



Fleetwood Plaza Association
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Neighbors,

As your relatively new President, I would like to share with you three items of serious importance. Each of these is important in terms of protecting both our own investment and the investment of our neighbors. The three items that need to be addressed are:

1. Departure Notice Requirements
2. Winterizing Requirements
3. Financial Responsibility for repairs

The Board does not want to be forced to begin imposing fines on these issues, but the issues are serious enough that fines will be seriously considered for non-compliance.

1. Departure Notices

It is clear that, collectively, we have become careless and lax about the requirement of Departure Notices. Briefly stated, the rules are ...

- A. If your absence is for more than 24 hours BUT LESS THAN 72 hours, a departure notice is NOT required. (However, you are required to turn your water off.)
- B. If your absence is for more the 72 hours (three days), a departure notice IS REQUIRED each and every time.

Said another way, **submitting a departure notice is NOT voluntary or optional. It is required and mandatory.**

The online departure notice can be found on the Member Page of the website. The direct link is below and it contains the detailed requirements. (Note: Only the four units without Internet access are permitted to use paper copies. For these units the paper forms can be placed in the 400 mailbox.)

Departure Form direct link: <http://www.fleetwoodplaza.com/formdeparture.html>

2. Winterizing Requirements

Again, we are aware of a number of instances last year where required Winterizing did not occur or was improperly carried out. Briefly stated, if your unit is empty for over two weeks between December 1st and March 15th, Winterizing is REQUIRED. Having someone periodically “check-in” or “look-after” your unit does not exempt you from the requirement of Winterizing.

Winterizing is NOT voluntary or optional. It is required and mandatory.

The detailed requirements as to when Winterizing is needed are included in the Online Departure notice.

Direct link: <http://www.fleetwoodplaza.com/formdeparture.html>

The required steps (checklist) for Winterizing can be found on the Member Page of the website at the following link:

http://www.fleetwoodplaza.com/Winterizing-Reopening_Checklist%20V2.pdf

Some of us choose to Winterize ourselves, while others compensate someone else to do it. Please understand that each of these steps on the checklist are REQUIRED, regardless of whether you do the Winterizing yourself or have someone else (Commercial or otherwise) do it for you.

3. Financial Responsibility

There have been times when Danny Devine has helpfully responded to situations that are the actual responsibility of the owner, NOT the Association. Examples of these would be:

- Cleanup and repair of damage from improper Winterizing.
- Cleanup and repair of damage from interior water leaks, such as from washing machines, dishwashers, ice makers, etc.
- Repair and restoration of improvements and enhancements that were added by the owner.

In these and other similar situations, it will now be expected that the involved owner(s) will reimburse the Association for these costs. It is not fair or reasonable for the Association, meaning other owners, to assume these costs.

Depending on the reaction of the involved owner, it can potentially be awkward and unpleasant for the Association to request such reimbursement. However, in the future, the request will, indeed, be made and reimbursement will be expected. Fear of unpleasant owner reaction will not deter the Board from its responsibility of fairness to ALL owners.

Note to renters and “landlords”:

A final comment to those owners who rent their units and to their tenants: On a day to day basis, the responsibility for compliance with all of the above will, practically, fall on the renter(s) or tenants. However, owners are ultimately responsible for making sure their tenants both understand and comply with these mandatory requirements.

Summary:

Thank you all for your cooperation regarding the above three issues. For the Board and Officers, it is not pleasant to send out such a strongly worded communication as this. However, the quality and safety of our common life together necessitates that we all understand and comply with these requirements. Your Board and Officers would welcome any feedback or suggestions you may have.

Sincerely,

For the Board, Phil Taylor, President.