



A SEASONAL MESSAGE FROM COLLIERS

**COLLIERS
INTERNATIONAL**

It's that time of year again when the weather (hopefully) turns milder and we prepare our homes for the spring. As an owner, it is important to take an active role in maintaining your unit to help prevent damage during the spring and summer months.

With this in mind, we thought the following information would be helpful.

Condensation

To reduce the humidity in your unit, use your humidistat, exhaust fans and/or open your windows to exchange the inside air.

Washing Your Balcony

Please be sure that you do not send water over the side of the deck when washing your balcony.

Leaks

It is essential that you report any water ingress to your property manager immediately, so that action can be taken.

Leaks resulting from an exterior water leak are the responsibility of the Corporation to repair, so early detection and resolution will save the "*Corporation and You*" a considerable amount of money.

Hoses to washing machines

Remember to turn these off when not in use. If there is a burst hose, which results in water damage, you as the homeowner are responsible.

Vacation

For those of you going away on vacation, please remember to leave your heat at 16 degrees or lower; shut off the water to your toilet(s), hot water tank, washing machines and dishwasher (if possible).

Check your insurance policy before you go to find out how often your unit should be checked while you are away.

REMEMBER – YOU ARE FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO YOUR UNIT AND/OR OTHER UNITS IF A LEAK RESULTS FROM MALFUNCTIONING EQUIPMENT OR SHUT OFF VALVES, WHICH ARE INSIDE YOUR UNITS.

It is essential that someone have a key to your unit while you are away and that the property manager knows who has it.

General

Spring is also a good time to inspect your unit from top to bottom, inside and out. Look for signs of moisture, mildew and stains. If you find any of these symptoms, please contact your property manager.

If you have ceramic tiles in your bathrooms, i.e. shower stalls and baths please caulk/grout any cracks to prevent water from getting into the wall behind the tiles.

Please make sure to close all windows while windows are being cleaned and lock decks during dryer vent cleaning.

Owners are advised that they can call Service Master (800-263-5928) to receive a special deal on in-suite carpet cleaning.

As homeowners you are responsible for what occurs within your unit.