**Helpful Tips & Suggestions**

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| **Dryer Lint Compartment Clean Out**  **&**  **Dryer Duct Clean Out** | * **Annually** - Clean out the dryer duct line inside the laundry room on the exterior of the dryer to ensure maximum use and to reduce the fire danger & lint clogs. * **Every Use** - Clean out the inside of your dryer lint compartment after each individual use to enable faster drying times. |
| **Filter Change** | * **Annually** - Change the filter in your furnace to avoid damage & maximize system’s best service. |
| **A/C Condensation** | * **Annually** - Have your HVAC unit serviced and the condensation line cleared to avoid clogs and leaks within your unit from you’re A/C system. |
| **Recycling** | * Please review the attached flyer from Waste Management concerning Single Stream Recycling. Please use the recycling dumpsters for ONLY recyclables. Recycling is more cost efficient for the community. |
| **Thermostat Temperature (Winter Only)** | * **During winter months or consistently cold weather, keep thermostat "on" at 65 degrees to prevent pipes from bursting.** |
| **Weather Proofing (Vacant Units)** | * If your unit is vacant make sure you check it regularly to ensure no leaks from your unit going into any neighboring units. * Contact Plumber/General Contractor/Handy Man to weather proof your unit. * This will ensure plumbing pipes will not have excess water sitting in the water line. |
| **Smoke Detectors** | * **Annually** - Change batteries in all of your unit’s smoke detectors. * **Annually** - Test each smoke detector to ensure its operability. |
| **Exterior Pole Light &**  **Stairwell Lights** | * Report all exterior and stairwell light outages of the Burnbrae community. * When reporting Delmarva Power exterior common element street light, please get silver tag number from the pole and report the closest unit to the outage. * Please DO NOT attempt to change any light yourself. * Report Immediately to Shaunda N. Harrison at 302-737-0111. |
| **Special Pickup for Move Out Residents** | * **Please call 302-737-0111 for any large furniture and or appliance removal for the dump.** * **There is a reasonable fee based on the haul.** * **Do not discard furniture or large household items (ex: mattresses) in or around dumpsters.** * **Dumpsters are for household trash only.** |
| **Tractor Trailer & Box Moving Trucks** | * Please do not park any box truck (ex: U-Haul & Delivery) on Burnbrae site. * Tractor trailers are not permitted to park or sit idle on Burnbrae site. |
| **Chimney** | * **Annually** - 3rd floor apartment style units – Have a professional chimney sweep clean and inspect the chimney to prevent fire hazards. |

**Friendly Reminders (updated September 5, 2015)**

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| **Parking Passes**  **& Parking Application** | * A Parking Pass is mandatory for parking on Burnbrae premises AT ALL TIMES. To obtain a Parking Pass call Shaunda Harrison at 302-737-0111. * Lost or Stolen Parking Pass - replacement cost is $10.00 each. * All Units must fill out parking permit application prior to receiving parking permits. * Make sure your guests park in Visitor-designated parking areas at all times. * RT parking spaces are first come first serve parking spaces. |
| **Unregistered Vehicles &**  **Expired Tags** | * Unregistered vehicles & vehicles with expired license plates are not allowed on Burnbrae premises and will be towed. |
| **Rules & Regulations** | * A copy of the Rules & Regulations can be found on the Burnbrae website at <https://bbrae.managebuilding.com> |

We sincerely appreciate everyone’s continued help and cooperation in maintaining a clean, safe and peaceful community environment. Thank you.

Pamela Folz – President/212-C & 221-C/ **(302-543-2202) & on behalf of the Board:**

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| Valerie Hinton – Vice President | 218-F | 302-276-1049 |
| Jessica Conigliaro – Treasurer | 219-A\* | 302-388-8600 |
| Monica Stoddart – Secretary | 219-C\* | 302-323-1778 |

cc: Daniel R. Losco - Burnbrae Attorney

Shaunda N. Harrison – Burnbrae Property Manager - SLH Enterprises, Inc. (302-737-0111) **9/5/15**