

**Beachwood Villas Condominium Owners Association  
Absentee Owners/Winterization Policy**

Owners planning to be off the premises for more than a day should:

- Shut off the main water valves at the water meter. Note that some older gate valves fail to shut off completely. Make sure the flow of water has completely stopped.
- Leave water faucets closed to be a second line of defense if your main water valves leak.
- Shut off the circuit breaker for the water heater and the switch to your ice maker.
- It is a good idea to leave undersink cabinet doors open to allow heat from the room to warm plumbing.
- When turning the water back on, with faucets closed, turn on the main valves at the water meter. Watch the spinner on the water meter. The spinner should stop moving in less than a minute. If it does not stop, you may have an open faucet or a leak. Shut off the main water valves at the meter and locate the problem before leaving the water on.
- Provide a key to the association for emergency entry into your unit. The board and management company will attempt to contact you if possible, but emergency situations can require immediate and forced entry that is allowed by our Declarations and Bylaws.
- Set your thermostat at a minimum of 55 to 60 degrees F.
- Change the batteries in your smoke alarms.
- Have your HVAC unit serviced. Be sure to have the technician check the wiring insulation and replace if necessary.

**NOTE:**

**Owners should consider replacing old gate and ball valves. While plumbers may be expensive, a leaking valve could lead to a high water bill. In the event of a serious water leak, owners may incur liability for damage to other units.**

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