



December 5, 2018

## WINTERIZATION NOTICE

With the cold weather upon us, it is important that all residents take applicable measures and an active role in maintaining your Strata Lot to help prevent damage to your units or common property of the complex during the winter months. Please note and follow the recommended procedures below.

Balconies, Decks & Patios: Keep your drains clear of leaves and debris. When it snows, make a trough in the snow leading towards the drain to help guide the water to the drain.

Exterior Water Taps (Hose Bibs):

1. For those who do not have frost-free exterior hose bibs, please note the following:

- turn off the water to the exterior hose bib from inside the unit, via the water shut-off valve
- remove the hoses from the exterior hose bibs; and
- open water valve on exterior hose bib to allow water to drain

2. For those who have frost-free exterior hose bibs remove the hoses from the exterior hose bibs and **ensure you “bleed off” the valve by lifting the backflow** preventer for 30 seconds to allow any water in the line to drain.

Windows & Condensation: As the outside temperature drops, so does the ability of inside air to absorb moisture. To reduce the humidity in your Strata Lot, use your humidistat, exhaust fans and/or open your windows periodically to exchange the inside air.

Away on Holidays? Maintain heat in unoccupied Strata Lots throughout the winter months to avoid pipes from freezing and bursting. Please remember to leave your heat at 16 degrees.

For those who winter elsewhere: Shut-off the water to your toilets, hot water tank, washing machines and dishwashers. Check your homeowner insurance policy before you go away to find out how often your unit should be checked while you are away. Remember, you may be held financially responsible for any damage to your unit and other units.

It is essential that your emergency contact information is current and that someone you trust has a key to your unit, preferably a neighbor.



Fireplaces – Gas: If applicable, it is your responsibility to ensure your fireplace is inspected and any required maintenance is performed.

Snow & Ice: Please report any slippery areas that need attention to your Property Manager.

Pest Control: Check dark areas such as storage rooms, lockers and the back of cupboards.

Inspect Your Unit: Check your unit from time to time from top to bottom, inside and out. If you have ceramic tiles in your kitchen or bathrooms, caulk and fill any cracks to prevent water from getting into the wall behind the tiles.

Look for dampness at the base of outside walls and for water staining on the walls and ceilings. If you find any indication of water stains, please contact your Property Manager.

Thanks very much for your cooperation!

Brendan Materi

RE/MAX dWell Property Management