**HAPPY HOLIDAYS**

**Sequoyah Square Homeowners Association**

**December 2019 & January 2020** **sequoyahsquare@comcast.net**

**After hour emergencies, call 523-8077, leave a message and maintenance will be called.**

**Knoxville Utilities Board (KUB) 524-2911 for electric and gas problems**

**Knoxville Police Department (KPD) 215-4010 (non-emergency number) Emergency ~ Call 911**

**!!!!! ATTENTION !!!! THE SCHEDULED POWER OUTAGE FOR BUILDINGS 100 & 200 for 12/10/19**

**WITH KUB HAS BEEN RE-SCHEDULED UNTIL THE WEEK OF JANUARY 6, 2020.**

**WE WILL SEND OUT A LETTER WHEN THE DATE AND TIME HAS BEEN CONFIRMED WITH**

**KUB AND EAST TN TREE SERVICE.**

**Pest Control- 3rd Thursday of each month**

**If you want pest control service on a monthly basis contact the office and be put on the list. Kevin Beshaw and Critter Wranglers will enter your unit to spray.**

**Winter is Here- Cold Weather WARNING**

**If you are gone for any length of time. Please turn your water off, at the valve behind the heating and air conditioning unit, keep the temperature to 55 degrees in your unit to keep the water lines from freezing while you are away. If the temperature is going to be in the twenties for several days, turn your water on in your kitchen and baths also open your cabinet doors under the sinks. Just a small drip will keep it from freezing**

**Change your air filters on a regular basis. As the weather is getting colder, No portable heaters are allowed. For your safety, have a fire extinguisher inside your unit.**

**Helpful Hints**

**Pets, Must be walked on a leash. You must use designated areas and pick-up after your dog. Dog weight limit is 25 lbs. (one dog per unit) (2 cats per unit)**

**Overflow Parking- If you have an extra car or guests please park at the swimming pool side of the clubhouse.**

**Keep your patios & balconies swept off, this keeps things tidy.**

 **Check the floor drain in your utility closet regularly.**

 **A stopped up drain can cause water damage to your unit and the unit below you.**

 **This damage is the responsibility of the owner that caused the leak!!**

 **You can help keep it clear by adding one cup of bleach followed by a gallon of water.**

 **Remember to use only licensed companies to perform work inside of your unit. Have them**

 **provide you with a certificate of insurance naming you as additionally insured before they**

 **start the repairs.**

 **Report any dripping faucets, tubs or running commodes to the office 523-8077**

 **or by email to:** **sequoyahsquare@comcast.net**