

# SPRING TIME IS UPON US.... MAYBE!

As Spring is trying to approach us, we have a few friendly reminders.

- 1.) **Rentals**- 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.
- 2.) **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.
- 3.) **Lock your vehicles**- We have had recent reports of cars being broken in to again. In attempts to lower the chances of this happening, please keep your vehicles locked at all times! All instances reported are a result of cars being unlocked. If you notice any suspicious activity, don’t hesitate to call the guard on duty so they can check out the situation. 304-598-5815.
- 4.) **Mail Pickup**- We have extended our Office Hours during the week for mail pickup purposes only. You can now pick up any parcels left at the office on Monday- Fridays from 9:00am- 6:30pm. You MUST have either your parcel slip or show a valid ID in order to obtain any parcels.
- 5.) **Garbage**- Please properly dispose of all garbage. All garbage need 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.
- 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.) **Cigarettes**- If you are a smoker, do NOT throw your cigarette butts out onto the ground or in the mulch beds. This is very unsightly and unsanitary. Most importantly, disposing of them into the mulch beds can start a fire and be very hazardous.