



## MANAGEMENT COMPANY

### **Investment Property Services, LLC**

*Condo Fee Payments, General Inquiries*

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General issues: [info@ipsde.com](mailto:info@ipsde.com)

Maintenance: [maintenance@ipsde.com](mailto:maintenance@ipsde.com)

Statements and billing: [accounting@ipsde.com](mailto:accounting@ipsde.com)

Architectural requests: [arrequests@ipsde.com](mailto:arrequests@ipsde.com)

**Council Emergency Contact:** Doug Gerdts, #2-D, 302-354-6930 (*please...emergencies only!*)

## EMERGENCY INFORMATION

### **IN CASE OF A FIRE EMERGENCY**

- Do not use the elevator.
- If a smoke detector alarm sounds or a sprinkler head is activated, do not try to disconnect the smoke detector or shut down any fire sprinklers.
- Do not press any buttons on the alarm, as the fire department has already been dispatched.
- If there is a fire, call 9-1-1

### **WATER LEAKS/WATER INFORMATION**

- Each unit should have water shut off valve. Please locate your unit's water shut off valve.
- Please make sure tenants know where their water shut off valve is.
- If you cannot locate your water shut off valve, please contact a member of Council to help you.

### **IN THE EVENT OF A WATER LEAK:**

- Turn off the water supply at the main shut off valve in your own unit.
- Open all faucets to drain the water.
- If the leak does not slow or stop, the leak may be originating from another unit or a common element.
- Check with the units above and below you and common areas to locate where the leak is coming from.
- Once the source of the water leak has been determined, the source of the leak must be repaired.
- We urge everyone to shut off their unit's water valve if they are going to be away for an extended period of time.
- Do not run appliances such as dishwashers and washing machines unless you are home.
- Unit water heaters have an average life expectancy of 10 years. It is recommended that owners replace their tanks in the tenth year.
- Please be sure to monitor hoses which may be attached to faucets, ice-makers, sinks, toilets, dishwashers, and washing machines for leaks.

**All residents are encouraged to send inquires, notices, questions or comments to:**

[bancroftmha49@yahoo.com](mailto:bancroftmha49@yahoo.com)