

LAKE VILLAGE HOMEOWNERS ASSOCIATION FORM – S11A
Residential Unit Checklist

Enter a check mark or initial for each line below.

Unit Number _____

- | YES | NO | |
|-------|-------|--|
| _____ | _____ | 1. Furnaces and/or gas-fired boilers have been inspected and cleaned. Filters have been replaced as needed and inspection reports have been submitted to the Association Office. |
| _____ | _____ | 2. Furnace shut-off valves have been verified to meet current code requirements. |
| _____ | _____ | 3. The chimney has been inspected and has been cleaned as needed. The chimney inspection reports for pellet burning stoves and/or wood burning fireplaces have been submitted to the Association Office. |
| _____ | _____ | 4. Heat tape on all pipes exposed to subfreezing temperatures have been replaced as needed to our insurance standards and activated. |
| _____ | _____ | 5. External hoses have been disconnected and stored. |
| _____ | _____ | 6. All external watering systems have been drained and deactivated. |
| _____ | _____ | 7. An emergency access key is available through the Association Office. |
| _____ | _____ | 8. A <u>current</u> emergency telephone contact number is on file with the Association. If not, enter current number here _____ |
| _____ | _____ | 9. Smoke alarms are installed and have been tested to be in working condition. |
| _____ | _____ | 10. Fire extinguisher(s) are verified operational. |
| _____ | _____ | 11. The unit has been examined to eliminate potential internal and external fire hazards. |
| _____ | _____ | 12. Carbon Monoxide Detectors have been installed according to the Association's insurance requirements and are in working condition. (Required for vacation rentals.) |

I, _____ (print Member name) have completed, or caused to be completed, the inspections and actions defined above. **If I do not return this completed form to the Association Office by October 31st it may be construed that I WILLFULLY NEGLECT TO MAINTAIN MY UNIT. I also understand that an insurance claim filed against the Association's Blanket Policy may be denied due to such neglect.**

Member's Signature

Date