

**HERONS GLEN - Preparatory List For  
LEAVING YOUR HOME FOR EXTENDED PERIODS OF TIME**

**Telephone Numbers, Information & Notifications**  
**Take this list with you**

Date notified

- \_\_\_\_\_ ☎ - **997-0059 North Fort Myers Post Office.**  
Have mail forwarded to your temporary address.
  
- \_\_\_\_\_ **Tell your postman the period of time that you will be away.**  
*Mail to stop: \_\_\_\_\_ Mail to start: \_\_\_\_\_*
  
- \_\_\_\_\_ ☎ - **731-0322 Herons Glen HOA Office & HGRD.** Complete vacation the notification form or online form [Resident Address/Email/Vacation](#).
  
- \_\_\_\_\_ **Pick up the latest Community Phone Directory Supplement at the HGRD Admin Office.**

**Name of neighbor or friend who has a key to your residence.**

**Neighbor's Name** \_\_\_\_\_ ☎ \_\_\_\_\_

**Neighbor's Address** \_\_\_\_\_

- \_\_\_\_\_ ☎ - \_\_\_\_\_ Local Bank or Financial Institution
  
- \_\_\_\_\_ ☎ - \_\_\_\_\_ Other important telephone number
  
- \_\_\_\_\_ ☎ - **239-656-2300 LCEC** - Electric Company  
*Note: leave safety lights on. Do not turn electric off.*
  
- \_\_\_\_\_ ☎ - **239-543-1005 FGUA**- Sewer
  
- \_\_\_\_\_ ☎ - **239-533-8845 Lee County Utilities** - Water Company
  
- \_\_\_\_\_ ☎ - **239-334-2849 Balgas**- Gas
  
- \_\_\_\_\_ ☎ - **1-800-468-0233 News Press** - Newspaper  
*Date off: \_\_\_\_\_ Date to start: \_\_\_\_\_*  
*Do not allow newspapers to collect in your driveway while you are away*
  
- \_\_\_\_\_ ☎ - **239-344-9849 Blue Stream** - Cable TV & Internet

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- \_\_\_\_\_ ☎ - \_\_\_\_\_ Telephone Company
- \_\_\_\_\_ Pest Control ☎ - \_\_\_\_\_
- \_\_\_\_\_ Pool Company ☎ - \_\_\_\_\_
- \_\_\_\_\_ Landscape Company ☎ - \_\_\_\_\_
- \_\_\_\_\_ Security Alarm Company ☎ - \_\_\_\_\_
  
- Herons Glen HOA Office ☎ - **239-731-0322**
- Master Association Accounting (Herons Glen HOA) ☎ - **239-939-5775 or 800-749-8270**
- Herons Glen Recreation District (HGRD) Administration Office ☎ - **239-731-4501**
- HGRD Accounting (Amenities) ☎ - **239-731-4524**  
(Includes Fairways, Meadows and Solana Accounting)
- HGRD CLIS Irrigation ☎ - **239-731-4547**
- Herons Glen Security ☎ - **239-543-4489**

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### Before you leave

- AIR CONDITIONER:** If you have a humidistat, follow the instructions given. If you do not, leave the AC set at 80-85 degrees. Because humidity can cause mildew, items left behind can be damaged. Have air conditioning unit thoroughly checked in accordance with manufacturer's recommendations. **Note: AC and Humidistat's require electric.**
- BUGS:** Some people leave roach tablets under all sinks, on pantry shelves, under beds, etc., as well as spraying a bug repellent along baseboards and cupboards. A pest control service would also take care of this. (If you have pets in the home, do not leave tablets where your animals can get them.)
- CLOSET DOORS AND DRAWERS:** To prevent mildew, leave all doors and drawers slightly ajar to let air circulate. Leave open boxes of cedar chips (sold as animal bedding in pet shops) in closets to absorb moisture. "Damp-rid" is another product that can be used to absorb the moisture and is available in most department stores.
- PANTRY:** Empty pantry except for canned items. Note: Flour, dried soup mixes, spices, sugar, etc. can be left inside refrigerator which is set to a warmer temperature. See Refrigerator.
- DISHWASHER:** Run an empty dishwasher using several cups of white vinegar instead of soap. Let dry and prop open. Put some cooking oil inside. The seal should not be allowed to dry out, so do not leave the door ajar. "Refer to your manufacturer's recommendations."
- GARBAGE DISPOSAL:** Pour a little salad oil into the unit and let it remain there while you are away. This will keep it from "freezing up". "Refer to your manufacturer's recommendations."
- ELECTRIC:** Unplug TV, VCR, Microwave, and Computer. This and other sensitive electronic equipment can be struck by lightning or power surges. You can buy gadgets, which will automatically turn lamps and outdoor lights on at dusk and turn them off at dawn.

For the convenience of any house sitter **it is suggested that you not turn off the power to the lights.** For security purposes, light timers should be set.

**DO NOT TURN POWER TO LIGHTS OFF AT LAMP POST/OUTDOOR POST LIGHTS UNDER ANY CIRCUMSTANCE.** *This is a safety feature for the residential sections of all neighborhoods.* The only residential lights on the streets for you and your neighbors to use at night are the post lamps at each residence. The electric should be left **ON**.

- RANGE:** After a thorough cleaning, place roach tables in water jug caps in the range drawer, oven and under burners. Upon your return or prior to use, be sure to remove these items.
- AIR CONDITIONING FILTERS:** Clean AC filters. If away for several months, have schedule for house sitter to check filters periodically.

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- REFRIGERATOR:** Empty refrigerator of perishables. The Refrigerator can be treated one of two ways: (1) it can be turned off, unplugged and door left open with baking soda in freezer and refrigerator compartments to prevent mildew. Or, (2) it can be left on a warmer temperature and used to store such items as flour, dried soup mixes, spices, sugar, etc. and the door left closed. **Whether you choose to use (1) or (2), shut off the icemaker and clean grate under the indoor water dispenser. Dispose of ice.**
  
- SECURITY and ENTRANCES:** Make sure all windows and doors are locked securely. If you have a monitored security system, you will want to notify your Security Company of the name of a contact person if the alarm in your home is triggered. Make arrangements with your neighbor or friend.
  
- TOILETS:** After last use, clean thoroughly, flush, refill the tank, and then turn off water to tank. Add one cup of bleach to water in bowl and cover bowl tightly with plastic wrap. This will prevent mildew.
  
- SHOWER/SINKS:** Bleach and clean shower floor and sink drains.
  
- WASHING MACHINE:** Run an empty washing machine using several cups of white vinegar instead of soap. Let dry and prop open. Close water valves. Read manufacturer's recommendations.
  
- WATER: TURN OFF WATER MAIN TO THE HOUSE.** Care for other water appliances according to manufacturer's suggestions. *Reminder: Do not turn off the water permanently if it is needed for the pool. Sometimes water evaporates more quickly in the pool in the summer than the summer rains replenish.*
  
- YARD:** Your lawn will be mowed while you're away, BUT, your flowerbeds and shrubs will not be maintained. Be certain to have a dependable landscaping service company.
  - Bring all yard ornaments, decorative items, pots, and flags These items are not permitted to be left out during the summer when you are away.**
  
  - Give Landscaper your phone number where you can be reached.** Arrange for trimming of shrubs and weeding of beds. Mulching, grub treatment, fertilizer and lawn treatments. This should be done on a regular basis. Shrubs and plants grow quickly especially during summer months and pests can get out of control if not restrained by treatments.
  
- BATTERIES:** Remove batteries from clocks, smoke detectors, etc. The batteries will corrode if left connected.
  
- BATTERIES in Thermostat, exception:** Change batteries in thermostat. Do not remove.

## **HERONS GLEN - Preparatory List For LEAVING YOUR HOME FOR EXTENDED PERIODS OF TIME**

**GARAGE:** When leaving your home for an extended period of time, it is suggested that you deactivate your automatic garage door opener.

If your garage has a hurricane post system, follow the Hurricane Activation Instructions that are posted on the inside of your garage door.

**LANAI:** Bring **ALL** outside items in from front, back porches and yard. Remember potted plants, especially plants outside in urns, etc. If you need plants watered, have a neighbor “baby-sit” the plant until your return. These items turn into missiles during high winds/hurricane season. Remove all decorative items in plant beds to inside the secured residence.

**HOUSE KEY:** Leave a key with a neighbor or make arrangements to have someone check your home.

**LAST:** Lock Doors.

**TRASH:** Place any trash in disposable trash bags and leave tightly secured for trash pick-up. Put all trash cans inside. Do not leave outside.

**This is a list of suggestions to help you prepare to leave your home in a “safe mode” until your return. If you discover other helpful points not on this list, please notify the SAFETY COMMITTEE so these points can be incorporated into future recommendations.**

**DISCLAIMER:** The HOA does not assume any responsibility for the success or failure for the recommendations on this list.

[Leaving on the electric for the Lamp Post light is mandatory due to safety reasons. The same applies to making sure loose items which may blow around during high winds are secured inside.]

**↯UPON RETURN from your extended time away, reverse this list.↯**

**Other Important reminders:**

### **EMERGENCIES**

When evacuating due to a hurricane, storm or other emergency, refer to the Herons Glen Homeowners Association Emergency Preparedness Plan for protective instructions for your family, home, possessions and pets.

You should stay abreast of these instructions and be prepared to evacuate immediately if the emergency is declared IMMEDIATE!

**APPROVED BY THE SAFETY SECURITY EMERGENCY PREPAREDNESS COMMITTEE (SSEP) on 4/26/09**

**Updated 5/26/17**