

THE BLUFFS OF SEBRING CONDO ASSOCIATION STEPS FOR CLOSING UNITS UP FOR THE SEASON

Before leaving each season, please check with the office to ensure current contact information is in your file.

1. **Water:** Water to a unit is to be turned off outside in the valve box by the sidewalk. The number of your unit should be marked on the valve. To prevent water to a unit from being turned on by mistake by another, the handle on the valve can be removed by staff upon request. Please do not turn on any valves that are not to your unit.
2. **Electrical:** Whether the electric to a unit is turned off or not is each owner's decision. It is recommended by management the a/c unit remains on. If you reside in a villa, please leave the breaker on which powers the pole lamp in the front lawn.
3. **Refrigerator:** Due to power outages during the summer storm season, it is recommended no food be left in the refrigerator and empty ice maker. If you turn the refrigerator off prop the doors open.
4. **Dishwasher:** It is recommended the door be left open
5. **Sink Garbage Disposal:**
 - a. do not place stoppers in drains
 - b. do not leave faucets in the open positions
 - c. clean disposal with cold water and detergent
6. **Heating and cooling units:** Management recommends all units have dehumidistats installed to work in tandem with the thermostat. set thermostat to 78 degrees Fahrenheit and humidistats to 40%. Turn ceiling fans to "low" setting, and open interior doors (closets and cabinets) when leaving for an extended period. Units without humidistats should be set to 76-77 degrees. There are new "smart" thermostats/humidistats on the market that can be installed that allows you to monitor your humidity level while away from the unit and you can adjust if needed.
7. **Washer and dryer:** Clean lint filter, open doors, turn of breakers
8. **Windows and doors-** lock and leave a key with a friend or neighbor to check the unit out occasionally. Be sure the management office has a key and is made aware of the party monitoring your unit in your absence. You may place towels on windowsills to collect moisture from the windows condensation.

More information on backside

9. Miscellaneous:

- a. open closet doors
- b. adjust blinds
- c. spray shower with a mildew spray
- d. notify phone company and /or bank if necessary
- e. turn answering machine off, unplug phone
- f. remove wastepaper/garbage
- g. notify post office for forwarding mail
- h. notify Bluff's office when leaving/returning
- i. cancel newspapers/subscriptions

10. Pest Control:

- a. notify pest control service (if applicable) and ensure they have access to unit, i.e. a key, 10 days in advance to schedule spray or service OR
- b. spray bug spray under/around (note; most sprays are good for approx. 30 days)
 1. sinks
 2. refrigerator
 3. oven
 4. bathroom
 5. periphery of rooms

11. HURRICANE/TROPICAL STORM PREPAREDNESS BEFORE LEAVING

- a. Remove furniture from lanai/store in unit close sliding doors
- b. Do not leave ANY food in the freezer or refrigerator
- c. Do not leave any decorative ornaments on outside of unit or on lanai.
- d. leave emergency contact information with the office
- e. take insurance policy. Receipts, safety deposit box key, and item inventory with you
- f. take pictures of all rooms and items

12. If you have had your unit entry keys changed please ensure that the office has a copy in the event of emergency entry being required.

13. Close hurricane shutters (if installed)

WHEN AWAY IT IS A MUST THAT YOU DO NOT LEAVE ANY PERISHABLE FOOD IN FREEZER OR REFRIDGERATOR. MAKE SURE ICE TRAYS ARE EMPTY.