



Community News

Please note the following community information regarding changes to hours and homeowner maintenance. Questions or concerns should be directed to the Management Office.

GYM ACCESS—Starting October 1, 2017

Use of fobs has been reactivated for gym access on Sunday through Thursday, 6 AM - 8 PM, and during the hours of 4:30 PM - 8 PM when no attendant is present.

To access the gym, please enter through the condominium lobby entrance and take the elevator to the second floor.

OFFICE & CLUBHOUSE HOURS—Starting October 1, 2017

The Office will be open every day from 8 AM to 4:30 PM.

Regular Clubhouse (pool) hours are Sunday through Thursday, 8 AM - 4:30 PM, with extended hours Friday and Saturday from 8 AM - 8 PM.

SPRINKLER INSPECTIONS

Sprinkler inspections will be scheduled to take place over the next few months. Owners will be contacted when access to your property will be needed.

WINTERIZING YOUR UNIT

It is important that each owner winterize their units prior to November 1, 2017. Please see the three necessary steps—ABC steps—below required to winterize your unit properly. Please contact the Management office at 410-520-0044 if you have any questions, need further instructions, or need the name of a contractor to perform the winterizing of your unit for you.

A. Heat: The heat in the unit must be set at 55 degrees or higher at all times. This is required by the insurance companies and the Association Bylaws. This applies to all single family homes, and townhouse and garden condominium units. Failure to maintain heat at the minimum of 55 degrees may result in denial of a claim by the insurance company and may increase your personal financial risk and liability.

B. Main Water Shutoff:

1. Shut off the main water supply to the home by closing the labeled main water valve. Closed is when the valve handle is firmly perpendicular to the pipe- makes a +.

2. The shut off valve in townhomes and single family homes is located in the closet with the sprinkler system and is marked "Domestic Water Shut Off."

UPCOMING EVENTS

Meetings

October 19, 2017

10:00 AM - Sunset Island Board Conference call. Call in number 641.715.3287; Access Code: 822784

Annual Meetings are scheduled for November. Please check the Sunset Island website calendar for more details.

HOURS OF OPERATION

Management Contacts & Operating Hours

Clubhouse/Office Location:

1 Beach Side Drive

Staffed Hours: 8 AM-4:30 PM, 7 days a week

Fob Hours: 6 AM -8 PM 7 days a week

Office Hours: 8 AM - 4:30 PM, daily

Community Manager: Patty Burns

Email: Patty.Burns@casinc.biz

Asst. Community Mgr: Tammy Mohr

Email: Tammy.Mohr@casinc.biz

Admin. Assistant: Olivia Smith

Email: Olivia.Smith@casinc.biz

Garden Condo matters: Mary Grimm

Email: Mary.Grimm@casinc.biz

Phone: 410-520-0044, ext. 201

Accounting Questions:

manager@casinc.biz

Website address: www.sunsetislandca.net

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3. The shut off valve in Garden Condominiums is located in the closet with the hot water heater and is marked "Domestic Water Shut Off."
4. If you have an electric water heater, it is suggested that you turn the breaker off to the hot water heater. If you have a gas hot water heater, simply unplug the exhaust fan for the hot water heater from the outlet located inside the furnace closet (that will disable the gas hot water heater).
5. Open one of the outside hose bibs to drain the home pipes as a low point.
6. Open fixtures throughout the unit to let the internal pipes drain (excluding toilets).
7. Once drained, close all internal fixtures and the external hose bib.
8. Leave the toilets with water in the bowl and tank.

C. Outside Water Fixtures: The outside shower (hot and cold) and front and rear hose bibs MUST be drained and left open prior to the cold weather (no later than November 1, 2017).

1. Shut off the water to the outside shower (hot and cold) and hose bibs using the valves located in the furnace closet (four shutoffs labeled with green tags) or under the kitchen sink.
2. Turn the shower to the "on" position (this will help drain the pipes). Open the shower bleeder valve (located also in the shower). Leave open all outside valves.
3. Open the hose bib and bleeder valve located below the shower. Leave open all outside valves.

WINTERIZE YOUR UNIT BEFORE NOVEMBER 1 TO KEEP IT SAFE AND SOUND!

TOWN OF OCEAN CITY ACTIVITIES

Visit the following website for more Town of Ocean City events - <http://ococean.com/events>

- Breast Cancer 5K run/walk – 10/21/17
- O.C. Tober Fest Howl-o-ween Pet Parade – 10/21/17
- O.C. Tober Beach Maze – 10/21/17-10/22/17 & 10/28/17-10/29/17
- O.C. Tober Drive in Disguise & Halloween Parade – 10/21/17
- O.C. Tober Great Pumpkin Race – 10/28/17
- Shore Craft Beer Fest – 10/28/17
- O.C. Tober Spook Out – 10/29/17

WHOM DO YOU CALL?

Emergency: 911
Ocean City Police (non emergency):
410-723-6610
Ocean City Vol. Fire Co.: 410-289-4346
Sandpiper Energy (Gas): 443-260-1524
Delmarva Power (Electric):
855-332-9090
Sunset Island After Hours Emergency:
888-788-2678