

TOWN SHORES OF GULFPORT #212
THE DIPLOMAT CONDOMINIUM ASSOCIATION

Resident Away Policy

Residents who will be away from their condos for more than 30 days must inform the Board as to who is watching over their unit. The following tasks must be done while a resident is absent:

1. Pour one cup of bleach in the AC condensate line at the beginning of each month, and follow with a hot water flush
2. Check that air conditioner is set to at least 85 degrees and working properly
3. Check that all sink stoppers are in place and closed
4. Make sure all toilet bowls have sufficient water in them to prevent vermin from entering the premises
5. Check for any window leaks after heavy storms
6. Ensure the refrigerator is working properly
7. Ensure all dry goods stored in plastic, air-tight containers such as Tupperware. Paper or plastic bags will not keep out pests/insects.
8. Start any vehicle that has been left behind, at least monthly, to ensure it can be moved in an emergency.

If a resident is leaving for an extended period, such as the summer, they must submit the Resident Away form before they leave. If the Board has not received this form, and become aware the Resident is out of town, an email inquiry, with a request to fill in the form, will be sent. The Resident will be required to return the form within one week.

Whoever is watching the unit must fill out the Monthly Unit Check form and drop in the suggestion box the beginning of each month. If the form is not submitted, or the Board has no record of a person watching the unit, a \$45 monthly fee will be charged for a third party to complete the work. This fee will be added to the Resident's monthly fees and will be due and payable the following month. If a resident is unable to find someone to watch their unit, a board member or neighbor may be able to suggest a third party to do the work at a more economical price.

Approved by Board vote on January 10, 2024

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Resident _____ Unit # _____

DIPLOMAT RESIDENT AWAY CHECKLIST

Complete this form when resident goes away for more than one month.
Remember to inform the Post Office and TS Office of your change of address, if applicable.

Departure Date _____ Estimated Return Date _____

In case of emergency, where will you be?

Address _____

Email _____ Phone (____) ____ - _____

Is there another contact in case no one can reach you at the above phone/address?

Name _____

Email _____ Phone (____) ____ - _____

Person who has permission to use your car and/or parking space: Parking Space # _____

Name _____ Phone (____) ____ - _____

Email _____

If your car is staying here, where are the keys? _____

Person responsible for checking your unit monthly and always after a storm:

Name _____ Phone (____) ____ - _____

Prepare your unit:

WATER: ____ Shut-off valves turned off for bathrooms and kitchen

Kitchen: ____ Sink ____ Dishwasher ____ Refrigerator/Ice Maker

Bath #1: ____ Sink ____ Toilet Bath #2: ____ Sink ____ Toilet ____ Tub drain open

In order to keep pests from entering your apartment through the plumbing, **remember to ALWAYS leave the normal level of water in the toilet bowl and tank**, then put plastic wrap over the toilet bowl, close the seat and lid and then use painters' tape to tape the lid to the bowl.

ELECTRICITY: Unplug all unused items. **Reminder: You must leave the breakers on that control your fire alarms, sounders, and air conditioning unit.** ____ Refrigerator (prepared) ____ Other

AIR CONDITIONING:

____ Leave A/C on and Thermostat set below 85 degrees to avoid the growth of mold and mildew

____ Clean condensation drain line with 1 cup of bleach. After 30 minutes add 4 cups hot water.

____ **Ask the person who checks your condo to continue this monthly bleach cleanse.**

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WINDOWS: ____ Closed and locked ____ Storm Shutters down **GAS:** ____ Furnace turned off
DOORS: ____ Locked ____ Key left with _____ Phone (____) _____ - _____

Give this completed checklist to the Board Secretary before you leave.

DIRECTIONS FOR WHEN RESIDENT GOES AWAY FORM

WATER: Bathtub shutoff valves are usually built into the single handle thermostatic tub shower valve and access is difficult. It is, therefore, recommended that instead of shutting off these valves, the tub drain be left open. Since the tub has a large capacity, this will allow for safe handling of most leaks.

Toilet shutoff should be done by closing the shutoff valve. Normal water levels should be maintained in the bowl to prevent the trap from drying out, and the possibility of bugs and vermin entering your apartment through the dry pipes. The person checking your apartment on a monthly basis should check to see the water remains at the normal level in each toilet.

ELECTRIC: Circuits **not in use** could be turned off at the breaker panel, reducing chances of damage from such events as lightning. However, remember to **leave breakers ON** for circuits you want to keep operating, like a refrigerator, telephone answering device, **fire alarm AND sounders, and air conditioning.** (Do not use breakers as on/off switches as you would a light switch. Excessive switching of breakers will damage them.) Unplugging any item that will not be in use is another helpful idea. (**But remember, you cannot leave sounders unplugged or without electricity.**)

AIR CONDITIONER: Your A/C unit has a line for draining condensed water. If the drain plugs, water will overflow onto the floor and, eventually, down into the unit below you. We recommend cleaning the line each month by removing the small cork/cap from the drain line stub at the front of the A/C unit, and adding 1 cup of bleach. After 30 minutes add 4 cups hot water, and replace the cap. Do this before leaving. If you will be away for months, ask the person who will be checking your condo to continue the monthly cleaning of the A/C drain line. (If you do not have this important drain line cap, please consider having one installed.) **A/C must be left on and set at 85 degrees or lower.**

GAS: Furnace can be turned off. The Gas Company tells us that leaving the pilot on is a negligible help in preventing corrosion.

KEYS: The Board must have all access keys to your condo, including dead bolts and storm/screen doors; this is **mandatory by Florida Condo Law.** If you change locks, you must replace the Board's key(s) immediately. **You must also notify the Board where your car keys are** by leaving a copy of this form with the Board Secretary when you leave. Additional forms can be downloaded from our website.

Remember – it is the owners' or renters' responsibility to have Condo Homeowner or Rental Insurance. While the Diplomat Association is responsible for repairs that are needed for outside walls, roof, and common areas (refer to our Blue Book for specifics,) the homeowner or renter is responsible for the unit and any damages that occur. You may do all the right things and still sustain damage; therefore

The Diplomat Association disclaims any liability that may occur even though the owner has followed these recommended steps.