

## MEMORANDUM

To: Homeowners & Residents  
Guard Hill Manor

Date: November 22, 2016

From: Arthur C. Haviland

Re: Seasonal and Important Reminders

We write once again to pass along several annual reminders and to offer information about issues which will be familiar to many - but please read again to refresh your memory.

- \* Homeowners should be sure to shut off the water supply to unprotected outdoor spigots wherever applicable. As freezing weather arrives, burst pipes from improperly safeguarded outdoor hose bibs can cause tremendous problems. Please be forewarned.
- \* Homeowners must carefully manage fireplace logs should they plan on wintertime fires. Firewood should not be piled or stored directly on or under decks for any prolonged period of time since a variety of undesirable pests find such wood piles a great home and some will find a way to become more comfortable and move into yours! Firewood should be kept in minimal supply and carefully stored, and ideally burned up by the end of the season so there can be no lingering pest or insect problems. **Reminder:** clean fireplace chimney flues if you are a new owner or regular wood burner.
- \* Be alert to the risk of fire posed by lint build up in the clothes dryers and their exhaust vents. These should be cleaned regularly.
- \* Residents are reminded that any temporary signage which might be posted to promote a moving or tag sale must be removed promptly after the event and must not be posted on or in a way that obstructs existing Guard Hill signage. Guard Hill signage is not intended for any other purpose and private temporary signs will be removed unless properly posted in accordance with published House Rules on this subject.
- \* In order to alleviate sewer drain backups all residents are requested to review and follow the guidelines provided on the reverse by Electric Snake, the HOA sewer and drain maintenance company and reproduced on the reverse side herewith.

(over)

- \* Homeowners are encouraged to perform routine service on all HVAC equipment to enjoy optimal operation. Please note that leaking conditions that are reported to management and, after investigation, turn out to be HVAC related, will result in a back charge to the responsible owner for any investigation costs.
- \* Holiday decorations should be stored away for next year by the end of January. Christmas trees may be placed outside the dumpster sheds for pick up by the Highway Department between January 1 and January 31.
- \* Winter is almost upon us so it is getting dark earlier and drivers must be extra cautious and mindful of pedestrians. Please drive carefully, observe the stop signs and please adhere to the 15 mph speed limit within the complex; it may seem slow but it makes a big difference for pedestrian safety. [If you walk on the roadway, do so only “against” the oncoming traffic.]
- \* Visitor-designated parking is available for legitimate visitors only. Residents must use their private garages and driveways for their own vehicles.
- \* Also, **ice melt** will once again be available in the dumpster sheds for your use. Please remember **NOT** to use rock salt on concrete steps, as it will cause premature deterioration and cracking.

Also, we have attached a separate reminder sheet to help you keep your drains working properly, and a copy of the dumpster/garbage rules for your information.

We take this opportunity to refer all Homeowners to the Guard Hill website ([www.guardhillhoa.org](http://www.guardhillhoa.org).) where all property rules, regulations and essential information is readily available. You are encouraged to use this convenient and practical resource.

Thank you.



## **ELECTRIC SNAKE**

**SEWER & DRAIN SERVICE, INC.**  
P.O. Box 75, Brewster, NY 10509

**1-800-479-SNAKE**

Brewster 845-279-7315 • Ossining 914-762-5080 • Danbury 203-792-4065

### **SOME SIMPLE RULES TO FOLLOW**

\*\*\*\*\*

#### **FOR KEEPING YOUR DRAINS WORKING PROPERLY**

**KITCHEN SINK LINES ---- NO GREASE ---- WIPE ALL PLATES, COOKWARE & BAKEWARE BEFORE WASHING OR PUTTING IN DISHWASHER**

**NO COFFEE GRINDS  
NO CIGARETTE BUTTS  
NO FISH TANK GRAVEL**

**IF YOU HAVE A GARBAGE DISPOSAL DO NOT PUT WHOLE PIECES OF FOOD IN---CUT UP IN SMALL PIECES---NO STRING VEGETABLES SUCH AS CELERY, ASPARAGUS, ETC. ALSO RUN PLENTY OF WATER BEFORE, DURING AND AFTER USE OF DISPOSAL.**

**TOILET BOWLS---NO SANITARY WIPES, FEMININE PRODUCTS, BANDAIDS OR GAUZE  
NO 2 PLY HEAVY TOILET PAPER ALSO NO COLORED PAPER**

**NO CIGARETTE BUTTS**

**IF YOUR GOLDFISH DIES \*\*DO NOT\*\* FLUSH !!!!!**

**NO SANITIZING TABLETS IN BACK OF TOILET TANKS---THEY MELT  
PART WAY AND PLUG HOLES IN TOILET**

**NO DENTAL FLOSS---NO Q-TIPS**

**NO KITTY LITTER!!!!**

**NO PAPER TOWELS!!!!!!!!!!!!!!!!!!!!**

**WASHER LINES--TRY NOT TO WASH ANYTHING OVERLY FUZZY---WHEN POSSIBLE PUT LINT TRAP ON WASHER LINE**

**SHOWER & TUB LINES--KEEP COVER ON DRAIN AT ALL TIMES--NO CAPS TO BOTTLES--NO DISPOSAL RAZOR CAPS--NO HAIR BANDS OR CLIPS--NO Q-TIPS**

**IF ALL THESE SIMPLE RULES ARE FOLLOWED IT WILL HELP TO MAINTAIN THE MAIN LINES AND SINK & TUB LINES CAUSING FEWER BACK UPS**