



## Best Practices for Non-Resident Owners

As you know, the Greyhawk HOA covers the cost of water and heat as part of our quarterly dues. Since utilities represent the largest percentage of our expenses, and those costs are increasing exponentially, it's important that all owners take preventive measures to conserve resources. For units that aren't occupied full-time, here are some guidelines.

- Set thermostat to 60 degrees when unit will be unoccupied for more than a few days.
- Shut master water valve (if possible) or just shut toilet valves. Note: Given the high mineral content of our water, It's a good idea to replace toilet valves and connecting hoses every 7-10 years.
- Make sure Ptarmigan has a way to enter the unit during an emergency (either a code/key or property manager contact with 24/7 access)
- Key Dates:
  - Turn heat on around October 1st
  - Turn Heat off around May 10th

Wasted heat and water significantly increases our operating costs, which can cause more frequent assessments. Adherence to these guidelines will insure that our dues will be put to the best use, and that our complex will be able to address emergencies as quickly and cost-effectively as possible.

Please let us know if you have any questions, or advice/suggestions. Thank you for your attention to these matters.