

March 3, 2011

Re: Spring Break Reminders

Dear Champlain Apartments Tenants:

We are writing with a few reminders as many of you prepare to be away from your apartments for Spring Break.

- Please be sure to lock all doors and windows, prior to your departure.
- We suggest using a UL-approved timer to keep one or several lights on in your apartment during the evening and nighttime hours. The lights should preferably be vented on top, such as a floor or wall lamp with an open shade to limit the buildup of heat.
- Keep the thermostat set at no less than 60 degrees. Even though Spring is approaching, last night is evidence that we will likely still have cold days/nights. When heating and water pipes burst they create a serious mess that may displace you during the repair and clean up. Your lease contains a section that requires your heat be maintained at a level that will prevent pipes from freezing. Lowering the temperature a few degrees is not worth the savings if you must bear the cost of repairs.
- Please store any valuable items out of sight from outdoor windows. What is not seen will not be a temptation.
- Please be sure to take your trash and recycling out prior to your departure. Please also be sure that your blue recycling bin is not left curbside in your absence.
- If your cars are going to be left, you should leave a set of keys with your roommates if they are staying over the break. Or you may leave a set on your counter so that your car can be moved in the event of an emergency or heavy snowfall. Please note: we cannot guarantee that we will be able to move your car to prevent towing. (e.g. in Hill Gardens where cars must be moved post-snow fall.)

Please let us know if we may be of any help. We hope you have a terrific Spring break - have fun and be safe!

Thanks very much.

My Best,
Gene Richards
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