

The Village Watch DEPARTURE CHECKLIST



Contact Us:

Website: www.thevillagewatch.com

Email: info@thevillagewatch.com

Phone: (317) 440-2286

To better assist us while you are away, please make sure you provide:

- White Vinegar (2 gallon jug), Funnel, Replacement Filters – please leave by HVAC unit
- Replacement Batteries (AAA, AA, 9V) – please leave on kitchen counter
- Damp Rid Bags and/or Buckets – please leave on kitchen counter
- Toilet Cleaner, Brush – please leave by **each** toilet
- Vegetable Oil (for garbage disposal lubrication) – please leave by kitchen sink
- Hurricane Shutter Remote(s)/Keys/Stick – please leave on kitchen counter
- Record WIFI name and password and leave on a note by router or kitchen counter
(for device reconnection if needed)

Securing Your Home:

- Lock external doors, sliding doors, and windows
- CLOSE or partially close window blinds/shades/curtains
- If applicable, make sure security system is functioning; replace batteries if necessary
- Take care of mail/deliveries – forward or pause mail, pause any subscription services
- Make sure exterior lights are OFF to avoid attracting insects and pests

Preparing Your Home For The Elements:

- If possible, CLOSE hurricane shutters (if departing ahead of/during hurricane season).
*Be advised, if shutters are not closed by the homeowner in preparation for hurricane season, we will close/open for you for an additional fee.
→ **FOR MORE INFO:** see ACC guidelines on last page regarding hurricane shutters
- Move furniture and cushions in from the lanai into enclosed lanai area or garage
- Move pots, decorations, or anything lightweight into enclosed lanai area or garage
- Cover your BBQ grill – do not leave outside, store in enclosed lanai area or garage

Cleaning Your Home:

- Remove any perishable foods and open bottles/containers from the refrigerator
 - **TIP:** In the event of an extended power outage, any condiments or food left in the refrigerator and freezer will spoil – leaving only water in the refrigerator and ice packs in the freezer is advised.
- Remove any open food packages (chips/crackers/snacks/cereals, etc.) from the pantry
- Turn OFF icemaker and empty ice bin outside
- Empty dishwasher and leave the door cracked open so the water dissipates
- Wipe down countertops, clean the stovetop to avoid attracting any insects or pests
- Clean your garbage disposal by running a vinegar/baking soda/water solution through it to avoid unpleasant odors
- Empty all trash cans before you leave – if we need to set out cans, please let us know
- Wash linens and towels – be sure to dry and put away to avoid moldy laundry
- Make bed with clean linens before you leave
- Clean toilets/showers/tubs – keep toilet lids and drains CLOSED
- Dust all surfaces, vacuum/mop floors

Preparing Water/Electrical/HVAC Utilities:

- Set the thermostat to “away” temperature
 - **TIP:** For optimal AC performance, a temperature setting of 76-78 during warmer months (May-Oct) and 74-75 during cooler months (Nov-Apr) is recommended to keep humidity levels down.
 - **TIP:** Humidity levels above 55% can quickly become problematic – portable dehumidifiers and Damp Rid bags or buckets are highly recommended.
- Leave at least one ceiling fan ON to increase circulation inside home
- Leave interior doors, especially closet doors, and undersink cabinet doors OPEN
- Turn OFF main water valve
- Turn water heater OFF at electrical panel, recirculation pump should be OFF as well
- Turn OFF breakers to non-essential appliances (excluding refrigerator) to help protect against power surges
- Unplug electrical items and small appliances
- Replace batteries in smoke alarms (if applicable)
- Suction HVAC drain (condensate) line
- Replace HVAC filter

Protecting Your Vehicle(s)/Golf Cart:

- Leave a Damp Rid bag or bucket in your vehicle to avoid mold formation, windows UP
- If you will be gone for more than 30 days, fill up your gas tank to prevent moisture from accumulating and to keep seals from drying out
- Clean your car as water stains, bird droppings, mud, grease, or tar can damage paint
- If gone for more than 30 days, change the oil before you leave to avoid contaminants from oil damaging your engine
- Put your vehicle on a battery tender
- Plug in golf cart, add water to batteries

Village Walk ACC Guidelines Regarding Storm Shutters:

Hurricane Shutters

Storm Shutters may only be closed during a storm event or when a storm event is imminent. If the homeowner is out of town during the official hurricane season, hurricane shutters may be installed from May 1- Nov. 30 and must be painted the base color of the home, white, or clear. Unpainted, metal shutters are only permitted during a storm event and must be removed within 72 hours of the conclusion of the storm. Accordion shutters, roll down shutters, and hurricane screening are permitted. The Board of Directors will permit shutters to be closed over the rear sliding glass doors for short, defined periods of time throughout the year with notification to the HOA office if the shutters will be closed. The allowance is not intended to extend the time hurricane shutters may be installed during the designated Hurricane season mentioned above. Only sliding glass doors may be covered, and this includes shutters which cover lanai openings to also protect sliding glass doors.