

Villas at Elk Run
November 2013 Newsletter

Dear Villas at Elk Run Owners,

As the winter season draws near, it is important that you do your part to ensure the safety of your condominium. Please follow take the necessary steps to keep your home in working order. By taking these measures, you will also do your part in safeguarding the homes around you.

- 1.) Have your boiler serviced. It is important to have a plumber maintain the mechanical systems in your home. Boiler maintenance should be completed at least every two years. A plumber should complete the following tasks in servicing your boiler:
 - Drain tank and remove standing sediment from bottom of hot water tank
 - Add Glycol to correct levels. Glycol (antifreeze) is necessary to maintain the viscosity and heating ability of your baseboard heating system.
 - Clean out heat exchanger. The plumber should vacuum out the debris that tends to collect around the heat exchanger.
 - Check function of expansion tanks and valves.
 - Inspect copper and plastic tubing for any leaks and make repairs when required.

- 2.) Replace your washing machine supply line hoses. New washing machine supply line hoses should be stainless-steel braided hoses. Washing machine supply line hoses should be replaced every 3 to 5 years. A plumber or handyman can assist you with the installation of new hoses.

- 3.) Inspect under your sinks: check for leaks. If you notice moisture from any fittings, please contact a plumber to re-secure any loose fittings.

- 4.) Inspect around your toilets: check for leaks around the base of the toilet. Inspect toilet supply lines for leaks. If you notice any undue moisture or water from toilet basins or fittings, please contact a plumber.

- 5.) Inspect your showers and bath tubs for leaky faucets, missing grout and/or caulk. Contact a plumber if anything appears to be compromised.

- 6.) Install at least two Carbon Monoxide detectors in your home. Keep one detector close to your mechanical room, and another close to bedrooms and living rooms. If you already have Carbon Monoxide detectors, be sure to replace the batteries

every year. If you already have CO detectors in your home, check the date of purchase and replace when necessary. Carbon Monoxide detectors can be purchased from your local hardware store (i.e. Ace Hardware, Lowes, Valley Lumber).

- 7.) Replace the batteries in your smoke detectors every year. Be sure to turn off the circuit breaker when replacing smoke detector batteries as they are hard wired into your home. After replacing batteries, turn the circuit breaker back on.
- 8.) Keep a fully charged fire extinguisher in your home. Preferably near the kitchen. Personal fire extinguishers help eliminate the possibility of fires within a home. Personal extinguishers can be purchased from hardware stores such as Lowes or Ace Hardware.
- 9.) If you need assistance finding a reputable plumber and/or handyman please contact Jason, our property manager, at 970-355-4059.

Thank you for doing your part in keeping the Villas at Elk Run a safe place to live!

Respectfully,

The Villas at Elk Run Homeowner's Association