enter the garage seeking warmth.
- 3) Periodically check your deck and entry for signs of wear/damage. Keep deck swept clear of leaves, dirt and standing rain water. Ensure items are not stored on deck rails, as this encourages dry rot and results in expensive damage repairs. Report common area damage to Management.
- 4) Remove dead plants from planters and remove/store empty planters from common areas.
- 5) **DO NOT** pour cooking grease down the sink as it will solidify when in contact with cold pipes and cause plumbing problems for yourself and you neighbors.

## HOUSE RULES REMINDERS

- 1) All vehicles parked in the Mercer Park lot must display a *visible* Mercer Park parking permit.
- 2) All pets must be registered with Board/Management. Dogs must be on-leash while on Mercer Park property. Do not allow pets in landscaped areas and critter feces must be picked-up, and disposed of, immediately.
- 3) Do not leave items outside dumpsters: No “Free Items.” Cardboard boxes need to be broken down and placed inside dumpster.
- 4) Satellite dish installation – with Board/Management approval only.
- 5) Rental units must be registered with the Board/Management, required documents and fees submitted. Reminder: *Units must be leased in their entirety – this includes the unit garage.*