

Extended Absences

When extended absences of over 14 days occur, Unit owners are to make provisions for periodic inspections to ensure the integrity of their unit and adjacent units is not compromised due to unforeseen events.

There are three recommended ways to accomplish this responsibility:

- Have a friend or acquaintance inspect the property every two weeks. Advise Lighthouse Mgt. of the person and contact number in event of an emergency.
- Contract with a third party to perform an inspection every two weeks. Advise Lighthouse Mgt. of the third party name and contact number.
- Advise Lighthouse Mgt. of the dates you will be gone and request Lighthouse Mgt. to perform the inspections.

A suggested inspection checklist is available from Lighthouse Property Management.

The unit owner should perform the following tasks prior to leaving to mitigate the potential damage to their unit or adjacent unit(s).

- Turn off unit water supply using the yellow-handled valve at the unit's back flow preventer.
- Turn off electricity to the hot water heater(s).
- Set A/C and/or humidistat to control interior temp and humidity level.
- Secure outside furniture and other objects that are subject to becoming airborne in high winds.
- Put toilet seats in the down position.
- Ensure that Lighthouse Property Management has a key for your unit.

Recent events have demonstrated the need to periodically check for water, electrical, gas and sewer issues, A/C condensate drainage, potential insect or rodent infestation, fire water system leakage, rain water intrusion and structural deterioration on a frequent basis while a unit is vacant. Any issue discovered will be immediately addressed to ensure the integrity of that and adjacent unit(s). The unit owner will be contacted to advise of the situation and determine if any longer term solutions need to be addressed.

Inspection Checklist:

- ✓ Visually look for water damage, electrical issues, odors, mold and cracks in walls during the walk thru.
- ✓ Check that the A/C unit is maintaining the proper temp and humidity levels. Unit owner is to leave a note as to the preferred settings.
- ✓ Check A/C condensate drain for plugging.
- ✓ Pour one cup of vinegar into the condensate drain and change filters every 30 days. Unit owner should leave an adequate supply of filters and vinegar for this.
- ✓ Check refrigerator/freezer for proper operation.
- ✓ Every 30 days, turn on the unit water supply and flush the water system. Run water in every sink, bathtub, and shower; flush every toilet, and pour a gallon of water down any floor drains. Then turn the unit water supply off again.
- ✓ Dishwasher door should be left cracked open for air circulation.
- ✓ Closet doors and dresser drawers should be left open for air circulation.
- ✓ Check that all doors and windows are locked.
- ✓ Unplug those appliances that may be compromised during an electrical storm.
- ✓ Check that the trash barrel and recycle barrel are empty.
- ✓ Check mailbox for any items and put them on the kitchen counter.