

## MALLARD COVE CONDOMINIUM ASSOCIATION HOME PROTECTION PLAN CHECKLIST

### MANDATORY Per MCCA Residency Regulations

- ☐ Provide the Board two keys to your unit, one for the Board and one for the fire department box on the mail house.
- ☐ Shut off the "main" water valve from City of Laconia Water any time you will be away from your home for **three days or more**.

(Note: Some have been told by their heating contractor not to shut off the main water supply so the boiler will have "makeup" water. If you choose not to turn off the main water supply, you should have your house plumbed so that the boiler has a separate supply and you can still turn off your water to the rest of the house. If you do not turn off the main supply line, you should turn off water to each faucet and toilet in the unit.)

### RECOMMENDED (if away for more than a week during the winter from 11/1 to 5/15)

- ☐ Provide the Board with a current "Home Protection Plan Contact Information sheet (see attached). Also provide the name of a person who will enter your home on a periodic basis during your absence to check for problems.
- ☐ Turn off the water supply to your washing machine **when it is not in use**.
- ☐ Install an indoor winter watchman and/or other type of alarm system as a backup to the cold temperature sensors installed by the Association in our homes.
- ☐ Flush toilets - pour RV antifreeze in toilet bowl according to product directions (this is available from local hardware stores) and in all sinks and lavatories.
- ☐ Drain main water supply.

## MALLARD COVE CONDOMINIUM ASSOCIATION

- ☐ Disconnect, remove and store all outdoor water hoses by mid-November.
- ☐ Remove all portable window air conditioners by mid-October.
- ☐ When away during the winter months, set thermostat at 58 degrees Fahrenheit (or higher) during the months October through mid-May. This includes any gas fireplaces or stoves on thermostats.
- ☐ When away during the winter months, leave cabinet doors beneath sinks in kitchen and bathrooms open; also leave bathroom doors open.

### RECOMMENDED By Our Insurance Company

- ☐ Replace any plastic dryer vent hoses with metal to avoid fires in the hose that can spread to the unit.
- ☐ Clean dryer vents annually.
- ☐ Replace washing machine hoses at least every 7 years.
- ☐ Have furnace cleaned and inspected annually or as recommended by your heating contractor.
- ☐ Replace water heaters when they have reached their normal useful life (7 to 10 years)

Remember, the unit owner is responsible for the first \$20,000 of any water damage loss in their unit. These guidelines are meant to help you avoid or reduce this type of loss in your home as well as protect the Association from losses caused by water damage to your unit greater than \$20,000!

**MALLARD COVE CONDOMINIUM ASSOCIATION**  
**Home Protection Plan Contact Information**

<b>MALLARD COVE HOMEOWNER/RESIDENT</b>		Date: _____	
Name			
Unit #		Phone	

If you will be away for more than a week, please indicate when your home will be vacant:    From \_\_\_\_\_ To \_\_\_\_\_

	<b>Where can you be contacted while away? (Required)</b>	<b>Other contact person – family, friend, neighbor, etc. (Optional)</b>
Name		
Address		
City		
ST		
Zip Code		
Phone		

<b>Person watching your Mallard Cove home</b>	
Name	
Address	
City	
ST	
Zip Code	
Phone	

If you have an alarmed security system installed in your unit:

Name of security company: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Your security code (will be needed in an emergency situation): \_\_\_\_\_

If your system requires any special instructions for disarming the alarm, please attach this information to this form. Also, please leave clear instructions near your control box(es) indicating how alarm must be properly reset.