

GREENFIELD VILLAGE HOMEOWNERS'S ASSOCIATION, INC.

Checklist when you are leaving your unit for more than 48 hours.

- Turn off main water supply to your unit.** Reference Section 10.6, Declaration of Condominium.
- Turn off breaker to hot water heater
- Do not turn off your air conditioner. Set you air conditioner and humidistat according the instructions.
- Lock all windows and doors.
- Remove patio furniture, plants, etc. and store inside your unit.
- Remove all perishable items including boxes of cereal, etc. or store thing in your refrigerator.
- Unplug all major appliances** except refrigerator. **DO NOT TURN OFF REFRIGERATOR.** Turn off ice maker.
- Put vinegar (mixture of $\frac{3}{4}$ water & $\frac{1}{4}$ bleach) down A/C condensate drain once a month.
- Disconnect TV cable and electric cable to TV and stereo.
- Have phone service put on vacation or shut off.
- Cancel newspapers.
- Forward your mail.
- Arrange for watch service if unoccupied for three or more weeks.

(Notify the Management Company of name of watch service or person)