

MODEL LETTER

Remind Members About Leak and Mold Prevention Tactics

Periodically remind members that they can prevent mold problems using simple maintenance tasks. Send them a letter like this one once a year. If your community is in a part of the country that experiences a rainy season, or a wet season due to melting snow, send the reminder shortly before the season begins.

Dear Members:

ABC Community Association would like to remind you about several simple maintenance tasks that can minimize mold problems in the community. We would like to offer two tips that will help keep your home comfortable and dry. We recommend that you keep window sills clear of dirt and debris. Windows often have a simple drainage, or “weep,” system designed right into the product. These water drainage pathways must be kept clear and clean for the window or door to operate correctly. Also, we ask that you check that rainwater will have clear access to unclogged [*insert patio or balcony*] drains. We know that members’ [*insert patios or balconies*] sometimes get cluttered. Ensuring that nothing obstructs your exterior drains will help keep your home and your neighbors’ homes dry. It’s important for us to make sure you are comfortable, that the buildings are well maintained, and that no one’s property gets damaged. Please help us by keeping these tasks in mind the next time you clean or organize your home.

Sincerely yours,
Jane Manager