



# Waterway Pines

## Extended Absence Form

The sole purpose of this form is to protect your real estate value and the value of the adjoining co-owners' property and to relieve the association of any preventable casualty loss or unnecessary expense due to co-owner negligence.

The form must be completed, signed, dated, and submitted to the WWP's association secretary anytime your unit will be vacant longer than two weeks.

If this form is not completed and submitted, the association reserves the right and will be held faultless to enter any co-owner's unit in the event of an emergency. Any cost for repairs from such entry shall be borne by the co-owner since proper notification and protection of adjoining co-owners was not taken. **Filling out this form does not replace the requirements of the Key Access Rule and Regulation.**

Dates away: From \_\_\_\_\_ To: \_\_\_\_\_

Co-owner name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Name and contact information of the individual(s) monitoring your unit in your absence:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Does this person have access to your unit? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Does this person have access to your unit? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, then who does? \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of monitor's visit and findings: \_\_\_\_\_ Signature of individual monitoring unit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Continue monitoring data on the back of this form.

Co-owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

**See Winterizing/Absence Checklist on page 2**

## Winterizing/Absence Checklist

Whether this is your first or 20<sup>th</sup> 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. This contact person should agree to make regular inspections of your condo to assure you all is as you left it. Deliver the completed form to the Waterway Pines Association Secretary.
- By November 1, your deck and patio should be cleared of all furniture and other items, everything except 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.
- 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.
- 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 garage service door.