

November, 2012

Annual Meeting

It is time for our yearly meeting. Please mark your calendars for **Sunday, December 9 at 1:30**. We will meet at Jeannie Joyce's unit at 115 Park Meadows. An agenda will be sent later this month.

New Handyperson

We have a new handyperson, Bill Hardman, who will begin work for us November 1. Shane Sindle was unable to continue due to prior commitments which have kept him too busy to give us the necessary hours per month to do the jobs at Park Meadows. Shane will however finish cleaning out the dryer vents. He will be contacting you over the next few weeks to schedule a time to clean your vent if you requested the service.

Bill Hardman will do the fall gutters clean out. He will be using a blower to clean out the gutter so he will need to plug into an outside electric source. Please notify a trustee if you have a need for Bill's services.

Turn off outside faucets/Remove Hoses

It is time to check that outside faucets are turned off and to remove your hoses from the outside of your homes to prevent damage due to freezing water. Please remember to do this because any damage caused by failure to turn off the faucets is the responsibility of each homeowner.

Trees/Shrub Trimming

Thank you to those of you who have trimmed the trees/shrubs. Most of you have notified us that you have completed this work. If you have completed and haven't notified a trustee, please do so.

Basic Maintenance Schedule for 2013

January 16, 2013 — Salt Levels checked, furnace filters changed out, water filters changed out**

April 17, 2013 — Salt levels checked, furnace filters changed out

July 17, 2013 — Salt levels checked, furnace filters changed out, water filters changed out**

October 16, 2013 — Salt levels checked, furnace filters changed out

**** Weather and unforeseen circumstances could play a factor in changing these set times**

Extended Time away from Home

The trustees are asking that you inform us if you will be gone from your home for 3 or more weeks. Let a trustee know you will be gone in writing with your contact information and travel dates and who will be checking your unit. In addition we recommend the following checklist:

- 0 Your unit needs to be checked every 2 weeks for water leaks. You may even want to turn off your water.
- 0 Turn water heater down to the lowest setting to save on your energy bill.
- 0 Turn your air conditioner down in summer. You want to reduce your bills, but you may have to keep the house from getting too hot to protect your plants and electronics.
- 0 Turn your heat down or off in spring or fall. Be sure to leave the house warm enough in the winter. You may want to reduce your bills, but you may need to keep the house from getting too cold to protect your water pipes.
- 0 Unplug electronic items, such as your computer to protect them if there is a storm while you're gone. Remember to unhook your phone line from the modem. Unfortunately, you may have to leave it hooked up if your computer is your answering machine. Make sure your surge protectors are properly installed

Trustees:

Carolyn Ray 767-2139

Delaine Adkins 937-572-3613

Ray Werner 767-7247

Jeannie Joyce 767-2397