

Wilson Property Management, Inc.

Welcomes you to Lake Park Condominiums!

We are thrilled to have you as a new part of the community here and we hope to make your transition as easy as possible! This handbook is to answer some commonly asked questions and to make sure you know what's expected of you in your new condo!

If you need to contact the office for any reason the telephone number is (919)-859-9552.

Please do not hesitate to call if there is an emergency maintenance problem such as flooding, no heat, no A/C, no power, security issues, break-ins, or fire. If there's a fire please call 911 first!

**IN CASE OF ANY SERIOUS EMERGENCY WHERE YOU NEED
MEDICAL ATTENTION, A POLICE OFFICER, OR THE FIRE DEPT.
PLEASE CALL 911**

Your address is:

Washer And Dryer

How to use a washing machine:

1. Sort your clothes. You should wash white or light-colored clothes together and dark-colored clothes together. Clothes should be further sorted according to their material. Heavy fabrics should be washed together and light fabrics should be washed together.
2. Turn on your washing machine. Set the controls of your washing machine according to what you are washing. Use hot water for only white cottons. Use warm or cold water for colored fabrics. Set the other controls according to the weight and durability of your clothing. To save on energy costs its best to wash everything in COLD water!
3. Add laundry detergent to your washing machine as the water is running. Follow the instructions on the detergent box.
4. Use the special bleach or fabric softener dispensers for your particular washing machine, if you are adding bleach or fabric softener. Otherwise, follow the instructions on the bleach and fabric softener packaging to find out how much and when you should add them to the washing machine.
5. Load your clothes loosely into the washing machine. Load the laundry to the top row of holes in the tub.
6. Close the lid and allow the washer to go through all the cycles and turn its self off before you unload the washed laundry.

How to use a clothes dryer:

1. Make sure the lint filter is clean before each load! When not cleaned out this can become a fire hazard. If your clothes are taking longer to dry, they don't fully dry, they are hotter than usual, the outside of the dryer gets hotter than usual or you smell a burning smell, STOP the dryer and check the dryer vent first!
2. Inspect washed items before placing them in the dryer. The dryer's heat will set in stains that have not been removed.
3. Shake each garment before transferring it from the washer to the dryer.
4. Choose a dryer cycle. Opt for the regular cycle if most of the load is all-cotton fabrics, or set it on permanent-press cycle if the load consists mostly of synthetic or permanent-press fabrics (a cool-down period prevents wrinkling).
5. Add a fabric softener sheet.
6. Start the dryer and allow the clothes to dry all the way. Once they are finished take them out and hang or fold them immediately.

TIP The best way to keep your dryer working for a very long time (and to keep your electric bill lower) is to take that filter out and wash it with hot soapy water and an old toothbrush (or other brush) at least every six months.

Dishwasher

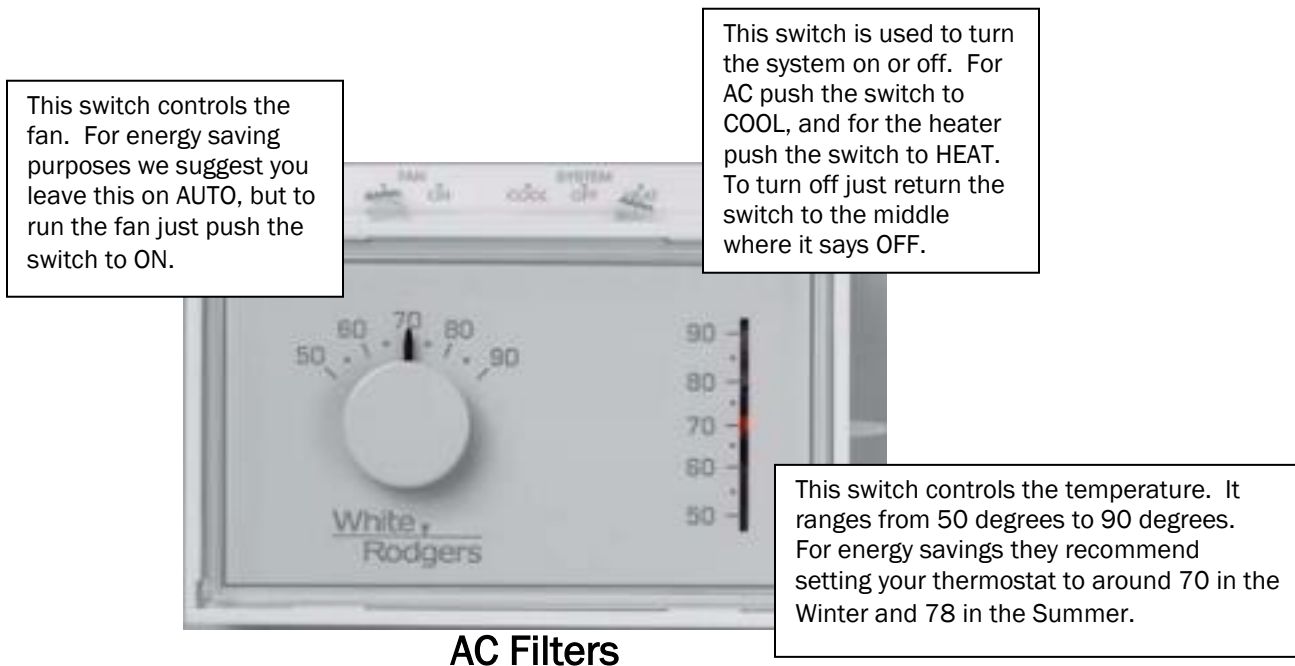
How to use a dishwasher:

1. Pre Rinse all residual food off of pots, pans, plates, and silverware.
2. Place dishes in designated slots: glasses and cups on the top rack, plates on the lower rack, silverware in the silverware rack, and arrange any other pots or pans around other dishes.
3. Fill both dishwasher cups with dishwashing detergent! **MAKE SURE YOU'RE USING DISHWASHER DETERGENT!** Please do not use regular dish soap in your dishwasher. If using the new individually packed detergent please be sure to remove the wrapper before putting it in the dishwasher cup.
4. Close the lid or lids of the dishwasher cup.
5. Close the door securely, lock if necessary.
6. Choose a wash cycle appropriate to the load. Choose a drying cycle. Air drying is more energy efficient but it can sometimes leave the dishes with spots.
7. Start the dishwasher.
8. Allow the dishes to dry all the way before removing them from the dishwasher.

* If the dishwasher starts to leak while running please turn it off immediately and call maintenance! Try to clean up any water that is leaking.*

Thermostat

When adjusting your thermostat you will have to adjust three different switches.



You are responsible for replacing your air conditioner filter.

1. Locate the AC air shaft next to your laundry closet.
2. Remove the metal grill and then remove the air filter.
3. Once removed replace with a new filter.

The correct size filter for your unit is 16x16x1. If you're owner has not provided new filters then it is your responsibility to purchase a new filter and replace it. This should be done at the very least 4 times a year, but can be done more to keep energy costs low.

Light bulbs

1. Turn off the lamp or light fixture.
2. Allow a hot bulb to cool before touching it.
3. Grab the bulb lightly but firmly and turn counterclockwise until it is removed from the socket

4. Insert a replacement bulb lightly but firmly into the socket and turn it clockwise until it's snug. You are responsible for buying your own replacement bulbs!
5. Turn the lamp or fixture back on and throw the used bulb away.

Microwave

If your microwave is not working please check and make sure that the switch on your kitchen wall is turned on. This switch controls the power supply to the microwave. If it is still not working please contact the office.

What types of cookware can and cannot go in the microwave:

Can: Glass, non lead/metal ceramics, and silicone

Cannot: Metal, Melamine, Silverware.

Plastic containers can be put in the microwave but be sure to check the label.

Breaker Box

If you lose power in only part of your apartment you should check your breaker box That is located in the kitchen to see if a breaker has tripped to the "off" position. If a breaker has tripped, please cut it back to the "on" position. If the breaker re-trips immediately, please call our maintenance number (919)-859-9552. Each breaker box should have a chart on the inside of the door showing which breaker controls each room in your condo.

SPRINKLERS

Please DO NOT TOUCH the sprinklers or hang anything from the sprinklers that are locate in the ceilings or walls of your condo. Touching them in any way may cause severe leaks and flooding in your condo as well as your neighbors.

HOW TO DISPOSE OF YOUR TRASH

1. Empty your trash daily in plastic trash bags.
2. Take your trash directly from your condo to the trash dumpster (large container located in the corners of the parking lots)
3. **DO NOT LEAVE YOUR TRASH NEXT TO THE DUMPSTER- YOU WILL BE CHARGED \$50, EVERY TIME!**
4. If the door on the side of the dumpster is closed, slide it to open it. Again, do not leave your trash on the ground next to the dumpster.
5. Do not leave cardboard boxes next to the dumpster, place them inside.
6. Please ask the office for assistance if you do not know how to open the door on the dumpster.

Other Important Reminders:

1. If there is a vacant room in your condo it is not to be used Or entered for any purpose! It is not a storage room and we are allowed to show the room or check it at any point in time. When you have a vacant room in your condo we do ask that you try to keep the common areas clean because we may enter with a prospective resident at any time.
2. Please be sure to hang a shower curtain in your bathroom before using your shower. When you turn the shower on the shower curtain MUST hang on the inside of the tub to help prevent the growth of mold and to help prevent water damage to the bath floor and walls. Also, please be sure that your exhaust fan is turned on any time your shower is in use.
3. If you hear water running in your bathroom while not in use please be sure to let us know because this can have a Significant effect on your water bill.
4. We do not allow ANY pets at Lake Park! If we find out that you have a pet you will be fined!
5. NO GRILLS ARE ALLOWED IN THE COMMUNITY. You may not use or store ANY grills on your deck/patio area or in your storage closet. This is against City of Raleigh Fire Code!
6. Do not put plastic bags over your smoke detectors!
7. Please only flush toilet paper in your toilets! This will help to avoid costly maintenance calls to your condo! Please purchase a plunger for your condo.
8. **You are responsible for extermination of any bug Problems in your condo! The cleaner you keep your condo the better! Make sure to remove trash daily!**
9. We do have 5 Recycling bins here at Lake Park and we Encourage all residents to use them