

# **BERMUDA RIDGE CONDOMINIUM ASSOCIATION INC.**

A-Not-For Profit Corporation  
Diamond Drive, Bonita Springs, FL 34134

## **RECOMMENDED CONDOMINIUM CLOSING PROCEDURES**

- 1) If leaving an automobile, disconnect the battery cables from the car; use Sea Foam 1 (one) ounce per gallon of fuel, fill the tank to full. Sea Foam works to stabilize stored fuel up to 2 years.
- 2) Make sure all latches are closed on all windows
- 3) Shut water heater off at the circuit breaker and turn valve off at the water heater.
- 4) Shut off washer valves
- 5) Leave dryer door open
- 6) Make sure the Condominium Association has a key to your condo for emergencies and that you have asked someone to check on your unit every week. (We recommend you leave a checklist for them to sign and date at each visit. Should water damage or mold damage occur and you do not have someone checking, it will be considered owner negligence and the Condominium Association will have no responsibility for repair.
- 7) Put about two ounces of bleach in your toilet bowls to prevent mildew and in each sink drain as a deodorant. Raise toilet bowl lid and top with plastic wrap to seal, then place lid back so water does not evaporate.
- 8) Prop dishwasher door open – put an open box of baking soda on the bottom rack. Also, pour a cup of vinegar in the bottom and let stand.
- 9) If you choose to turn off the refrigerator, make sure the door is propped open. An open box of baking soda on the bottom rack of both freezer and refrigerator will prevent odors if doors are left open. Turn the ice maker off – either at valve under the sink or by raising the wire arm on the ice maker. NOTE: It is highly recommended that leaving the refrigerator on will preserve the life of the refrigerator.
- 10) It is advisable to have some mechanism by which moisture can be removed from your unit during your absence. This can be accomplished on of two ways:
  - a. Running your air conditioning system for two hours (preferably from 2:00 PM to 4:00 PM ) every day, by using a programmable thermostat
  - b. Having a Humidistat installed and following the operating procedures
  - c. Leaving your AC unit set to 78-80.
  - d. Using Damp Rid hanging bags throughout the unit, particularly in closets
- 11) Make sure all perishable foods (including foods that draw ants, such as cereals, sugar etc.) have been removed from cabinets and refrigerator.
- 12) Leave kitchen cabinets and bathroom vanity cabinet doors open. This will allow some light to enter the cabinet interiors to minimize insect activity.
- 13) Make necessary arrangements with the post office for mail changeover. Bermuda Ridge correspondence will be primarily through emails and the website, except when statutes require mailings.
- 14) Stop newspaper deliveries
- 15) All patio furniture should be taken inside as well as hanging or standing plants. These items are all projectiles in a hurricane.
- 16) Close all blinds, curtains and drapes.
- 17) Pull plugs on all electric appliances.
- 18) If you own a first floor unit, secure all sliding glass doors with wood or metal bars to prevent entry.
- 19) Check pan under water heater and empty if necessary.
- 20) Clean house thoroughly.