



Gulf Harbors Condominium, Inc.

4703 MARINE PARKWAY · NEW PORT RICHEY, FLORIDA 34652 · (727) 848-0198

Closing your condo for the Season - 2024

This is a multi-day/ step(s) process to ready your condo, when being closed for several months.

CLEANING: Clean thoroughly - dirt, grease and soap scum attract pests!

- Seal cracks and gaps around pipes and vents with steel wool.
- Clean bedding, towels and clothing before storing them.
- Clean windows and remove screens (clean screens in tub or shower, let dry to store). This will save your screens from the damaging rays of the sun so they will last longer.
- Ready restrooms for closure. Consider cleaning one room (if you have 2) completely, leaving one to be closed as you exit. Clean sinks, floors and toilets. Pour 1 cup of bleach in toilet bowls (NOT tank), cover with overlapping strips of plastic wrap right onto porcelain bowl; this will cut down on lime ring and mildew, as well as water evaporation. Also add plastic wrap under toilet tank lid to help maintain water. Add vinegar to all sink/shower/tub drains. Plug or cover all drains and overflow holes.
- Cover furniture, tables, chairs, etc. With bed sheets to keep dust off.

ELECTRICAL: Unplug all non-essential electrical:

Lights, fans, TV's, stereo, microwave, coffee machines and alarm clocks, etc.

- Leave the **Blue Stream router and Tivo boxes on**. This will allow your Wi-Fi devices such as thermostats/cameras to operate, as well as software updates to be done.
- Turn off those electric circuits not needed during your absence like the stove, fridge (if turning it off) and dish washer, at your electrical panel.
- Be sure to **turn off your water heater switch**.
- Leave your **Air Conditioner ON**.
Set it at **80 degrees** or set it at **78 degrees**, if you are on the **ground floor**.
 - Consider a Wi-Fi Thermostat to monitor your AC temperatures remotely.
 - Change your AC air filter, if not changed recently.
 - Have your **AC serviced** before you leave for the season. The drain line can become plugged and could cause water damage as well as cause overheating of your AC unit.
- Remove batteries from remotes, or battery-operated candles, lights, etc.
 - Change batteries in Smoke detectors if required.
- Encourage *air circulation to inhibit growth of mildew*. Open closet, cabinet and appliance doors; pull out drawers. Spread hangers apart on closet rods so air can move freely. Put cedar sticks, or dryer sheets in closets and drawers.
 - May use moisture eliminator/damp rid, under sinks. Place small containers inside larger containers to protect from any overflow, which should be emptied.

The information contained in this document, are suggestions.

Owners are responsible for maintaining their condo, which should be inspected regularly.

- If your fridge is staying on, leave it running at its lowest setting. Therefore, store spices, condiments, flour, sugar, etc. in the refrigerator in Ziploc bags. If your fridge is turned off, clean it thoroughly and leave doors and drawers open.

HURRICANE STEPS: Remove ALL exterior items from your lanai, porch or entrance way.

- This includes furniture, plants, outdoor hanging items, bikes, etc.
 - Put these items inside your condo or personal storage room.
 - These items may **become projectiles during a storm** and could cause injury to others or damage to personal property. As per GHC Rules, we are responsible for damage caused by our personal belongings.

SERVICES: Stop all newspapers, hold, or redirect mail (forms available at post office or online).

- With the new RPM - Vantaca service go to: home.resourcepropertymgmt.com to CHANGE your mailing Address, so your GHC Mail will be sent directly to your “alternate” address when you are not in-residence at GHC. This service allows GHC Owners to view Minutes, Agendas, information, etc. & change your own address.
- If you have a telephone landline, call the service provider to suspend the service.
 - For **Tips from BSF**, for other (extra) services you have i.e. Telephone, or movie channels, etc. when **closing for the season** please go to: www.bluestreamfiber/Seasonal
- The **GHC TV and Internet service**, provided by Blue Stream Fiber, is part of your Association fee and **remains ON - ALL the time**.

CHECK YOUR UNIT: Ensure your Condo unit is checked on regularly.

- Leave a key with a friend or neighbor who can check your unit regularly - weekly is best and keep a list for them to check off & date/initial. This is very important for insurance purposes. Have them check for leaks under sinks, ceiling, etc. Leave a phone # where you can be reached, in case of emergency.
 - Make sure the GHC Association office - manager knows who will be checking your unit for you and that they have a key for your unit.

LAST STEPS: Spray Insect/bug killer around outside doors and inside perimeter of the condo.

- **Shut off the water main supply to your condo.**
 - Double check Hot Water Heater is OFF.
- Close and lock all windows and lanai door(s), close blinds and curtains completely.
- **Lock all door locks.**

Check the **Pasco County Disaster Preparedness Guide 2023**, for information, also located from our own: www.gulfharborscondos.com

- **See you next season! Stay safe!**

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