



September, 2019, Newsletter

There's nothing spectacular in this newsletter (sigh). But there is a set of instructions for winterizing for all co-owners, especially for those who will be away for a long time. There are also miscellaneous announcements regarding landscaping and building security, and a plea for legible handwriting (not exactly exciting, is it?). At the end, there is a brief summary of what the board is working on as we head into fall. But (SURPRISE!) you will also find a call for volunteers to run for the board (shivers down the spine!).

Winterizing/Absence Checklist (from Dennis Mulder)

Whether this is your first or twentieth winter away from your condo, whether you will be gone two weeks or six months, please consider using the following checklist:

- Complete the "Extended Absence Form" (available at the association website- <http://wwpines.net/index.php/forms>) listing a local contact person who has a key if the board should need emergency access to your condo. (More about this below.) This contact person should agree to make regular inspections of your condo to assure all is well. Deliver the completed form to Barbara Mezeske, secretary, 481 Timberlake East.
- By November 1, your deck, patio, and front porch should be cleared of all furniture and other items, except perhaps a grill. Also, all boats and kayaks should be in storage.
- Winterize your outside faucets by turning off the shut-off valve in your utility room, opening the faucet to drain any residual water, and then closing the faucet. This will protect your water lines from freezing. Frozen water lines can CAUSE CONSIDERABLE DAMAGE TO THE INTERIOR OF YOUR HOME.
- Turn off your "Unit Shut Off Valve" in the utility room. This turns off the water supply to your condo. **DO NOT** turn off the "Master Building Water Shut Off Valve," if you have this, as this valve supplies water to your neighbors as well. Only one unit per building has this valve. (More about this below.)
- Turn down the thermostat to your furnace to 50-55 degrees to maintain some heat in your condo to prevent freezing of water lines.
- Adjust your furnace damper from "A/C" to "Heat," turn on the water supply to the humidifier, and turn on your humidifier to "35-40" to allow some humidity in your condo. Do not set higher as this will put too much humidity in your condo and cause condensation on your windows, causing mold and rot of the window frames.
- Turn your water heater control to the "Vacation" or "Low" setting to reduce costs and use of natural gas.
- Notify the Post Office and newspaper delivery services of a delivery hold or forwarding address information.



- Lock all windows and doors, including slider doors and the garage service door.

Report: Shutoff Valve Tagging Project (from Dennis Mulder)

Thank you to all who helped us complete the tagging of all the shutoff valves in all 148 units in our association. This project was initiated in early August when a member left on a short vacation and inadvertently shut off the water supply in the whole building. Now, the Master Building shutoff valve (one per building), the Unit shutoff valve (one per condo) and all outside water faucet shutoff valves have been identified and tagged. To accomplish this project in three weeks required the cooperation and assistance of many co-owners. Great job!! Thank you.

Repeat (so you know that we are serious!): The need for a local contact when you are away (from Jim Visser)

Recently, our association experienced the down-side of unit owners not having a designated contact person for the board to approach for a key to their units while they are away. A resident found his water shut off because his neighbor turned off the wrong water valve in the building upon leaving for a vacation. Because this neighbor left no contact person with a key to the unit, we were forced to call a locksmith, at the neighbor's expense, to gain entrance to the unit to restore water service to the building. Fortunately, this incident involved water service, and not something potentially more dangerous—like a gas leak.

Please have one or more neighbors serve as your contact person, and give them a key to your unit, and then provide the board with this information.

And about those extended absence forms...

First, a big *thank you* for filling them out. Letting the association know that you are gone, and how to reach you, is good for your own property's protection as well as for your neighbors'.

But let's take a moment to recall those Palmer pens that taught us how to form elegant cursive letters back in third grade. Did you know that many schools no longer teach cursive at all? Kids learn to keyboard (or to use their thumbs at lightning speed on their cell phones), or they simply print everything. For many older adults, too, penmanship is seldom practiced.

Which brings us to the problem: ***legibility on those extended absence forms***. If we can't tell the difference between H and B, or R and M, it is more difficult to track you down. Similarly, is that a 3 or a 5, a 7 or a 9? Be mindful of legibility, especially on phone numbers and emails.j



If you aren't a snowbird, you still have a winterizing deadline: By November 1, decks and patios should be cleared of all except the heaviest items (such as a grill, or the base to an umbrella). Boats and kayaks should be in storage. Front porch furniture and other items should be removed.

Heads up regarding landscape trimming/pruning: The landscapers and Bartlett will be doing the fall pruning in the next two weeks. If there is something you do not want pruned, please tape off the area. There will be orange tape on the porch of 449 West if needed. Some of the taller bushes that are still healthy, like the golden vicary privet, will be pruned back dramatically since they regenerate very quickly. Some of the other older bushes may be cut back as much as 50%.

Reality check regarding theft: On occasion, and including this summer, Waterway Pines residents have experienced theft from garages or cars left unlocked outdoors. Remember to close and lock your garage service doors when you are not able to keep an eye on them. It is also good practice for residents and their guests to lock their cars.

What's on the board agenda?

- The 2020 budget
- Finalizing a one-year contract with Meadow Green for landscape and snow management
- Preparing for the October 17 annual meeting at Harderwyk Church
- Driveway repair (the contractor is completing bigger projects like schools and businesses before getting to WWPC)
- Replacing the damaged sign at the Lakewood entrance
- Securing applicants for two board positions that will open in December

WHAT? BOARD OPENINGS??

Yes, two board members agreed to serve partial terms when their predecessors left the board: Doug Hayden and Paul Kehnle. Those terms expire at the end of this year. Even if these two volunteers agree to continue in their positions, rules say that the association must conduct an election. If you are interested in serving on the board, or in learning more about what that might entail, please contact President Jim Visser (jimvisser7491@gmail.com) or 269-341-1733 no later than September 15. The election will occur at the annual meeting; absentee ballots will be available.

As Woody Woodpecker once said, "That's all folks!"