

# WILD OAK BAY VISTA II OWNERS ASSOCIATION, INC.

YOU MAY EMAIL THIS FORM BACK TO Board President, Lisa Petruzzi at [LRPetruzzi@gmail.com](mailto:LRPetruzzi@gmail.com) THANK YOU.

## Absence Notification Form

OWNER(s) NAMES: \_\_\_\_\_ Unit #: \_\_\_\_\_

CELL#: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

OFF SEASON/ALTERNATE ADDRESS: \_\_\_\_\_

\_\_\_\_\_ PHONE# \_\_\_\_\_

Departure Date: \_\_\_\_\_ Estimated Return Date: \_\_\_\_\_

*Please note that if you use the unit address and are not here full time, you may miss critical mailings.*

PLEASE CHECK THE CURRENT MAILING ADDRESS: UNIT ADDRESS  ALTERNATE ADDRESS

Vehicle(s) to remain parked here:

YEAR	MAKE	MODEL	STATE OF REGISTRATION	LICENSE PLATE #
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CARPORT NUMBER? \_\_\_\_\_ HOME SECURITY SYSTEM?  IF YES – ALARM CODE \_\_\_\_\_

Please review and ensure each step below has been taken prior to your absence:

\_\_\_\_\_ Water is turned off

\_\_\_\_\_ Water heater is turned off

\_\_\_\_\_ Air Condition is left ON and at a minimum of 78 degrees to avoid mold growth

\_\_\_\_\_ Any objects which would not resist heavy winds have been removed from balconies (front and back balconies)

\_\_\_\_\_ For any vehicles left here, there are Labeled car key(s) have been left on kitchen counter

\_\_\_\_\_ Fire extinguisher is left inside near the front door (for inspection or need)

\_\_\_\_\_ Refrigerator is \_\_\_\_\_ emptied or \_\_\_\_\_ turned off and ice maker is emptied (for long absences)

\_\_\_\_\_ Hurricane Shutters are closed or you have a plan in place to get them closed in the event of a weather event (critical for absences June -November)

\_\_\_\_\_ Smoke Detector has been checked and is in working order

Who will be checking your unit in your absence?

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

Will any family/guest be using your unit in your absence? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please ensure they are made aware of community rules and regulations. Please notify a Board of Director member prior to visit.