

Departure Checklist and Hurricane Reminder

All owners who plan to be absent from Islandia I for more than a couple of weeks or anytime during the hurricane season, beginning June 1st through November 30th, please take note of the following preparations.

This check list should also be provided to tenants and guests who will be utilizing your unit during your absence.

- Remove all patio/porch furniture from the balcony and secure away from the windows. If the Association staff has to remove these items, the unit owner will be charged.
- Remove all plants and balcony decorations from the balcony and balcony walls.
- Secure, close all hurricane shutters. Provide the Association office with the keys.
- Do not leave perishables in the refrigerator and/or freezer. Empty the icemaker and turn off.
- The Association staff will not empty refrigerators/freezers if there is a power failure. Spoiled food can ruin the appliance.
- Unplug all other major appliances.
- Empty all garbage and trash receptacles.
- Pour a small amount of vegetable oil into garbage disposal.
- Close all kitchen and bathroom sink drains.
- Saran wrap toilet openings.
- Cover shower drains with saran wrap.
- Empty cupboards of any open bags or any type of pastas, rice and cereals.
- Set the A/C unit thermostat to 78 deg. and humidistat between 65 to 70 percent.
- Turn off the main water valve in the unit; which is located by hot water tank.
- Turn off the circuit breaker for the water heater
- Guest and Tenants are required to evacuate if a mandatory evacuation is issued.
- Caretakers should be registered with the office
- Notify newspaper delivery service to discontinue delivery.
- Complete postal forwarding information forms and provide forwarding address to Association office.
- Turn off all lights.
- If thru the year you have changed your door lock you must make sure office has a set of keys for your unit.
- Notify the Association office of departure date and potential return date. If leaving a car, provide a car key.

This list is provided as a suggestion and is for the safety of your unit and the condominium complex.

Association Staff are not available during normal business hours to assist in securing a unit.