

## **TOXAWAY VIEWS HOMEOWNERS ASSOCIATION WINTERIZATION POLICY**

Because owners are responsible for water damage caused by leaking or burst pipes, not only to their own unit but also ultimately to their neighbor's, the Association requires that owners winterize their units during the winter season during all periods that the unit is not occupied on consecutive days. The winter season is defined as November 1 through April 1.

Each unit, occupied or not, shall submit a winterization certification form by December 1<sup>st</sup>.

If owners use their units sporadically between these dates, they must re-winterize after each visit.

Note: Water should be shut off at the building source level during any season that absences of more than 3 days occur. See Rules & Regulations.

The following are considered to be minimum items to accomplish winterization:

1. Shut off water supply at building source (water room/crawl space).
2. To relieve pressure, drain water lines (including washing machines and icemakers) until water flow completely stops. (Units with a remote water valve must drain at lowest point unit-side of valve). If water doesn't stop flowing, the supply valve has failed to completely shut off, and winterization cannot be completed until corrected.
3. Shut off power to HW heater. Drain if heater is located in an exposed location.
4. Empty toilet bowls and tanks. Also, shower faucet valves should be opened/drained to release water trapped between faucet and shower head.
5. Put environmentally safe antifreeze into all drains, toilet bowls, toilet tank, tubs and washers.
6. Adjust thermostat to a minimum of 55° F to keep the unit from freezing or contribute to the freezing of adjacent units.
7. Empty ice trays & replace tray under ice maker (turn off ice maker).

Upper level units will be more likely to experience freezing conditions and should be given special attention, i.e., shower faucet valves should be opened/drained to release water trapped between faucet and shower head. If heat is provided from a lower floor, return air flow must be assured (leave door to lower level open).

Spas/hot tubs are a special concern as they may contain up to 250 gallons or more of water (2,000 lbs.), capable of causing considerable damage to units below. Therefore, they must be fully drained, water supply turned off and drained, and antifreeze put in the drain trap.

Suitable antifreeze is widely available at discount stores, sporting goods and RV supply stores. It is propylene glycol based and labeled to be safe for septic systems. **Automotive products, even if made with propylene glycol, are not suitable and will damage septic tanks.**

Owners should check with their insurance companies to assure that they carry adequate content and liability coverage should there be a leak. Damage caused to a neighbor's unit resulting from a failure to properly winterize in accordance with these procedures are subject to insurance subrogation for recovery of, as a minimum, deductibles and depreciation. TVHOA will not pay for damage to individual units and may act to recover damages if negligence by an owner causes damage to infrastructure.

[Winterization Certification Form](#)

[Winterization Certification Form \(Online\)](#)