

**BRADFORD POINT PROPERTY OWNERS ASSOCIATION, INC.**  
**Residence & Storage Unit Security Check Procedures**  
**For Bradford Point Employees & Unit Owners**

**OBJECTIVE:** The Property Manager will follow the procedures as outlined below in performance of BP Residence & Storage Unit Security Checks to confirm:

- 1) Residence units have not incurred loss of function (heating, water leakage of any type, pressure tanks, damage to roof or structure, frozen or broken water lines, natural gas smell or leak, sewer system backup or frozen sewer lines or any other activity that could threaten the unit and adjacent unit). Specifically, also perform the following steps:
  - a) Each Unit which contains “Common Property” equipment must be inspected to determine that there are no visible leaks, water marks or an abnormal degree of rust on connections. Such equipment would include well pump pressure controls, main water lines, pressure tanks, etc. The proper functionality of this equipment is necessary to insure that the other units served by this equipment have a water supply, etc.
  - b) All faucets should be run for 15 seconds on both hot and cold settings. This will insure that the water supply is present and help to keep both well and septic systems functioning during inactive cold months when residents are not in their units often or at all.
  - c) All toilets should be flushed once per inspection. This will keep toilet bowls from totally evaporating causing problems and keep well and septic systems functioning as indicated in b) above.
  - d) An inspection needs to be made on the inside of units where the outside water spigots enter the house to determine that the water line has not broken and caused a problem inside of the unit. Note: In units where basements have been finished, false ceilings may prevent these connections from being totally visible but stained or wet ceiling tiles would be a strong indicator of a problem.
  - e) Upon exiting units, make a specific point of making sure that all doors used are ***securely locked and tightly closed.***
- 2) Exterior doors including the porch screen doors are fully closed, locked, and are functional.

- 3) Interior and exterior lights are off with the exception of security lights desired to be left on by the owner during their absence,
- 4) Washer hot/cold water valves have been turned off,
- 5) Exterior hoses are removed and water spigots closed,
- 6) Thermostats are functional and maintained at a minimum level of 50 degrees F,
- 7) Residence & Storage Building Unit has not been compromised due to theft or vandalism.

**If items 1,2,3,4,5,6 have occurred**, the Property Manager will take immediate corrective action and notify the homeowner and Board Member Supervisor (incident report) of the corrective action taken before the end of the day that the occurrence was discovered.

**In the event of occurrence of item 7**, the Property Manager will immediately notify the Board Member Supervisor before further action is taken (notify police, homeowner, temporary securing of the unit). **If damage has occurred from any of the above activities**, it is imperative that the damage, loss of items, etc. be documented by the Property Manager (Incident Report), homeowner, and Board Member Supervisor or Board Member to facilitate accurate filing of police reports and related insurance claims. If the adjacent residence or storage unit is also damaged, the owner of that unit will be notified as well.

**EMERGENCY ACTIONS (WINTER):** The Property Manager will take immediate corrective action where the unit or units may be compromised due to loss of heat and/or furnace, electrical, natural gas, sewer etc. malfunction or outage. The Property Manager will notify a service contractor or utility, as referenced below, to correct the problem.

Plumbing – Kliss Quick Service, Inc., 715-479-9712

Furnace - All Seasons Heating, 715-542-3293

Electrical - WI Public Service Corp. 1-800-450-7240 (24hr emergency line)

Natural Gas – WI Public Service Corp 1-800-450-7280 (24hr emergency line)

Unless otherwise specified by the homeowner in writing to the Board, the Property Manager will select from the above list. If the service company is not available, the Property Manager may select another firm that will provide immediate service. In all cases, if the related problem is the responsibility of the homeowner, the homeowner will be responsible for payment of the bill and related services.

**SECURITY CHECK SERVICE PERIOD:** The Board of Directors has determined the period most prone to problems is during the winter and periods with minimal usage of the residence unit. We have defined this period to be from November 1<sup>st</sup> thru April 30<sup>th</sup>. During this period, the Association will perform security checks to the units as follows:

- 1) All residence units will be subject to security checks during this period with the exception of permanent residents residing year round at BP.
- 2) Permanent residents units will be checked if the resident is traveling during this period and will be away for more than five days. If away for more than five days,

the permanent resident unit owner will notify the Property Manager so your unit can be checked. This is for your protection as well as the adjacent homeowner.

- 3) Any unit owner, at their discretion and expense, may secure additional security service but **must** notify the Property Manager of that decision. Regardless, the Association will still perform a security check to enhance protection of the adjacent unit owner.
- 4) Storage Building units will be visually inspected to confirm units are locked. This service will be performed weekly.

The Property Manager will perform security checks to the above units in accordance with the following schedule;

(Mondays) Units will be entered and inspected in accordance with the criteria established in this document.

(Wednesdays) Units will be entered or will be visually inspected from the outside for temperature (window temperature gauge), exterior doors and windows have not been violated, water leakage, or any other activity that can be seen from the exterior of the unit thru visual inspection.

(Fridays) Units will be entered and inspected in accordance with the criteria established in this document.

The Property Manager will immediately notify the Board Member Supervisor if a residence unit can not be entered for inspection for whatever reason.

The Board of Directors has determined the period of May 1<sup>st</sup> through October 31<sup>st</sup> represents a period of high usage by BP homeowners. Security walkthrough checks will occasionally be performed during this period. The Property Manager, during the normal day to day working routine, should be observant and remain vigilant for circumstances that are out of the ordinary. The Property Manager will immediately report any unusual observations to the Board Member Supervisor prior to entering the unit. If an emergency situation is discovered (fire etc) the Property Manager will take immediate action in notifying authorities and if feasible, actions to diminish the fire before emergency personnel arrive at the scene.

**HOMEOWNERS CHECKLIST BEFORE LEAVING YOUR UNIT:** In order to obtain maximum security for your home, the homeowner should review thoroughly, the checklist as follows before leaving your unit.

- 1) Have you secured all your exterior windows and doors? Make sure they are closed as some doors that appear to be locked may not have been set securely in the door mechanism and will blow open with high winds.
- 2) Have you set your heating thermostats to a minimum level of 50 degrees as required per Rule 2j? You may set to a higher level if you so choose.

- 3) Have you turned off the washer and dryer and related water valve above the washer to take the pressure off the hoses? A hose left under significant water pressure may burst and flood both units.
- 4) Has the window temperature gauge been attached to your front window so the Property Manager can view the inside temperature from the outside?
- 5) Have you disconnected all of your outside hoses from the spigot and relieved the pressure by pushing up on the spigot so the spigot will not freeze up during the winter months?
- 6) Have you checked and replaced, if necessary, the batteries in your thermostats? Has your furnace had an annual inspection?
- 7) Have you closed your drapes or curtains for security purposes?
- 8) Have appliances been unplugged that serve no functional purpose in maintaining of the residence?
- 9) Have you turned on the humidifier? Have you changed filters for the humidifier and furnace?
- 10) Have you inspected your humidifier drain and confirmed the pipe is inserted into the drain? (plastic pipe along the furnace that extends vertically into a floor drain)
- 11) If you have a natural gas heater in your garage, have you either turned it off or lowered the temperature to your desired level?
- 12) Have you turned off all the interior and exterior lights? If you have decided to leave a light on for security purposes, please leave a note in the unit or notify the Property Manager.
- 13) Have you informed the Property Manager of a security system inside of your unit? You should do this so he has the **disarming codes**.
- 14) If you are a permanent resident and are leaving for more than five days, have you notified the Property Manager of your traveling schedule?
- 15) If you require a different service contractor than selected by the Board for emergency services, have you provided via email or in writing those service names and telephone numbers to the Property Manager?
- 16) Have you provided an alternative emergency contact number to the Property Manager in the event we can't get a hold of you in the event of an emergency?

**DOCUMENT MISPLACEMENT:** If you need to replace this document in the future, it is available on Bradford Point's website ([www.bppoa.org](http://www.bppoa.org)).

Bradford Point Property Owners Association, Inc.  
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