

COLONIAL SQUARE COOPERATIVE
VACANT TOWNHOUSE POLICY

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- I. This policy outlines steps that should be taken to maintain a vacant or unoccupied townhouse. The intent of this policy is to help Members keep a well-maintained and safe townhouse when they leave their townhouse for an extended period of time. It is intended for this policy to assist Members by reducing possible insurance claims and other charges to Members that may arise due to damage that may occur in an unmaintained, vacant townhouse. Members may request their unit to be inspected in their absence at any time for a nominal fee.

- II. Definitions applicable to this policy
 - A. "Vacant" townhouse – Any townhouse that remains vacant for more than 6 months of any calendar year. This determination may be made at Management's discretion and may be based on information received from Members. This definition may include townhouses listed for sale.
 - B. "Unoccupied" townhouse – Any townhouse with no one in residence for 6 months or less.

- III. Member Responsibilities
 - A. In accordance with the Occupancy Agreement, gas and electric utilities to your townhouse shall not ever be disconnected. When Vacant or Unoccupied, the thermostat must be set to "heat" with a minimum temperature of 50 degrees Fahrenheit.
 - B. Members are encouraged to inform Management when they anticipate their townhouse being Unoccupied for an extended time period or when they anticipate their townhouse being Vacant. It is in the Member's best interest to inform Management as soon as possible. This could help to minimize possible damage to the townhouse and charges to you due to townhouse plumbing, mechanical, or other systems being left unprepared.
 - C. If notice was not provided by the Member that the townhouse was going to be Vacant and the townhouse is later determined to be Vacant, Members shall be charged a "trip charge" plus

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labor for the time required to conduct each inspection of their unit. There could be additional charges if additional work is required or requested.

IV. Management Responsibilities

- A. Any townhouse determined by Management to be Vacant shall be inspected at minimum every 6 months. The first inspection should be completed by Management as soon as possible after making a determination that a given townhouse is Vacant.
- B. Management should consider taking the following actions for a Vacant townhouse, in addition to any others that Management determines are necessary:
 - i. Inspect thermostat and furnace to insure that the thermostat is enabled to heat at a minimum temperature of 50 degrees Fahrenheit at all times in a Vacant townhouse and that the furnace is operational.
 - ii. Replace furnace filter.
 - iii. Inspect and test all smoke/carbon monoxide detectors.
 - iv. Shut off water and drain hot water heater if necessary.
 - v. Inspect for mold and insect or animal infestation.

- V. All prior policies and motions passed by the Board on this topic are superseded by this policy.