

**PARK MEADOWS ASSOCIATION
NEWSLETTER
2011, #1**

GENERAL INFORMATION

This is the first attempt at sending out a basic PMA newsletter via email. Please check your phone number and email information on the attached list for errors, and let me know any corrections.

SERVICE SCHEDULE

April 13, Wed.: Salt levels checked and furnace filters changed

*April or May: Air conditioning check, weather permitting

April: Andy will begin spring check of units.

June 15, Wed.: Salt levels checked, furnace filters changed and water filters changed

August 17, Wed.: Salt levels checked and furnace filters changed.

*September or October: Furnace check, weather permitting

Oct. 12, Wed.: Salt levels checked and furnace filters changed, heating/furnace check

Dec. 14, Wed.: Salt levels checked, furnace filters changed and water filters changed

Please note:

(1) Registers and vents need to be opened and unblocked to allow proper air flow from the furnace. This helps prevent overheating and shutting down of furnace.

(2) Vehicles need to be moved from driveways and parking areas when plowers are working. Plowing is done when snow exceeds 4 inches. FYI, calcium chloride is used instead of sodium chloride.

NOTICE

Anyone needing a copy of the Park Meadows Policies and Procedures, revised Dec., 2008, please let Sharon Hsu know, and she will see that you receive a copy.