

FALL/WINTER 2016

Summer is over and Fall is here and Winter is on its way!! With the change in our season Lava Ridge Property Management would like to provide you with some helpful tips and remind you of some rules and regulations. Please understand that the purpose of this letter is to simply be informational and help us help you!! Any rule or guideline listed below is subjective to the property and may not be the full extent of the renters' responsibility and can be changed without notification. As always, if you have any questions in regards to this or any other matter, please do not hesitate to call us.

HEATING YOUR HOME

- Your heat in the house should never be less than 50 degrees. If you have thermostats they should be set at 55 to 60 degrees to avoid frozen pipes.
- When going on vacation or if you live in older homes with sub insulation levels ~ leave all cabinet doors underneath sinks or enclosing plumbing open to expose the pipes to the heat in the house and leave the cold water faucet on a slow drip. These preventive steps will assist in keeping the pipes from freezing.
- Make sure pipes to water heaters in garages, basement, exterior closets etc are wrapped, insulated or have heat tape where safe. You can get pre-slit pipe foam and at most hardware stores. Cut it to size and fasten in place with duct tape. Ideally, choose the insulation with the highest R-value practical, which is a measure of its heat-blocking power. Pipe insulation is often R-3 or, for batt styles that you wrap around, a stronger R-7. In some cases we suggested getting a hot water tank insulation blanket as well.
- Make sure the foam vents are installed on the exterior of the house or the crawl space.
- Change your furnace filter - - **this is very important!!!** If your furnace stops working and a technician is required to reset the system due to a blocked filter, the vendor charge will be passed to you.
- Vacuum any cadet heaters, furnace vents or like items.
- Keep the fireplace clean. You are responsible to light any pilot lights – fireplace, water heater or like. If you have difficulty getting your fireplace to draft or are concerned for any reason about the operation of your fireplace please do not hesitate to contact our office. Always peek at a safe distance chimney tops for debris, bird nests or blockages.
- Many ceiling fans come with a switch that reverses the direction of the blades. Counterclockwise rotation produces cooling breezes while switching to clockwise makes it warmer: air pooled near the ceiling is circulated back into the living space.
- For just a few dollars, pick up a window insulation kit at your local hardware or discount store. Don't worry -- properly installed, window plastic is essentially invisible. Adding a buffer against drafts and extra still air space can give a nice boost to your home's ability to hold heat.

SNOW REMOVAL

- You are responsible for all snow removal at your home. This includes driveways, walkways (public and private) porches, patios etc. *Per City regulations: when clearing the sidewalks do not move snow into the streets or gutter. Snow or Ice should not remain on the sidewalk for a period longer than the first 6 hours of daylight after the snow has fallen. For not removing the snow you can be issued a citation from the City for \$165.*
- When using ice melt, make sure you sweep it up after the ice is melted as it will deteriorates the drive ways and sidewalks in which you would be responsible for that damage come spring time.
- Please be aware of ice cycles hanging from gutters, balconies or anything above head. Safely remove any when possible.

GENERAL REPAIRS AND MAINTENANCE

Basic maintenance is a renter responsibility. These responsibilities include, but are not limited to:

- Light bulbs
- Basic sprinkler repair
- Air filters
- tightening screws where needed, adjusting doors, oiling tracks etc

GENERAL REPAIRS AND MAINTENANCE CONTINUED

- Garbage disposal and clogged sinks – If your disposal stops working, have you tried to clear the line yourself first. Use a disposal allen wrench on the base of motor to manually move the blades and un-jam it. If we find that the cause for the repair is tenant caused (bottle cap, starch peels, seeds or pits etc), the repair will be charged back to you. Sink clogs – have you tried any liquid plumber, plunger or sorts... again, if the clog is tenant caused (hair, paper etc) the repair will be charged back to the tenants.
- Vacuum and clean under and behind the appliances.

LANDSCAPING AND IRRIGATION

Your lawns and yards must still be taken care of thru the winter months.

- In most cases Lava Ridge will send out a technician to blow out and winterize your irrigation systems. Please make sure the all locks have been removed from the gates and landscapers have full access to your back flows so they can blow out the sprinkler system. Once the system is winterized, unplug any irrigation timer boxes.
- Towards the end of September / early October give your yard a good once over clean up / maintenance and prepare it for winter. There are several winterization fertilizers available at the local hardware store. Mow and edge all lawns one last time for the season.
- Trim and prune shrubs and hedges as needed. Tree trimming will be conducted by Lava Ridge as needed. It is your responsibility to ensure that shrubs and hedges are not touching the house exterior or blocking irrigation from proper coverage.
- Dispose of all grass clipping and trimmings from the property. You CANNOT store or pile this on site.
- It is your responsibility to ensure that all toys, furniture, trash, cigarette butts and feces from your approved pets is removed from the grass areas
- If any irrigation/sprinkler breaks or water is leaking, please contact our office immediately. An irrigation water leak is not only wasteful but can cost your property owner quite a bit of money, which can result in rent increases to cover costs.
- Remove any watering hoses from outside faucets and cover the spiket with a winterization cover.

****** CHANGE YOUR SMOKE DETECTOR BATTERIES!!! ******

Please understand that owners try to minimize costs of their investments so that we can keep rents from rising too much. Multiple requests for basic and simple maintenance items increase expenses and force owners to raise rents. So if your door bell box falls off the wall and just needs a screw... help yourself out and take a minute to reattach it. In no way are we saying to NOT contact us for repairs... just try to trouble shoot these things yourself and keep costs down for everyone.

THINGS TO LOOK FOR AND REPORT

- Decks and/or fences that are worn and should be re-stained or have nails/screws missing or backing out.
- Loose railings or fence slats etc
- Leaks on any irrigation or around toilets, sinks, hose connectors or any plumbing source
- Caulking at the base of all tubs and showers, around toilets, backsplashes etc.

Again, these are simply guidelines and helpful hints to ensure a smooth and easy fall/winter for us all. Specific details or clarification should be referred to our office. If you have any questions in regards to this or any other matter, please do not hesitate to contact us.

Respectfully,

Lynette Remund

Managers

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