



CLUB OCEAN VILLAS 1 CONDOMINIUM ASSOCIATION

WINTERIZATION INSTRUCTIONS

The following are recommendations to follow with regard to winterizing your condominium unit:

1. **LEAVE HEAT ON!** Under no circumstances should the heat in any unit be completely shut off, either by the owner or the power company. The thermostat should be set between 48 to 50 degrees.
2. The cold water intake valve which controls the water into the entire unit should be shut off. The cold water intake valve is located in the kitchen (washing-dryer air-handler) closet. Please note this is the only valve which controls all of the water in, in your unit; the valves under any of the sinks only control water into that particular area.
3. The hot water heater breaker must be turned off if item two is followed to conserve electricity and avoid any possibility of a fire. Under no circumstances should the hot water heater be left on if the water is shut off. The breaker box is located in the bathroom closet. Check to be sure that you are positive that you have shut off the hot water heater breaker only, as the breaker for your heat pump and appliances are in the same breaker box.
4. To eliminate any unpleasant odors, turn your refrigerator and freezer back to a low setting. However, do not turn them off completely. It is recommended that you do not leave food in the refrigerator or freezer when the unit is not occupied for an extended period of time because of possible winter storm power failures.
5. To prevent dampness, condensation and to preserve the gaskets, leave your dryer, washing machine, and dishwasher door slightly open when not in use.
6. Bathroom vanity doors and the door under the kitchen sink should be left open so that the heat in the unit can get to the pipes under these areas.
7. Drapes and liners should be closed as they provide some insulation from the cold at the sliding door and window area.

If you periodically rent during the winter months, you should post these instructions in your unit so that your tenants can understand and follow the same instructions when departing.

Thank you, Club Ocean Villa Board of Directors