

## OPEN DOOR AND WINDOWS

Heating costs are included in the carrying charges. It is each Member's responsibility to do whatever he/she can to conserve energy and help keep costs down.

All windows and doors must be kept closed when the temperature outside is below 40 degrees.

To help redeem the cost of the lost energy due to open windows and doors when temperatures are below 40 degrees, a fine, per door or window, will be charged. See Charge List Policy.

These charges can be assessed as a result of being observed:

- by a representative of Highlands.
- by a representative of Highlands, reported verbally during Office hours.
- by a Member's written complaint that has been investigated and determined to be factual.

An attempt will be made to contact the Member. If there is no one home at the time, a representative of Highlands will enter the townhouse and close the window or door. If a representative has to enter the townhouse, there will be an additional charge. See Charge List Policy.