

WINDSOR HOUSE

Town Shores of Gulfport #217

Resident Away Policy

Residents who will be away from their condos for more than 15 days must inform the Board as to who is watching over their unit. The following tasks must be done while a resident is absent:

1. Pour one cup of bleach or vinegar in the AC condensate line at the beginning of each month, and follow with a warm water flush
2. Check that air conditioner is set to at most 78 degrees and working properly
3. Check that all sink stoppers are in place and closed
4. Make sure all toilet bowls have sufficient water in them to prevent vermin from entering the premises and are covered with saran wrap and taped closed. If water is low turn on valves so tanks can fill and then turn water valves back off
5. Check for any window leaks after heavy storms
6. Ensure the refrigerator is working properly
7. Ensure all dry goods stored in plastic, air-tight containers such as Tupperware. Paper or plastic bags will not keep out pests/insects
8. Start any vehicle that has been left behind, at least monthly, to ensure it can be moved in an emergency. If a car will not start, the car's owner must arrange for service, so it is drivable. If a car is found to be inoperable and unrepairable the car's owner must make arrangements for it to be towed away. If this is not done within 15 days of notification, arrangements will be made to have the Resident's car towed and stored and the costs will be added to the Resident's monthly fees.

If a resident is leaving for an extended period, such as the summer, they must submit the Resident Away form before they leave. If the Board has not received this form, and becomes aware the Resident is out of town, an email inquiry, with a request to fill in the form, will be sent. The Resident will be required to return the form within one week.

Whoever is watching the unit must fill out the Monthly Unit Check form and drop in the suggestion box the beginning of each month. If the form is not submitted, or the Board has no record of a person watching the unit, a \$45 monthly fee will be charged for a third party to complete the work. This fee will be added to the Resident's monthly fees and will be due and payable the following month. If a resident is unable to find someone to watch their unit, a board member or neighbor may be able to suggest a third party to do the work at a more economical price.

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RESIDENT AWAY FORM

Complete this form when residents go away for more than 15 days.

Remember to inform the Post Office and TS Office of your change of address, if applicable.

Resident _____ Unit # _____

Departure Date _____ Estimated Return Date _____

In case of emergency, where will you be?

Address _____

Email _____ Phone (____) ____ - _____

Is there another contact in case no one can reach you at the above phone/address?

Name _____

Email _____ Phone (____) ____ - _____

Person who has permission to use your car and/or parking space: Parking Space # _____

Name _____ Phone (____) ____ - _____

Email _____

If your car is staying here, where are the keys? _____

Person responsible for checking your unit monthly and always after a storm:

Name _____ Phone (____) ____ - _____

Give this completed checklist to the Board Secretary before you leave or drop in Suggestion Box.

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DIRECTIONS AND CHECKLIST FOR WHEN RESIDENT GOES AWAY FORM

WATER: Required - Toilet and sink shutoff should be done by closing the main shutoff valves. These are usually under 1 sink and turn off water for all bathrooms, though there may be more than one shutoff in some units. Normal water levels should be maintained in the bowl to prevent the trap from drying out, and the possibility of bugs and vermin entering your apartment through the pipes. Turn off all kitchen water valves including ice maker. The person checking your apartment monthly should check to see the water remains at the normal level in each toilet.

ELECTRIC: No requirements for electric. Best to unplug any small appliances that will not be used. Do not turn off AC or breakers to Sounders. Be sure electric breaker box is accessible in case of emergency.

AIR CONDITIONER: Your A/C unit has a line for draining condensed water. If the drain plugs, water will overflow onto the floor and, eventually, down into the unit below you. We require cleaning the line each month by removing the small cork/cap from the drain line stub at the front of the A/C unit and adding 1 cup of bleach or vinegar. Do this before leaving. If you will be away for months, ask the person who will be checking your condo to continue the monthly cleaning of the A/C drain line. (If you do not have this important drain line cap, please consider having one installed.) A/C must be left on and set at 78 degrees or lower.

REFRIGERATOR: Empty all ice from the freezer and turn off ice maker

GAS: No requirements

WINDOWS & STORM SHUTTERS: Be sure all windows are closed and locked. Close all storm shutters.

KEYS FOR UNIT: The Board must have all access keys to your condo, including dead bolts and storm/screen doors; this is mandatory by Florida Condo Law. If you change locks, you must replace the Board's key(s) immediately.

KEYS FOR CAR: You must notify the Board where your car keys are by leaving a copy of this form with the Board Secretary when you leave. Additional forms can be downloaded from our website.

Remember – it is a requirement that the owner have HO6 Condominium insurance. While the Windsor Association is responsible for repairs that are needed for outside walls, roof, and common areas (refer to our Blue Book for specifics), the homeowner or renter is responsible for the unit and any damage that occurs.

The Windsor Association disclaims any liability that may occur even though the owner has followed these recommended steps.

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MONTHLY UNIT CHECK

Residents who will be away from their condos for more than 15 days must alert the Board as to who is watching over their unit. The following are items which need to be addressed by the person checking your unit. They must initial each item they have checked this month and deposit the form in the Suggestion Box.

- _____ Pour one cup of bleach or vinegar in the AC condensate line each month
- _____ Check that air conditioner is set to 78 degrees and working properly
- _____ Check that all sink stoppers are in place and closed
- _____ Make sure all toilet bowls have sufficient water in them in order to prevent vermin from entering the premises. Turn on valves, let tanks fill and then turn valves off. Toilets should be covered with saran wrap and taped shut
- _____ Check for any window leaks after heavy storms
- _____ Confirm the refrigerator is working properly
- _____ Ensure all dry goods are stored in plastic, air-tight containers such as Tupperware.
- _____ Start any vehicle left behind, at least monthly, to make sure it can be moved in an emergency.

The monthly check of unit# _____ was completed on _____ (Date)
by _____

When completed, please drop in the Suggestion Box on the first-floor lobby at the end of the mailboxes.