

## 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, after receiving a verbal notification from another Member, 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 to have them close the window or door. At that time, the Member will be notified that there will be a charge. If Management cannot connect with the Member, a notice will be posted on their door.