

**Hay Lake Town Home Association**  
**Winter Preparation Tips**  
Updated July, 2014

- Be sure that your low-temperature alarm (the type that automatically dials a pre-set number if the inside temperature drops below 45 degrees) is connected to your phone line, properly programmed and turned on. It is also recommended that you have a thermostat controlled backup heat source available such as your gas fireplace, etc.

Note: Arctic Air (268-568-5599) and Thelen Heating (218-829-1491) have key access to the units and will do furnace repairs.

- Turn off the main water supply valve in your unit when leaving for more than a day (a good year-round practice as well).
- Make sure all hoses are disconnected from outside faucets. This allows the faucet to fully drain and prevents it from freezing and breaking, causing it to leak inside the wall the next time the water is turned on.
- Check toilets for:
  - Tank water level. The level should be at least 1/2" below the overflow tube.
  - Leaking flapper. Place some food coloring in the tank before retiring at night. If the color shows up in the bowl the following morning, there is a leaking flapper the needs replacing.
  - Trickling water through the toilets can cause the sewer line to freeze and may result in water or sewage backing up into your unit.

Note: If leaving your unit empty for long periods of time, it is a good practice to seal toilet bowls with plastic wrap to prevent the water in the traps from evaporating which then allows sewer gas to escape into the building.

- Raise window coverings approximately 6" to 8" above the sill. This allows for airflow to prevent condensation/frost buildup on the windows.
- Set your thermostat to no lower than 52 degrees when leaving. Lower settings can cause condensation resulting in rust in the furnace heat exchanger.

**Reminder:** Please stay off the entire lake side yard during the winter to avoid packing the snow which could lead to freezing of the septic system lines or damage to the drain fields.

If you have questions, please contact any board member.