

PALM ISLAND PLANTATION II

INSTRUCTIONS FOR LEAVING YOUR CONDO

For those residents leaving unit for an extended period of time, it is important to "close up" your unit. By following the helpful hints listed below, you will reduce the risk of leaks and other disasters while you are away.

1. Shut off your main water valve and pull out circulating pump to hot water heater. This is usually found in your utility room, on the wall, near your water heater. Ask your maintenance person if you cannot find the valve. By shutting off the main water valve you minimize the chance of water damage to your unit and/or the ones below.
2. Cover each toilet bowl with Saran wrap or cling wrap. Add ¼ cup of bleach if you like. The covered bowl stays full for months and cleaner too.
3. Turn off the electrical circuit breaker to your hot water heater. Other electric circuit breakers can be left on but is recommended to shut most of them off. **Remember not to turn off the A/C circuits.**
4. Have your air conditioning system checked by a licensed A/C service person BEFORE THE BEGINNING OF THE WARM WEATHER. An adequately charged and lubricated system will save many mildew and moisture problems later. A system free of algae build up will prevent overflow of condensate lines.
5. Change the filter in your A/C air handler at the beginning of each new season. A clean A/C filter helps the unit run more efficiently.
6. Set your A/C thermostat at 77 degrees and humidstat at a level that keeps humidity out. Humidity is conducive to the growth of mold. Write your settings on a 3 x 5 card and place it on the thermostat in case someone is in your unit during your absence.
7. Kitchen sink disposal. Pour 1/8 cup lime or lemon juice down your disposal. Follow with ¼ cup of vegetable oil and turn on the machine for a few seconds. Add another ¼ cup of vegetable oil. The citric acid of the juice will kill most bacteria and the oil drives out water and lubricates. PLEASE CLEAN OUT THE CONTENTS OF YOUR REFRIGERATOR AND FREEZER TO PREVENT SPOILAGE DUE TO POWER OUTAGES. Empty ice cube storage bin and turn ice maker to off position.
8. Before leaving town, PLEASE REMOVE EVERYTHING FROM YOUR PORCH OR BALCONY. Items left outside become missiles in a strong storm. Close and lock windows and hurricane shutters.
9. Please leave closet doors and bedroom doors open to keep air flow throughout condo. It is also not recommended to leave dry cleaned clothing wrapped in plastic.
10. It is recommended to have a plumber come out before you leave to check all plumbing lines in your unit as they have a tendency to corrode much faster being near salt water.
11. If you are planning on leaving town for the summer, please call our office at (772) 569-9853 and give us your phone number so that we may contact you in case of an emergency. If you are not going to have the post office forward your mail, you can request that we use an alternate address for your while you are away (you must then remember to call us upon your return also).

Sincerely,

The Palm Island II Board of Directors