



## FALL NEWSLETTER 2018

- 1.) **Tub Drains/Commodes**- Please check your tub drains regularly to ensure they are cleaned out and working properly. Not doing so can lead to hair buildup and other debris which can lead to bigger issues. Especially check to make sure the “plumber’s putty” is still intact because if not, water can seep under the dried-up plumber’s putty and cause a slight leak which in turn can lead to ceiling damages in the unit below/garage. If this happens, it would be an expense of the owner whose unit caused this. Also, regularly check and maintain your commodes. Listen for running water when the commode is not in use and check for stability of the commode. If it has any signs movement you should have it inspected and reset.
- 2.) **Winter HV/AC Guidelines**- Please remember, if you are going away for any length of time, set your thermostat at an appropriate temperature to keep pipes from freezing. We recommend leaving them set to at least 68 degrees. Another recommendation is to leave cabinet doors around pipes propped open. If you do happen to have frozen pipes, call the office and we can give you recommendations of how to unthaw the pipes properly.
- 3.) **Website**- We will be more active about posting announcements, newsletters, etc. on the website [www.suncrestvillage.net](http://www.suncrestvillage.net). Please make a habit of checking this site regularly for any updates or announcements. If you have any updated contact information for yourself or for your tenants, you can submit them on this website as well. If your email address changes please be sure to notify us immediately because this is our main form of communication.
- 4.) **New Email**- We have added two new office email accounts. Holli’s email address is [office@suncrestvillage.net](mailto:office@suncrestvillage.net). You will be receiving emails from this account and you can also send any questions or correspondences to her and she will be able to answer them or direct any to Mary Rose if needed. Sheila (our data entry person) also has a new work email you will be receiving correspondences from such as Insurance notifications, etc., which is [info@suncrestvillage.net](mailto:info@suncrestvillage.net). Please don’t disregard any emails you may receive from either new email address. Also note that unless answering or responding to any emails received from [info@suncrestvillage.net](mailto:info@suncrestvillage.net), all correspondences should be sent to Mary Rose or Holli at [maryrose@suncrestvillage.net](mailto:maryrose@suncrestvillage.net) and/or [office@suncrestvillage.net](mailto:office@suncrestvillage.net).
- 5.) **Garbage**- Please properly dispose of all garbage. All garbage needs to go *inside* the compactor and you must compact it every time and break down any and all boxes before placing them inside the compactor. There are directions clearly posted at the compactor, should you have any questions on how the process works. Also, NO trash is to be left in the hallways. Please do not drag the trash bags through the hallways, as this leads to a disgusting mess and stains the carpet. Lastly, ABSOLUTELY NO FURNITURE



SHOULD BE LEFT OUTSIDE THE COMPACTOR AREA!!!

- 6.) **Pets-** Per County Ordinance, all pets must be on a leash when out on the property. Also, you must clean up after your pets. There are plenty of pet receptacles throughout the development for your use. As a pet owner, it is your duty to clean up after your pets.
  
- 7.) **Sales and Rentals-** If you have your unit for sale, either through real estate or by Owner, please notify the office so we can have the proper documentation ready for the closing when it does sell. Also, please remember, if you have a rental property and obtain a new tenant, please make sure you submit the updated contact information for new tenants so we can properly update the files and the gate system. Also, be sure to collect all gate devices, pool permits, keys and any other items necessary. Failure to collect said items will result in you, the owner, paying to replace all items necessary.
  
- 8.) **Deck Appearances-** Please remember to keep your decks looking nice during these winter months. So many residents had such beautiful florals and hanging baskets on their decks this past season, but remember to please take them down and dispose of any dead flowers you may have. No items should be hanging off of the deck rails at any time and porches need to be swept regularly and rid of any dirt and/or debris. Lastly, holiday lighting should be taken down within 10 days of the said holiday.