



***The Shores of Port Clinton
Condominium Association***



October 3, 2024

Dear Shores Family,

Winter is coming so it is time to prepare for the cold lake temperatures. Attached is the winterizing procedure for the Shores of Port Clinton. You are responsible for making sure your Unit is winterized throughout the season.

The Property Management will go through every Unit by the end of October to make sure your Unit is winterized, and a copy of the Winterizing procedures will be placed on your kitchen counter. After that visit, the responsibility of winterizing is now the responsibility of the **OWNER**. If you have a guest, renter, cleaning company or if your Unit is occupied for any other reason after the initial Management October winterizing check, you must make sure your Unit is winterized according to the Shores Winterizing procedures.

There has been damage to Units because this procedure was not followed. Again, it is **YOUR** responsibility that your Unit remains winterized.

During the winter season the Property Manager checks every Unit monthly (Nov., Dec., Jan., Feb., and March.) During this visit, he will check for problems and adjust temperatures in Units. Management also conducts periodic checks if conditions such as outside temperatures or weather become severe. If your Unit is occupied during these check visits, the Property Manager will not enter the Unit.

Please adhere to this process so as not to have your Unit damaged or cause damage to your neighbors.

Thank you,

Board of Directors

Shores of Port Clinton