



# WINTER IS COMING

Please notify the Board if you believe a unit is vacant in your building by emailing [teamlakepointe@gmail.com](mailto:teamlakepointe@gmail.com)

*Brrrrrrr It's getting Cold outside!*

- How can I prepare my condo for the winter (*reverse side for checklist*)
  - Worried about water leaks and pipe breakage?
- Don't know who to call and what to do for help/assistance during an emergency?
  - Do you know any vacant properties?

## Who to call and what to do for help:

- Call RGN Management on 301-583-7755, #4 (after hour emergency)
- Call the Fire Department, especially if leak is coming from vacationing neighbor or vacant unit
- Simultaneously send email to: [mycommunity@rgnmanagement.com](mailto:mycommunity@rgnmanagement.com) indicating "URGENT", property location in subject line, and short detail of incident in body including your name & number.
  - Notify your Building Captain so they may assist you if necessary

## Cold Weather Tips:

- ❑ **TURN THE HEAT ON!** Do not try to warm your house with space heaters, Fireplace or stove only. This does not keep the pipes warm and result in a major leak.
- ❑ When you leave your home for the day never adjust heat to below output of 60 - 62 degrees
- ❑ Set your washing machine on warm, and start the fill cycle periodically for a few minutes to run water through the pipes.
- ❑ Insulate exposed pipes to keep them from freezing in the winter. Hardware stores sell foam rubber or fiberglass sleeves that fit right over the pipes.
- ❑ Beside insulating pipes from cold weather, or trying to use heat tape, a very effective way of protecting pipes from freezing
- ❑ Have your heating system and fireplace serviced. Furnaces, boilers and chimneys should be serviced at least once a year to prevent fire and smoke damage.
- ❑ Turn Light (iridescent) on in Water closet to keep pipes warm.
- ❑ Use heavier Drapes and curtains on Windows or bubble wrap windows to keep heat in.
- ❑ Know a Vacant Property? – send email to [teamlakepointe@gmail.com](mailto:teamlakepointe@gmail.com)

## When temperatures are consistently at or below freezing:

- ❑ Open cabinet doors to expose pipes to warmer room temperatures to help keep them from freezing.
- ❑ If you have pipes that are vulnerable to freezing, allow a small trickle of water to run overnight to keep pipes from freezing. The cost of the extra water is low compared to the cost to repair a broken pipe.

## When you are away:

- ❑ Keep Heat on but not lower than 60-62 degrees. **DO NOT TURN OFF THE HEAT!**
- ❑ Open your faucets so as the pipes are freezing they don't burst from the pressure
- ❑ Have a friend, relative or neighbor regularly check your property to ensure that the heat is working and the pipes have not frozen.
- ❑ Show them where the thermostat is so they can ensure the heat is always on in the winter. Additionally, they should also know where the water main is located in case a pipe leaks or bursts.