

IMPORTANT SEASONAL INFORMATION

SECURE YOUR UNIT FOR WINTER – November 1 to April 15

All unit owners who will not be living in their unit during the winter and who are not renting their units must secure their units for the winter season in order to eliminate costly damages from frozen pipes. Owners who rent their unit are obligated to inform their tenants that if they are leaving the unit unoccupied for a period of time, they must also secure the unit. IF YOU DO NOT FOLLOW THE STEPS BELOW AND THERE IS DAMAGE – YOU WILL BE OBLIGATED TO PAY FOR THE REPAIRS. The following instructions are to be followed in securing your unit:

Failure to comply with seasonal policies will result in an automatic fine that will be posted to your account.

1. **Provide a working set of keys to your unit for emergencies.**
2. Set the thermostat to keep the heat between 55 and 60 at all times.
3. Turn off water to the unit. The valve to turn off the water in the unit is located under the kitchen bathroom sink. Do not be confused by the two valves that turn off only the sink. The main valve is on the $\frac{3}{4}$ " copper pipe that leads out of the wall and returns back into the wall.
4. Open the faucets on the sink in both kitchen and bathroom and flush the toilet. This will drain the toilet tank and in two level units, drain pipes down to lower level.
5. Turn off electric power to water heater. If the water heater is left on, water will evaporate over a long period of time and burn out the elements. Be sure you turn off only the breaker for the water heater. It should be marked, but if it isn't, you will have to check to make sure. If any other breaker is turned off, it will turn off the heat and the pipes in the unit will freeze. While this may not eliminate all pipes from freezing, it will eliminate water damage to your unit.
6. Each unit must have a thermometer on the inside of their sliding glass door which can be seen and the temperature in the unit observed from outside the unit. Village employees will regularly observe these throughout the winter to try to prevent frozen pipes due to inadequate heat in the unit.
7. Leave all your kitchen and vanity cabinet doors open to allow more Heat to flow to the walls where the water pipes are located.
8. If you will be leaving your unit unattended or unoccupied for any length Of time, please contact the office so we can check on it periodically.

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HELPFUL HINTS FOR THE WINTER FROZEN SLIDING GLASS ENTRY DOORS

During cold, moist weather, many sliding glass entry doors tend to freeze shut and the resident is locked in or out of their unit.

Before winter, you should thoroughly clean and lubricate the bottom glass door aluminum sliding rail. It is also a good idea to keep a can of aerosol deicer handy in your unit and car for emergencies.

Also for full-time residents, a small fan flowing on the bottom aluminum-sliding rail will usually prevent it from freezing shut. Place the fan at the end of the channel that the door slides into and direct the fan towards the door itself.

PREVENTION OF FROZEN PIPES

Also for full-time residents, during days and nights when temperatures are expected to drop below 15, when leaving your unit to go to work or before going to bed at night, allow the hot water faucets in the bathroom and kitchen to run. Moving water will not usually freeze except under extreme conditions and hot water freezes before cold water.

RETURN TO UNIT – WATER (HOT) WON'T RUN

Sometimes when you leave your unit for an extended period of time during very cold weather, (or maybe even after a very cold night) the water may start to freeze and you will be without water (maybe only hot water) when you return or wake-up in the morning.

You should immediately turn your heat up to 75 to 80, open the kitchen and vanity cabinet doors, and shut off the water valve to your unit (the large main valve under the kitchen sink – this is the valve on the ¾" copper pipe that leads out of the wall and returns back into the wall).

After twenty or thirty minutes, turn the valve back on slowly and try the faucets again, hopefully, the water will flow again. If not, shut the valve off again and notify Vacation Village Public Safety at (847) 587-4409.

WALKS AND STEPS

Please be very careful! The asphalt walks and railroad tie steps are extremely slippery during and after a rain, snow or ice storm. Please use caution when walking to and from your unit.