

# **Beech Hill Owners, Inc.**

## **Rules and Regulations**

**Adopted September 1991**

**Amended August 2015**

**Prepared By:**  
**Allenton Management**  
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**BEECH HILL OWNERS, INC.**

**Rules and Regulations**

Pursuant to Article, Section 1(c), of the Beech Hill Owners Inc., (BHO) By-Laws, the following rules and regulations have been formulated by the BHO Board of Directors for the protection and general welfare of the community. These rules supplement the contents of the Declaration of Covenants, Conditions and Restrictions of the Association.

THE BOARD WISHES TO FOSTER A COMMUNITY OF FRIENDLY NEIGHBORS WHO RESPECT THE RIGHTS OF OTHERS. COMPLIANCE WITH CERTAIN RULES AND REGULATIONS IS NECESSARY TO ACCOMPLISH THIS IN THE CLOSE COMMUNITY IN WHICH WE LIVE. NO OWNER, RESIDENT OR GUEST WILL BE ALLOWED TO INFRINGE ON THE RIGHTS OF HIS/HER NEIGHBOR. IT IS THE RESPONSIBILITY OF THE BOARD TO ENFORCE COMPLIANCE WITH THESE RULES IN AN EQUITABLE MANNER BUT NOT HARRASS THOSE THAT MAY OCCASIONALLY SLIP.

Violations of these rules and regulations should be reported by phone and followed up in writing to a member of the Board of Directors or the management company.

These rules and regulations became effective September 1991 and were last amended in August of 2015.

**MONTHLY MAINTENANCE FEE:**

Our only source of operating income is from our monthly maintenance fees. It is the obligation of every OWNER to pay the monthly maintenance fee on time. Fees are due on the first day of the month without notice and are considered late if not paid by the end of the month. Late payments will be assessed a \$20.00 penalty, for each month the dues are not paid. Fees should be paid to Beech Hill Owners, Inc, and mailed to the management company as follows:

<u>BY MAIL</u>	OR	<u>IN PERSON</u>
Allenton Management P.O. Box 3250 Durham, N.C. 27715		Allenton Management 3500 Westgate Drive, Suite 800 Durham, N.C. 27707

**Automatic bank draft service is available through Allenton Management.**

**BUILDING MAINTENANCE:**

1. BHO shall provide routine exterior maintenance as per Article Eight (VIII), Section One (1) of the BHO Declaration of Covenants, Conditions, and Restrictions, on each townhouse as follows: paint gutters, down spouts, and exterior building surfaces; and repair and care for roofs. Any other maintenance or replacement of skylights, windows, doors, siding, decks, patios, railings, and approaches (parking pads, concrete walks and steps as well as wooden approaches extending from doors to parking pads) is the responsibility of the unit Owner.
2. Any damage, including but not limited to siding, doors, windows and roofing, caused by an "act of God", such as a windstorm are the unit Owners responsibility,.

3. The Association assumes responsibility of annual termite inspection, which will include a written report from the vendor. Any repairs required as a result of this inspection must be performed and paid for by the unit Owner. In the event that an Owner fails to complete the required repairs after notice from the Association, the Board may decide to have the repairs completed and charge these to the unit Owner. If the unit Owner fails to pay the Association for the repairs, the Association may proceed with the collection procedures called for in the Declaration of Covenants, Conditions and Restrictions.
4. Owners who use their fireplace are responsible for having the chimney inspected annually and cleaned when necessary.
5. The Board has established a painting schedule that insures every unit be painted within a five (5) year period. A copy of the schedule is available from the Board or management company. The policy is to paint railings at the same time the siding is done. Replacement of rotted wood on all the building exterior surfaces, including but not limited to, decking, railing, siding, fascia boards, window and door trim, is the responsibility of the individual unit Owner. The Association will have the exterior of each unit that is scheduled for painting evaluated for rotted siding and trim and provide the unit Owner with an estimate of the repairs thirty (30) days prior to the start of painting. The unit Owner can choose to use the estimate or have their own inspection done and hire their own independent contractor to have the work done. Outside the normal scheduled painting, the Association will furnish paint for those Owners that replace rotted wood. Contact the management company for delivery.

#### **ARCHITECTURAL CONTROL- BUILDING AND LANDSCAPE CHANGES:**

1. Owners are not permitted to make any additions or changes to any part of the exterior of the building unless submitted to the Board and approved in writing as per Article Seven (VII), Section One (1), of the BHO Declaration of Covenants, Conditions and Restrictions. Under no circumstance will a verbal request be considered. Such changes shall include, but not be limited to, room additions, replacement or repainting of windows and doors in a style or color that differs from the original. An architectural review form is included at the end of this document.
2. The BHO Board of Directors has approved a number of front door colors that are acceptable, should you want to change. Please consult the management company for these.
3. The Association intends to preserve and enhance the beautiful, natural and informal appearance of the grounds by providing maintenance of the grounds and assuming responsibility for all plantings, (except watering) unless otherwise noted.
4. All landscaping is to be left undisturbed. ALL requests for additions or changes to the landscaping must be submitted to the Board, through the management company, in writing. No verbal request will be considered.

#### **LANDSCAPE MAINTENANCE:**

1. Limited spring bulbs and seasonal flowers may be planted in front or behind your unit. Maintenance of these shall be the responsibility of the unit Owner.
2. Yard art objects such as bird feeders and birdbaths shall be limited, modest and unobtrusive. Flower pots and planters that are empty or contain dead foliage are prohibited.

3. The Board has the right to remove and/or repair any unauthorized changes to the grounds that an Owner refuses to correct after being notified of such. The cost of the removal and/or repair will be billed to the Owner.
4. Owners are asked to make any special or individual requests through the Board or the management company. It is impossible for the contractor to know who is responsible for payment of special requests. Directing requests in this manner should eliminate confusion.

#### **COMMON AREAS:**

1. OWNERS AND RESIDENTS MUST BE AWARE OF THE BOUNDARIES OF THEIR PROPERTY LINES. In general, these are approximately ten (10) feet in front and six (6) feet in back. Owners and residents should respect the common areas adjacent to their neighbor's property.
2. No sports equipment shall be displayed or erected in a permanent way. Toys or other personal items used in the common areas on a temporary basis shall be removed and not be left out overnight.
3. No pet facility shall be permitted on the common grounds, including doghouses or dog runs.
4. No antennas shall be permitted in Beech Hill.
5. Satellite dishes (21" or less) consistent with the Telecommunications Act of 1996 are permissible. If you plan to install a dish, the Association asks your cooperation with the following:
  - Contact the Board of Directors or the Management Company on the installation, including but not limited to the method, location and placement of the dish.
  - Advise the contractor that the preferred location is on the back of the unit, when possible and not visible from the front.
  - Be aware that the unit Owner assumes responsibility for any maintenance problem(s) caused by the installation and/or removal of the dish.
  - Be aware that the unit Owner assumes responsibility for removing and reinstalling the dish when the roof is replaced
  - Be aware that when the service is discontinued or the unit is sold, the Owner will be responsible for removing the dish and restoring the installation area to its original condition.
6. Personal items shall not be stored or kept in the common areas without written approval from the Board.

#### **BUILDING EXTERIORS and TRASH DISPOSAL:**

1. No sign shall be erected on the common grounds or outside of any unit, except "for sale" signs, without the express written permission of the Board. Each unit Owner may erect one "for sale" sign directly in front of their unit only.
2. Yard sales, including but not limited to, estate sales and tag sales, are prohibited.

3. One political sign may be placed directly in front of your unit, three (3) weeks prior to an election or primary and must be removed immediately after the election.
4. Wood for fireplaces shall be neatly stacked at least ten (10) feet away from the unit to avoid problems with termite infestation. Under no circumstances should wood be left on a deck for any length of time.
5. All barbecue grills, bicycles or other personal items shall not be visible from the front of the unit.
6. The Association has curbside trash and recycling pick-up that is provided by the City of Durham as part of your property taxes. Trash is picked-up on Tuesday of every week and recycling is picked-up on Tuesday every other week unless the normal day is a holiday. **Trash and recycling bins are the property of the City of Durham and should be out and visible only on the scheduled pick-up day.**

Owners who want to build an enclosure or screen for their trash may do so, provided the design and location is submitted in writing and approved by the Board. If you are scheduled to be out of town on the regularly scheduled day, please ask a neighbor to remove these containers so they are not visible from the street. All trash must be placed inside the container furnished by the City of Durham. .

7. The City provides one other curbside service for bulky household items. You can find a listing of these items at (<http://durhamnc.gov/ich/op/swmd/Pages/Bulky-Item.aspx> or by calling **Durham One Call at 9149-560-1200**) Bulky items should be placed by the curb on the day of trash pick-up and will be picked-up on the following day.
8. Exterior decorations such as seasonal or holiday decorations shall be limited, modest and unobtrusive and must not be attached directly to the exterior of the townhome, as this creates a fire hazard. Decoration should be removed after the holiday season.

#### **VEHICLES AND PARKING:**

1. No unlicensed vehicle, truck of more than one and one half (1 ½) tons gross weight, boat, RV, or trailer is to be operated in Beech Hill. No inoperable vehicle is to be stored in Beech Hill.
2. **PARKING RIGHTS:** Ownership of each town home shall entitle the Owner or resident thereof to the use of not more than two parking spaces for an approved vehicle. An approved vehicle shall include any conventional automobile, pick-up, van or motorcycle, specifically designed and manufactured for passenger use only. Commercial vehicles of any type are specifically prohibited in any residential area, but may be parked in the pool lot on a limited basis, but only after receiving written permission from the management company.
3. Owners and residents may not use visitor parking as overflow.
4. **SPEED LIMIT:** The posted speed limit shall be observed throughout the development. Be alert for walkers, joggers, small children, older individuals, dog walkers and wildlife.
5. Temporary visitor parking (72 hours or less) is provided in designated areas and marked for that purpose. Owners and residents are responsible for advising their visitors of these designated areas. Visitors or houseguests of more than 72 hours must make special arrangements with the

Beech Hill property manager for parking. Visitors may not use an owner or resident's space, unless prior arrangements have been made with them. If visitor spots are full, overflow parking is available on Colony Road or in the Colony Hill pool lot if during the off-season or overnight between 8pm and 9am.

Without exception, Owners or residents may not use visitor parking as overflow parking. Any owner or resident parking in a visitor's space may be towed.

6. **NO ON-STREET PARKING IS ALLOWED.** ALL ROADS ARE CONSIDERED "PRIVATE FIRE LANES" AND MUST NOT BE BLOCKED.
7. Car repairs, including but not limited to oil changes, is prohibited.
8. **Temporary storage containers (PODS) that are used when moving or for repairs and renovations are permitted for not more than thirty (30) days, without special permission from the Board of Directors. The container must be placed and fit on the Owners personal parking pad. Reimbursement for any damages to landscaping, parking pad, roadway or pavement, caused by the placement of the container in Beech Hill will be the responsibility of the unit Owner.**
9. The Board reserves the right to enforce towing, at the Owner or residents expense, for any parking violation.

#### PETS:

**KEEPING TYPICAL DOMESTIC PETS IS PERMITTED WHEN THE FOLLOWING RULES ARE OBSERVED. ALL ANIMALS MUST BE VACCINATED AND PROPERLY LICENSED WITH THE PROPER GOVERNMENT AGENCY. THE BOARD SHALL HAVE THE RIGHT TO ORDER ANY PERSON WITH A PET THAT IS A DANGER, NUISANCE OR DOES NOT COMPLY WITH THE FOLLOWING RULES TO REMOVE SUCH PET FROM THE PREMISES.**

Violations of any of these regulations may be reported to Animal Control Services Office of the Durham County Sheriff's office at 919-560-0630 from 8am to 5pm, Monday – Friday and to the Emergency Communications Center at 919-560-0900 at all other times.

#### DOGS:

1. Dogs are to be walked on leashes and curbed in areas other than those directly around each unit, the nature trail, the playground and the Clubhouse. **Owners MUST clean up immediately after their pets in all areas and dispose of the bagged waste in appropriate containers.**
2. **DOGS MAY NOT BE LEFT OUTSIDE AND UNATTENDED AT ANY TIME.**
3. Any dog running loose without identification shall be considered a stray.
4. A pet is considered a stray when it is off the property of its owner and not under restraint by means of a leash. **Voice command is not recognized as adequate restraint.**

5. A dog is considered a nuisance when it habitually and continuously barks, whines or howls in an excessive manner one or more times per minute during a ten (10) minute period or between 10:00 PM and 7:00 AM, displays aggression towards people or other animals (whether on or off a leash) or damages property.

#### **CATS:**

1. For their own safety and for the well being of the neighborhood, it is strongly recommended that cats should be kept indoors only.
2. Cats must have a collar, rabies tag and identification tag with owner's name, address and phone number or they may be deemed as strays if they are off the Owner's property.
3. According to the City of Durham ordinances, a cat is considered a nuisance if it gets into or turns over trash containers, walks or sleeps on vehicles other than that of its Owner, damages gardens, other foliage or other real or personal property, is maintained in an unsanitary condition so as to be offensive to sight or smell and is not confined indoors while in estrus.

#### **ABSENTEE OWNERS AND RENTERS:**

Owners may delegate their rights of enjoyment of our common properties to any tenant with whom they have negotiated a written lease that:

1. Is for a period of at least three (3) months
2. Requires the lessee to comply with the BHO rules and regulations
3. Provides that failure to comply constitutes a default under the lease.
4. Owners must inform the Board or management company in writing of a change in tenant within 30 days of occupancy, by reviewing the "Rental of Property" document and completing the "Rental Information" form at the bottom of this document.

#### **GENERAL:**

1. Suspicious activity should be reported immediately to the Durham Police by calling 911.
2. All recreational facilities are governed by the Board of Directors of the Owners of Colony Hill.
3. All personnel hired by the Board shall be the responsibility of the Board or management company. All concerns should be directed to the management company or to a member of the Board.
4. **Gas Grills:** While the North Carolina fire codes do not apply to town homes when regulating gas grills, Owners are urged to keep these as far from the units as possible. The NC fire code recommends at least ten (10) feet from any living area.
5. **Charcoal Grills:** Given the natural state of our landscaping and the wood construction of our townhomes, **CHARCOAL GRILL ARE PROHIBITED.**

6. **Dryer venting:** Due to the danger of fire, all residents are strongly encouraged to have clothes dryer vents cleaned periodically.
7. **Excessive noise:** PLEASE RESPECT YOUR NEIGHBORS. Excessively loud noise created by parties, music, hammering, power tools, barking dogs, etc. is prohibited between the hours of 10:00 PM and 7:00 AM.
8. **Any Owner or resident found in violation of any of these rules and regulations will be notified in writing prior to any fines or remedies imposed by the BHO Board of Directors.**

**OWNERS HAVE THE RIGHT BY NC State Statute 47F-3-107.1 TO AN APPEAL to a panel appointed by the BHO Board of Directors, who are members of the Association but not members of the BHO Board of Directors. If it is decided that a fine should be imposed, a fine not to exceed one hundred dollars (\$100.00) may be imposed for the violation and without further hearing, for each day more than five days after the decision that the violation occurs. Such fines shall be assessments secured by liens.**



**Beech Hill Homeowners Association**  
**EXTERIOR MAINTENANCE RESPONSIBILITIES**

The purpose of this document is to clarify the Beech Hill governing documents concerning exterior maintenance responsibilities and to insure compliance, as applicable, to changes you may make to the exterior of your townhome. As an example, while the Owner is responsible for replacement of doors, windows and exterior light fixtures, you must have approval from the Homeowners Association in writing prior to having the work done. In fact, it is a good idea to submit any change or modification to the exterior of your townhome and get approval prior to starting any work. This may prevent you having to remove it unnecessarily.

**The Beech Hill Homeowners Association is responsible for:**

1. Repair and/or replace roofs, flashing, ridge vents, dryer vents and plumbing vent boots.
2. Repair and/or replace flashing around skylights.
3. Pressure washing and painting of exterior building surfaces every five (5) years.
4. Clean gutters, downspouts and exterior foundation drains.
5. Repair and/or replace water, sewer and storm drain lines between the meter and the exterior of the townhome or on any Beech Hill common property.
6. Exterior drainage – French drains, natural swells, etc.
7. Repair or replace all retaining walls installed by developer.
8. Repair and/or replace all street and entrance lighting.
9. Repair all streets, but not parking pads.
10. Repair and/or replace mailboxes.
11. Perform annual termite inspection and provide a written report to the Owner
12. Lawn Care:
  - Grass will be mowed, edged, seeded, fertilized and aerated and natural areas visible from the street (except wooded areas) will be weeded and mulched annually.
  - Shrubbery will be pruned and sprayed for disease when necessary.
  - Trees will be pruned from buildings, walkways and other surfaces. Dead, diseased and dying trees will be removed as needed.

**The Beech Hill Owner is responsible for:**

1. Repair and/or replace skylights and solar tubes. (Association will repair flashing only)
2. Repair and/or replace attic fans.
3. Repair and/or replace rotted siding, trim, fascia and patio privacy dividers.
4. Repair and/or replace decks, handrails and railings.
5. Repair or replacement of parking pads and sidewalks.
6. Repair and/or replace all exterior doors, including storm and storage room doors.
7. Repair and/or replace windows and screens.
8. Repair and/or replace gutters and downspouts.
9. Repair and/or replace porches, patios and steps.
10. Repair and/or replace exterior water faucets, whether attached to the unit or otherwise.
11. Repair and/or replace exterior light bulbs and fixtures that are controlled by Owner's electric panel.
12. Lawn: Shrubbery and plant material replacement. (Association will remove dead shrubbery)
13. All pest control (Termite contract furnished by Association).
14. All structural, foundation and brick repairs, including but not limited to damages caused by settlement.

**BEECH HILL OWNERS ASSOCIATION**  
Architectural Control Committee or Board of Directors

**REQUEST FOR ARCHITECTURAL APPROVAL**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: Work: \_\_\_\_\_

Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Type Of Modification: (Check One)

\_\_\_\_\_ Addition                      \_\_\_\_\_ Storm Door

\_\_\_\_\_ Deck/Patio                      \_\_\_\_\_ Trash Enclosure

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Landscape Modification (Describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS & MODIFICATIONS, INCLUDING THE FOLLOWING, WHEN APPLICABLE:**

- |   |   |
|---|---|
| 1. Location   | 7. Plans/Drawing  |
| 2. Size   | 8. Roof Design  |
| 3. Color  | 9. Exterior Finish  |
| 4. Material   | 10. Dimensions  |
| 5. Contractor   | 11. Utilities   |
| 6. Copy of Property Survey, with proposed Changes & additions shown | 12. Types of plants, quantities, addition or removal existing or new planting bed, edge treatment |

Estimated Start Date: \_\_\_\_\_

Estimated Date Of Completion: \_\_\_\_\_

**The Architectural Control Committee Reserves The Right To Request More Information For Clarification And Requests For Multiple Changes Should Be Submitted Separately. Mail**

Applications To: Allenton Management  
C/O Arnold Spell  
PO Box 3250  
Durham, NC 27715-3250

Reviewed By Management: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By ACC: \_\_\_\_\_

Date: \_\_\_\_\_

## **Beech Hill Homeowners Association**

### **RENTAL OF PROPERTY**

Beech Hill is a residential community of private single-family townhomes. While renting for any reason is discouraged, the Board recognizes that personal circumstances do change and Owners may find themselves contemplating renting their units for a period of time. Before making the decision to rent and certainly before having a rental agreement drawn up, Owners need to be aware of the following:

1. A copy of the executed lease and rental information form (furnished by the Beech Hill Property Management firm) must be submitted to the Board of Directors of the Beech Hill Homeowners Association before the property is occupied.
2. The lease should address these matters of interest to the Homeowners Association:
  - a. The right of the Association to enforce the governing documents and more specifically the rules and regulation against both Owner and Tenant. The Owner is responsible for supplying Tenant with a copy of these prior to signing of the lease and the Tenant must execute a lease information form that the Beech Hill Property Manager will provide.
  - b. The responsibility of both Owner and Tenant to maintain the grounds, common areas as well as private property, in keeping with the Association's Architectural and Grounds maintenance policies.
  - c. The liability of the Owner and Tenant for any damage to property and common areas owned by the Association.
  - d. The responsibility of Owner for all Homeowner dues and assessments, regardless of what arrangement Owner and Tenant may make between themselves for payment of these monies.
  - e. A provision prohibiting subletting.
  - f. No more than three unrelated persons can occupy a unit.

Beech Hill Homeowners Association  
Rental Information Form

For: Unit Address # \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Mobile) \_\_\_\_\_

(Email) \_\_\_\_\_

**Tenant's Name** \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Mobile) \_\_\_\_\_

(Email) \_\_\_\_\_

Lease Terms: \_\_\_\_\_  
(Month) (Day) (Year) to (Month) (Day) (Year)

Name's Of Other Occupants: \_\_\_\_\_

Emergency Contact: (Name & Phone) \_\_\_\_\_

Vehicle #1:

License Plate: \_\_\_\_\_ Type Vehicle: \_\_\_\_\_

Vehicle #2:

License Plate: \_\_\_\_\_ Type Vehicle: \_\_\_\_\_

**Management Company** (If applicable) \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ Facsimile: \_\_\_\_\_

## **COLONY HILL - POOL RULES**

1. COLONY HILL POOL IS PRIVATE AND FOR USE BY OWNERS, RESIDENTS AND THEIR INVITED GUEST ONLY.
2. ACCESS OR USE OF THE POOL BY ANY MEANS OTHER THAN WITH A KEY ISSUED BY THE OWNERS OF COLONY HILL WILL BE CONSIDERED TRESPASSING.
3. GATES MUST BE LOCKED AT ALL TIMES AND MUST NOT BE PROPPED OPEN AT ANY TIME.
4. ALL GUESTS (EXCEPT OVERNIGHT HOUSE GUESTS) MUST BE ACCOMPANIED BY AN OWNER OR RESIDENT AT ALL TIMES WHEN USING THE POOL.
5. SHOWER BEFORE USING POOL.
6. APPROPRIATE SWIMMING ATTIRE MUST BE WORN AT ALL TIMES.
7. NO RUNNING ON POOL DECK.
8. NO BOISTEROUS OR ROUGH PLAY.
9. NO DIVING ALLOWED.
10. CHILDREN SHOULD NOT USE THE POOL WITHOUT ADULT SUPERVISION.
11. ADULTS SHOULD NOT SWIM ALONE.
12. NO PERSON UNDER THE INFLUENCE OF ALCOHOL OR DRUGS SHOULD USE THE POOL.
13. NO PERSON WITH SKIN, EYE, EAR OR NASAL INFECTIONS ALLOWED IN THE POOL
14. NO PERSON WITH COMMUNICABLE DISEASE ALLOWED IN POOL.
15. NO ANIMALS OR PETS ALLOWED IN THE POOL OR POOL FENCED AREA.
16. NO GLASS ALLOWED IN THE POOL, DECK OR POOL FENCED AREA.
17. RADIOS, ETC. SHOULD BE KEPT AT A LOW VOLUME SO AS NOT TO DISTURB OTHERS.
18. NO SMOKING IN THE POOL AND POOL FENCED AREA.
19. ALL PERSONS USING THE POOL DO SO AT THEIR OWN RISK. OWNERS AND MANAGEMENT ARE NOT RESPONSIBLE FOR ACCIDENTS OR INJURIES.
20. MANAGEMENT RESERVES THE RIGHT TO DENY USE OF THE POOL TO ANYONE AT ANYTIME.
21. THE POOL IS OPEN FROM DAWN TILL DUSK DAILY.
22. THE EMERGENCY PHONE IS LOCATED IN THE CLUBHOUSE.

## **VALUABLE SAFETY TIPS FOR THE HOME**

- **DO NOT WARM UP YOUR CAR IN THE MORNING, UNLESS IT IS LOCKED.**
- **DO NOT LEAVE CAR OR HOUSE DOORS UNLOCKED FOR ANY REASON.**
- **DO NOT LEAVE VALUABLES IN YOUR CAR.**
- **TURN OFF YOUR WATER WHEN OUT OF TOWN. RUPTURED WATER HEATERS, TOILET LINES, ICE MAKERS AND WASHING MACHINE LINES CAN CAUSE THOUSANDS OF DOLLARS IN DAMAGES IN A SHORT PERIOD OF TIME.**
- **REPLACE THE RUBBER HOSES ON YOUR ICE MAKER AND WASHING MACHINE WITH THE BRAIDED STAINLESS STEEL TYPE TO PREVENT DAMAGE FROM RUPTURED PIPES. THESE CAN BE PURCHASED AT LOWES, HOME DEPOT OR ANY HARDWARE STORE.**
- **STOP YOUR NEWSPAPERS WHEN ON VACATION.**
- **IF AWAY FOR A FEW DAYS OR ON VACATION, ASK A NEIGHBOR TO PUT UP YOUR TRASH AND RECYCLING BINS AFTER PICK UP DAY.**
- **BUY SOME INEXPENSIVE TIMERS AND TURN LIGHTS AND RADIOS ON AND OFF AT DIFFERENT TIMES WHEN ON VACATION OR AWAY FROM YOUR HOME.**
- **DO NOT LEAVE A MESSAGE ON YOUR PHONE THAT YOU ARE OUT OF TOWN.**
- **CHECK ALL OUTSIDE LIGHTS AROUND YOUR HOME TO ENSURE PROPER WORKING ORDER.**
- **TRIM ANY LARGE BUSHES OR FOLIAGE AROUND YOUR HOME**
- **REPORT ANY SUSPICIOUS ACTIVITY BY CALLING 911.**