

Re: Winter Break Details and Recommended Practices

December 13, 2010

Dear Champlain Apartments Tenants:

We are writing with some reminders as you prepare to leave your apartment for the winter break or for any extended period of time.

- 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. 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 empty your apartment trash and recycling.
- If you have decorated with a Christmas tree, greens, and lights – Please REMOVE prior to your departure.
- Lock all windows, doors, and security doors. Please be sure that your basement doors are secure as well. This is our best defense against problems while you are away.
- Please remove any items from your basements. We will be cleaning while you are away.
- Please report any non-working outdoor lights to us immediately. This is important for your safety and for deterring theft.
- Please park cars appropriately so that they are not towed. If you are leaving your car in one of our lots over break, please leave your car keys appropriately marked on your kitchen counter. If we have to clear the lot, while you are away, we will move your car to prevent it from being towed.
- Please remove all bikes and any other items from porches and railings - if bicycles are left they will be removed.
- Please call in advance if you need assistance.

Thank you very much for making it a smooth year thus far. We wish you the best with all of your end-of-the-semester responsibilities and we hope that you enjoy the

holidays with your family and friends. Safe travels and we look forward to seeing you in the New Year.

My Best,
Gene Richards
www.champlainapartments.com
802-343-9909