



Dear Valued Homeowner,

Thank you again for choosing a Hultquist Home.

The purpose of this letter will hopefully serve as a simple reminder that there are things you need to do to get your home ready for winter and then as we approach next summer a few details to attend to.

Winter List

- 1) Furnace Maintenance:
 - a) Be sure to replace your Furnace Filter at least three times per year.
 - b) It's also a good idea to check your thermostat to make sure it is functioning properly.
- 2) Crawl Space:
 - a) Please remember to frequently check your crawl space. If you have standing water in your crawl space, you may need to have gutters installed to keep the water away from your crawl space. You may even have to have a sump pump installed. If your home is equipped with a sump pump you need to insure that it is functioning properly and repair or replace it if it's not.
 - b) Remember, your crawl space is not a storage area. Use at your own risk.
- 3) Main Water Shut-Off:
 - a) Make sure you familiarize yourself with the location of your main water shut-off just in case a pipe does freeze and burst.
- 4) Smoke Detectors/CO Detectors:
 - a) This would be an excellent time to replace the 9-volt batteries in your smoke/CO detectors.
- 5) PREVENT ICE DAMMING:
 - a) Remember, the best way to prevent ice damming and icicles from occurring are to keep your roof free from snow, particularly around the roof vents and eaves. The Attic needs to stay cold and when these vents get plugged with snow, it allows the temperature in your attic to rise. This is the leading cause of Ice Damming which causes the roof to leak. This is a home owner responsibility to insure this does not happen.
 - b) Another good area to keep free of snow is the area around your fireplace or furnace B-vent. This area warms up and melts the snow around it which also causes ice damming.
- 6) Moose Alert:
 - a) Remember, the moose population in the city continues to grow. They love devouring newly planted trees and shrubs. Protecting the trees and shrubs is your responsibility.

Summer Details

- 1) Do your best to shovel the piles of snow and or ice that are piled up next to your home, away from your foundations, so when it melts the water drains away from your home.
- 2) Check your crawl space for water, if water is present, monitor it. If the water does not go away on its own, you may need to have a sump pump installed. This is a home owner maintenance issue. It is your responsibility to insure that your crawl space is free from standing water.
- 3) Roof:
 - a) Check your roof to confirm there are no missing shingles or any abnormal wear due to the winter's extreme weather. Pay particular attention to any area you noticed that had ice damming during the previous winter. If there is damage to your roof, you should take advantage of the summer weather to get it fixed.
- 4) Doors and Windows:
 - a) Remember, the thresholds on your exterior doors are adjustable. After extreme cold or extreme heat, things like doors move with the change of temperature. The thresholds are easily adjustable with a screw driver and will allow the door to operate smoothly while still achieving a good seal at the bottom.
 - b) Summertime is a great time to check any caulking around windows and doors. Again, temperature changes cause movement. It is not uncommon to have to re-caulk some of these areas as standard maintenance. It will give you added peace of mind next winter.
- 5) Exterior Decks:
 - a) Hultquist Homes recommends that you seal your decks once every two years to alleviate potential problems with the wood in the future.

We realize that many of these items may be covered by the maintenance company contract with your homeowners association. However, we want to make everyone aware that regardless who is contracted to do this work, it is every unit owner's responsibility to insure that the work gets done.

We at Hultquist Home Inc want to wish all of you a safe and problem free winter and a wonderful summer. Hopefully these few items will assist in preventing any difficulty with your new home.

Sincerely,

Cody Hultquist
General Manager