



# Hunt Military Communities

## Air Force Utility Allowance (UA) Program Town Hall

Installation Briefers (Wing CC Rep & Hunt Rep)  
10/23/2025



# Air Force UA Program VIDEO

<https://www.youtube.com/watch?v=SgbCvJKdhvA&t=8s>





**U.S. AIR FORCE**

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## ***Why a Utility Allowance (UA)?***

- **Basic Allowance for Housing (BAH) includes two components: one for rent, and one for utilities**
- **Department of Defense policy on Utility Allowance is to:**
  - **Encourage conservation by making residents responsible for their energy consumption (electricity and natural gas)**
  - **Reward Service members who conserve utilities to keep the difference between the cost of their consumption and the UA**
  - **Provide Services with the flexibility to adjust the UA based on actual consumption data and experience with the initial methodology**
  - **Conservation of utilities lowers demand on the grid increasing the resilience of the system to support mission requirements**

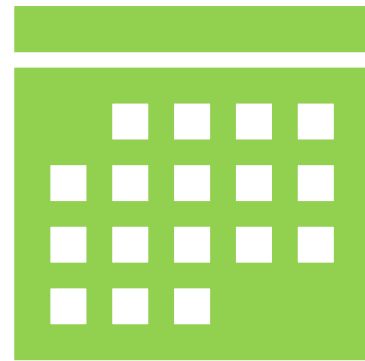
# Air Force UA Program Overview



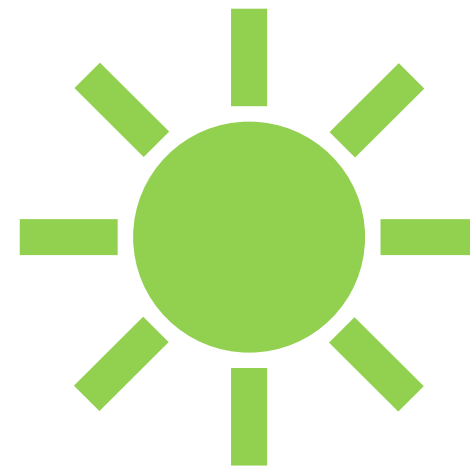
The UA Program is an **OSD mandated program** that provides the privatized military partners the opportunity to participate.



The UA Program's baseline calculations use **current weather conditions** vs. the previous model that took an average of the year's overall conditions.



**3 months of mock billing** will be provided to allow residents an adjustment period to get familiar with the program.



Utility baselines are calculated based on the **current month's weather conditions** as well as the commodity rate.



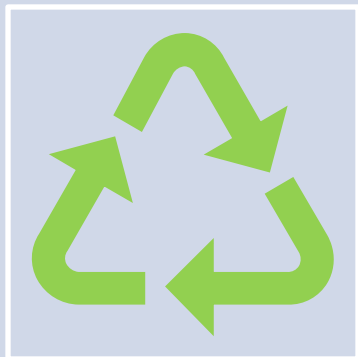
Under LIVE billing, **most Airmen will likely experience no out-of-pocket expenses**. The utility component of the BAH should cover utility costs for the majority of household's who consume "normal" or average usage. Those with above normal usage will only owe if the payment is above the \$50 threshold.

# Benefits of the New UA Program for Residents



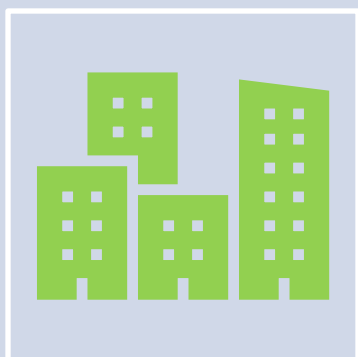
## Accurately calculates energy costs

- Based on monthly averages, and current utility rates to account for seasonal impacts and real-time costs
- Increases Airmen transparency



## Promotes energy conservation

- Offers rebate incentive to those who conserve electricity & gas beyond the normal usage range
- 50% of residents will receive rebates for conserving
- Zero out-of-pocket costs for the average utility consumer



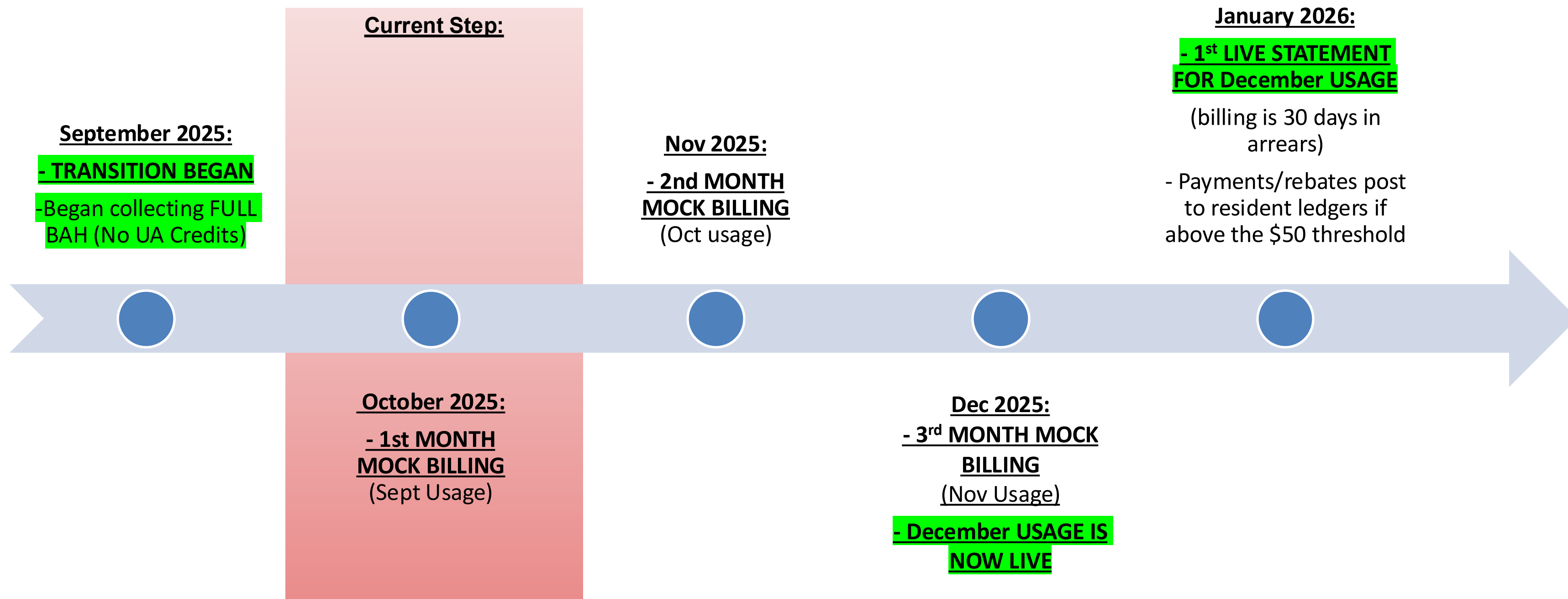
## Allows more project funds to be reinvested in homes and communities

- Balances financial incentives to residents and helps reduce project operating expenses
- Encourages Project Owner investment in energy-saving initiatives

# Air Force UA Program

	Air Force UA Policy
<b>Energy Calculation</b>	100% of the actual average monthly consumption of like-type homes.
<b>Payments</b>	Residents pay out-of-pocket only for above average usage (over the \$50 payment threshold).
<b>Rebates</b>	Residents earn rebates for usage below the average (over the \$50 rebate threshold).
<b>Seasonal Fluctuation Calculations</b>	UA accurately captures cost, including seasonal fluctuations monthly.
<b>Rate Fluctuations</b>	UA accurately captures rates updated monthly.
<b>Impact on Airmen</b>	Residents using above average consumption will pay the difference out of pocket if above the \$50 threshold. Residents using average consumption will pay \$0 out of pocket.

# Air Force UA Transition Milestones



## **IMPORTANT NOTE:**

YES Energy UA billing statements will always be delivered ~30 days after the usage period has closed.

This is due to the time needed by the 3rd Party Billing Company to receive the meter and cost data from the Utility Provider and calculate the UA baseline averages for each LTG, along with, payment and rebate allocations.

# How are LTG's Determined?



## Like Type Groups:

- Homes are grouped together in “**Like Type Groups**” (LTGs) based on factors that influence energy usage including:
  - Size (sqftg, number of bedrooms)
  - Age of the home (year built)
  - Construction style and thermal characteristics
  - Variations in type of heating and cooling equipment
- **\*\*\*Family size is not a factor\*\*\***

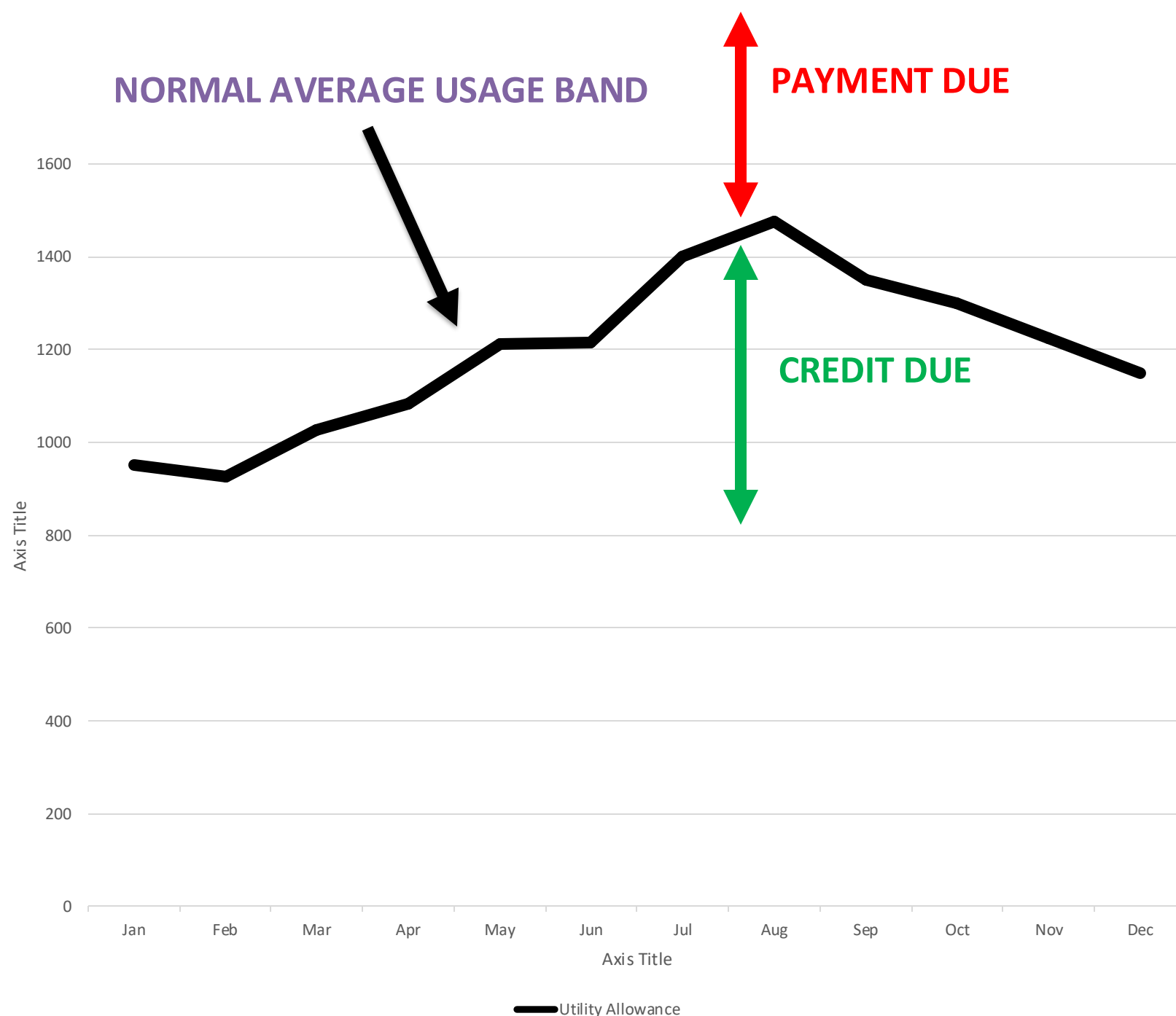
## Small Like Type Groups:

- For small groups with fewer than 10 homes or unique homes, the baseline average will be determined using:
  - 5 Year Rolling Average Method
  - Per Square Foot Method

# The Billing Process

## How Are Payments & Credits Determined?

- **Establish the normal usage band for every like-type group by commodity:**
  - Remove Exclusions: Vacant/Partially Occupied Homes, Estimates, Homes with Electric Vehicles, and Civilians
  - Eliminate the Highest 10% and Lowest 10% of Users (If >10 homes in a LTG)
- **Compare against the normal usage band:**
  - Rebate Issued: If your usage is BELOW the normal usage band, you will be eligible for a credit
  - Payment Due: If your usage is ABOVE the normal usage band, you will need to pay for the extra usage
- **Apply the \$50 Threshold:**
  - Payments/Rebates BELOW the \$50 Threshold: NO ACTION (unless the cumulative balance exceeds the threshold)
  - Payments/Rebates ABOVE the \$50 Threshold: PAYMENT DUE or REBATE ISSUED
  - At the Baseline: If your usage falls equal to the normal average usage amount, you will owe nothing (covered by BAH)



# Sample Bill Calculation



## Example Billing Calculation for Usage BELOW the Normal Average Usage Band:

Resident's Actual Monthly Usage = 750 kWh

Monthly LTG Average = 1000 kWh

Difference between resident's usage and the normal average usage band:

$$750 \text{ kWh} - 1000 \text{ kWh} = (250 \text{ kWh})$$

Billing amount is calculated by applying the current effective electric rate to determine the charges for usage below the buffer:

$$(250 \text{ kWh}) \times \$0.14326/\text{kWh} = \boxed{\text{\$35.82 REBATE}}$$

**Payment owed when total payment amount exceeds >\$50**

**-OR-**

**Rebate issued when total rebate amount exceeds > \$50**

# 1<sup>st</sup> MOCK Billing Statement

Average MOCK Bill Outcomes – September 2025 Service Period (October 2025 YES Statements)

- Total Billable Active Duty Residents = **286**

	ABOVE the Baseline Avg	At the Baseline Avg	BELOW the Baseline Avg
Number of Residents	139 residents	0	147 residents
Average Bill/Rebate Amount	\$37.80	\$0	(\$38.32)
Number of Residents >\$50 Threshold	32 residents	0 residents	40 residents
Average Bill/Rebate Amount >\$50 Threshold	\$94.11	\$0	(\$78.21)

The majority of residents in the Community (**89% of residents**) would have **NO ACTION** required in this billing period (i.e. below the \$50 payment/rebate threshold).

# Hunt Resident Portal

## Simplify Your Rebates

**Skip the Hassle—Receive Your Utility Rebates via Direct Deposit**

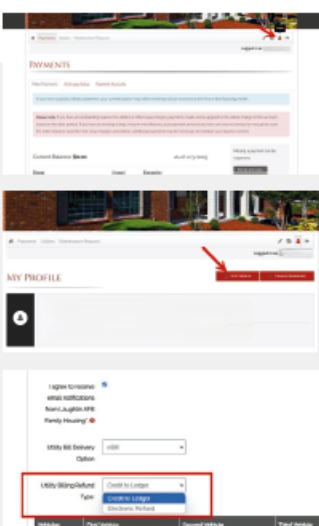
### Easy ACH Setup for Payments & Refunds

Below are the steps and screenshots from Hunt's RentCafe portal to help residents set up ACH for payments and refunds, including those related to the Air Force Utility Allowance (UA) Program.

#### Utility Billing Refund Type\* Setup for Residents

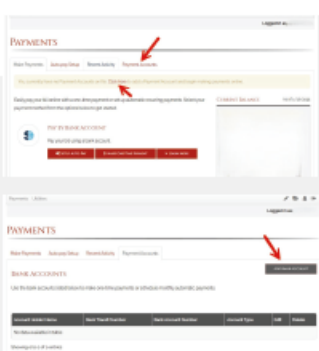
1. Log into the resident portal, go to **PROFILE**, and select to **EDIT PROFILE**.
2. Select the drop-down menu for **UTILITY BILLING REFUND TYPE**. This is where the resident will opt in for "Credit to Refund" or "Electronic Refund."
3. Click to select **CREDIT TO LEDGER** to opt in for your utility rebate to accumulate on your ledger.
4. Click to select **ELECTRONIC REFUND** to opt in for your rebate to be paid out once the balance of your utility refund exceeds the \$50 threshold amount.

**NOTE:** You will be required to enter your ACH banking information in order to complete the setup.



#### Overview of ACH Setup for Residents

1. On the Payments screen, select either the **PAYMENT ACCOUNTS** tab or **CLICK HERE**.
2. Select "Add Bank Account." This is where the resident will add routing and account information.



- **How to Register for Auto Payments:**
  - Go to **PAYMENTS**, select **AUTO PAY SETUP**.
  - Select your **Payment Account**, **Start Date**, and **Payment Percent** (in most cases you'll select 100%).

- **How to Opt In for Electronic Refunds:**
  - Go to the resident portal, select **EDIT PROFILE**.
  - Click the **UTILITY BILLING REFUND TYPE** drop-down menu.
  - Click to select **ELECTRONIC REFUND**.

- **IMPORTANT NOTE:** You will be required to enter your ACH banking info to complete auto pay and electronic refund setup.

## AUTO PAY SETUP

**HOW TO SET UP AUTO PAY FOR VARIABLE CHARGES ON THE WEB**

### Set Up, Change, or Cancel Auto Pay

Log into the Hunt Resident Portal, and once you have reached the home screen, select:

**Payments > Auto-pay Setup**

Once you have arrived to the Auto-pay Setup page, follow these easy steps:

#### 01 Select Payment Account

Under the Variable Monthly Charges section, select the account you want to use for the payment. Select your **Start Date**, **End Date** (optional), **Pay On** (1st-5th), and **Payment Percent**. \*In most cases, you'll select 100%.



Complete this step for the options you want to setup auto pay for. Example: Electric & Gas.

#### 02 Review Summary and read through Terms & Conditions

A confirmation window will appear where you can review the summary. Once you have carefully read through the summary and Terms and Conditions, select the 'I have read and accepted the Terms and Conditions' button and submit.



Please carefully read through the summary and the Terms and Conditions before submitting.

#### 03 Confirmation

A confirmation email will be sent to your email address.



#### Helpful Information:

1. Residents must have a Payment Account set up before setting up Auto Pay.
2. Auto Pay can be set up at any time. Payment date options are the 1st - 5th of each month.
3. Auto Pay for utilities will make payments to utility charges without manual intervention as long as:
  - a. Utility charges are present on the ledger.
  - b. The auto-pay setup was not given an end date.
  - c. The payment type used is an active account (Example: Open bank account, debit card not expired, etc.).
4. If applicable, Active Duty residents will be able to set up Auto Pay only for their utility charges as their rent is covered by their BAH.

# High User Outreach

- Our team will proactively reach out to individuals identified as high users in their LTG to offer support/resources.
- The online **Energy Assessment Checklist**:
  - A convenient tool designed to help you evaluate your energy usage and identify opportunities to conserve!
  - **Estimated Time to Complete?** 10-15 minutes.
  - **What Happens?** Once you submit the form, an analysis of your responses will be completed and recommended next steps will be provided via email within 15 minutes.
  - **Click Here to Access:**  
<https://www.huntmilitarycommunities.com/home-energy-assessment-checklist>

**Energy Assessment Checklist**

Welcome to the Hunt Energy Assessment Checklist! This easy-to-use tool is designed to help you evaluate your home's energy usage and identify opportunities for improvement. By completing this assessment, you'll gain valuable insights into how you can enhance your energy efficiency and potentially reduce your costs.

Taking just 10-15 minutes to complete this assessment can lead to significant long-term benefits for both your wallet and the planet. Ready to get started?

**CLICK HERE TO BEGIN YOUR ENERGY ASSESSMENT!**

**Home Energy Assessment Checklist**

Name  Email

Address  Community

Welcome to the **Hunt Energy Assessment Checklist!** This convenient tool is designed to help you evaluate your home energy usage and identify opportunities for improving your energy conservation efforts. By completing the checklist, you'll gain valuable insights into your energy consumption, uncover potential savings, and learn how to enhance your home's efficiency.

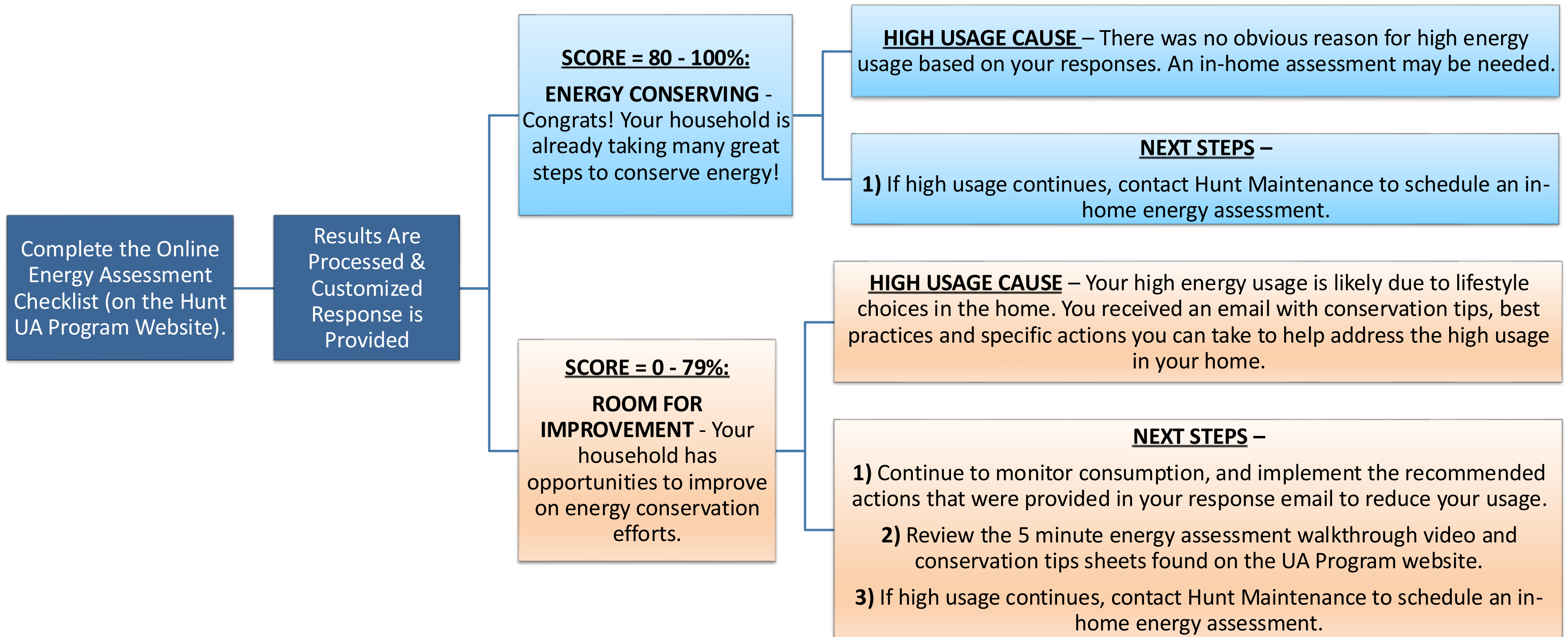
**Estimated Time to Complete?** 10-15 minutes. Please ensure you have access to any relevant information about your appliances and usage patterns.

1 General Household Questions | **2 HVAC** | 3 Water | 4 Lighting | 5 Lifestyle | 6 Maintenance

Is your heating system running constantly during heating season?

For heating, what temperature is your thermostat usually set to?

# High Usage Concern – Energy Assessment Process



# Dedicated Air Force UA Program Website

URL: <https://www.huntmilitarycommunities.com/resident-utility-program>



## How to Read Your Bill

Click the link below to see a sample bill with an explanation of each section.

[CLICK HERE TO UNDERSTAND YOUR BILL](#)

## Energy Assessment Checklist

Welcome to the Hunt Energy Assessment Checklist! This easy-to-use tool is designed to help you evaluate your home's energy usage and identify opportunities for improvement. By completing this assessment, you'll gain valuable insights into how you can enhance your energy efficiency and potentially reduce your costs.

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[CLICK HERE TO BEGIN YOUR ENERGY ASSESSMENT!](#)

## Videos

Below are brief videos showing an overview of how monthly utility services will be billed for active duty residents under the UA Program & best practices for conserving energy and reducing your household's utility bills.



## FAQs

[What is the Air Force Utility Allowance Program?](#)

[Why did my installation decide to implement this program?](#)

[How does the Air Force UA Program work?](#)

[What are the benefits of the Air Force UA Program?](#)



# YES Energy Resident Billing Service

Hunt Military Communities has partnered with YES Energy, a leading energy and metering company, for the administration of the resident utility conservation program.



## Account Payments

A variety of convenient payment options including automatic payments available on the Hunt Resident Portal.



## Statements and Notices

The new and improved monthly statements are now be easier to read and understand. Statements will continue to be mailed to your home each month and will also be available electronically in your YES online web portal.



## Customer Assistance- Available Now!

Contact the YES Customer Service Center for help managing your utility account. We have a dedicated group of employees standing by to help you with any questions you have regarding this transition or your utility account.

**Reach this team by phone 24/7 at 1-888-363-0493**



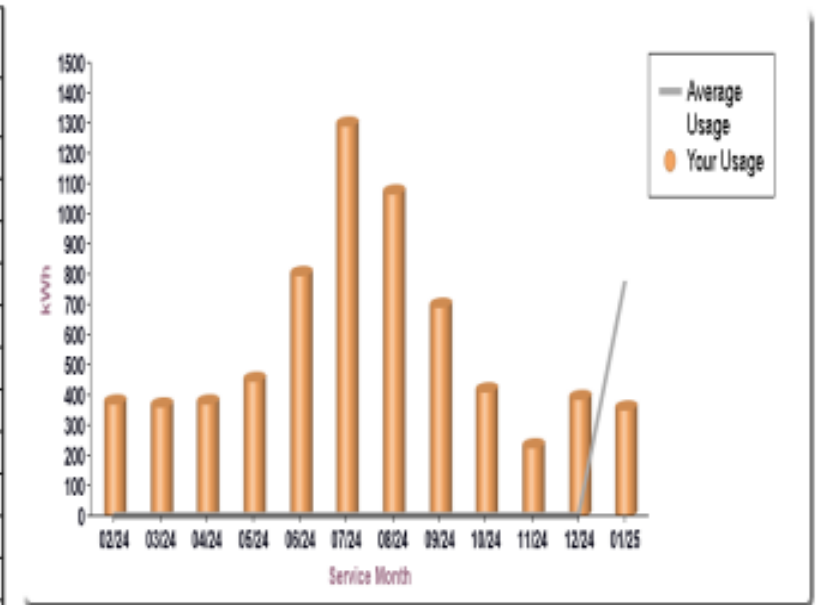
# YES Energy Resident Billing Service

## Statement Enhancements:

- Combining all Electric and Gas Details into a single page. 12-month Chart displayed on the back of the statement.
- Difference Column on Back Chart to show positive and negative values.

**Your Electric Usage**  
(\*indicates estimation)

Month	Your Usage kWh	Amount	Baseline	Difference	Your Charge
02/24	371.00	\$52.93	0.00	371.0000	\$52.93
03/24	360.00	\$51.36	0.00	360.0000	\$51.36
04/24	371.00	\$52.93	0.00	371.0000	\$52.93
05/24	444.00	\$63.35	0.00	444.0000	\$63.35
06/24	793.00	\$113.14	0.00	793.0000	\$113.14
07/24	1291.00	\$184.20	0.00	1,291.0000	\$184.20
08/24	1063.00	\$151.67	0.00	1,063.0000	\$151.67
09/24	691.00	\$98.59	0.00	691.0000	\$98.59
10/24	411.00	\$58.64	0.00	411.0000	\$58.64
11/24	224.00	\$31.96	0.00	224.0000	\$31.96
12/24	386.00	\$55.07	0.00	386.0000	\$55.07
01/25	351.00	\$50.08	775.56	-424.5600	\$-60.58



## Delivery of Statements

- Utility Billing Delivery Option preference can be selected on the Hunt Resident Portal under My Profile.
- Options Include: eBill, Paper and eBill, or Paper Copy.

eBill

eBill

Paper Copy

Paper and eBill

# SAMPLE STATEMENT FRONT

The top portion of the statement is the tear-off stub with payment details.

Legend stating if there is an amount to pay, nothing to pay, or if a refund is due.

The left-hand side contains:

- Customer service contact details.
- Portal website address.
- Community name.
- Resident ID and portal registration code.

500 Colonial Center Pkwy Ste 200  
Roswell, GA 30076-8852

Please remit online payment at <https://www.property.com/>

**EXAMPLE PROPERTY**

YES Customer Service:  
(555) 555-5555

Resident ID: m0123456  
Statement Date: 7/25/2025

Due Date: 08/15/2025  
Current Balance: \$-27.83  
Amount Due: \$0.00  
Amount Enclosed: \$ \_\_\_\_\_

**YES ENERGY MANAGEMENT**

JOHN SMITH  
53 YES St.  
Roswell Park, GA 30076

YES Energy Management  
PO Box 82577  
Goleta, CA 93118-2577

**ACCOUNT DETAIL-**

Service Address: 53 YES ST, Roswell Park, GA 30076  
Community Name: Example Property  
Like-Type Group: C3  
Customer Service: Daily 24 Hour Service 555-555-5555  
Email: [yescs@yesenergymgmt.com](mailto:yescs@yesenergymgmt.com)  
Website: <https://www.property.com/>  
Remit Payment To: Resident Portal - <https://www.property.com/>  
YES System Information: Property ID: exprop  
Resident ID/Registration Code: m0123456  
Community Message: Thank you for conserving responsibility!  
*\*\*Please see the back of your statement for an important message.*

Utility Type	Previous Reading	Current Reading	Your Usage	Meter Multiplier	Rate	Your Usage Amount
ELECTRIC	138,763.00	138,800.00	928.3900	1	0.1759150	\$163.32
Average Usage, \$178.22						
Credit Due		(Normal Usage Zone)		Payment Due		
Your Usage, \$163.32						
Utility Type	Previous Reading	Current Reading	Your Usage	Rate	Your Usage Amount	
GAS	8,284.00	8,313.00	29.0000	1.4031200	\$40.69	
Average Usage, \$34.18						
Credit Due		(Normal Usage Zone)		Payment Due		
Your Usage, \$40.69						
Previous Balance						\$-10.44
Usage(under) or over the Normal Usage Zone ELECTRIC 05/22/2025 - 06/22/2025						-14.90
Usage(under) or over the Normal Usage Zone GAS 05/23/2025 - 06/23/2025						6.51
Current Month Payments						\$(0.00)
Current Balance						\$-27.83
No Payment or Credit Due At This Time.						
Payments not received on or before the due date, will be subject to late charges.						

The main body lists:

- Meter information.
- Utilities invoiced.
- Baseline and dollar charges / credits.

**NOTE: ANY PAST DUE BALANCE ON THIS STATEMENT IS STILL APPLICABLE**

Calculated UA

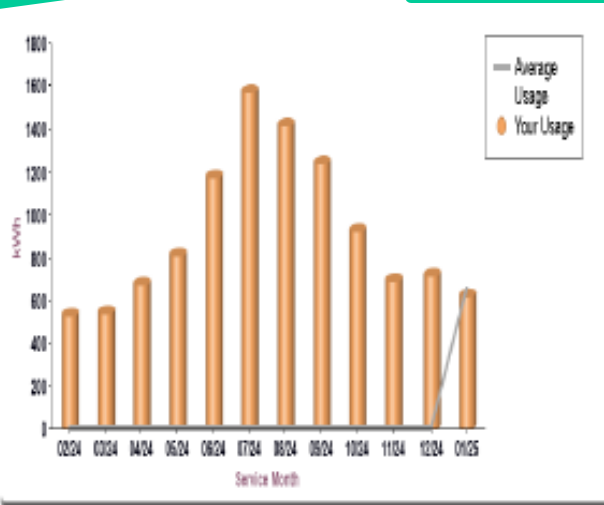
Rebate or Payment

# SAMPLE STATEMENT BACK graph and usage table in detail)

*\*\*Rates listed include all applicable charges, fees, and rate discounts as determined by the local utility provider. If your usage is indicated as \*EST, your actual usage could not be obtained and your usage has been estimated and adjusted to fall within the average of your LTG for the period.*

**Seasonally-Adjusted  
Monthly Baseline Average**

Your Electric Usage (*indicates estimation)					
Month	Your Usage kWh	Amount	Baseline	Difference	Your Charge
02/24	526.00	\$75.05	0.00	526.0000	\$75.05
03/24	542.00	\$77.33	0.00	542.0000	\$77.33
04/24	673.00	\$96.02	0.00	673.0000	\$96.02
05/24	811.00	\$115.71	0.00	811.0000	\$115.71
06/24	1178.00	\$168.07	0.00	1,178.0000	\$168.07
07/24	1567.00	\$223.58	0.00	1,567.0000	\$223.58
08/24	1413.00	\$201.60	0.00	1,413.0000	\$201.60
09/24	1245.00	\$177.63	0.00	1,245.0000	\$177.63
10/24	923.00	\$131.69	0.00	923.0000	\$131.69
11/24	688.00	\$98.16	0.00	688.0000	\$98.16
12/24	714.00	\$101.87	0.00	714.0000	\$101.87
01/25	618.00	\$88.18	661.94	-43.9400	\$-6.26

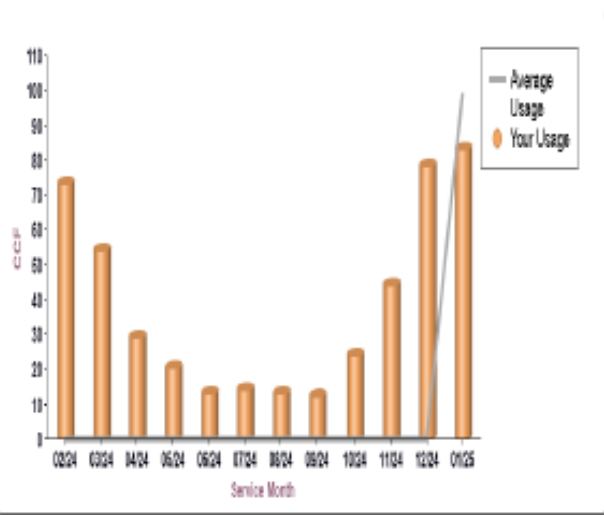


**12-months of historic  
usage profile table:**

Utility consumption.  
Baseline Average  
Dollar charges or  
rebates.

**Payment owed when total  
Payment Amount >\$50  
-OR-  
Rebate credit issued when  
total Rebate Amount > \$50**

Your Gas Usage (*indicates estimation)					
Month	Your Usage CCF	Amount	Baseline	Difference	Your Charge
02/24	73.00	\$89.64	0.00	73.0000	\$89.64
03/24	54.00	\$70.10	0.00	54.0000	\$70.10
04/24	29.00	\$40.44	0.00	29.0000	\$40.44
05/24	20.00	\$29.50	0.00	20.0000	\$29.50
06/24	13.00	\$19.17	0.00	13.0000	\$19.17
07/24	14.00	\$20.65	0.00	14.0000	\$20.65
08/24	13.00	\$19.17	0.00	13.0000	\$19.17
09/24	12.00	\$17.70	0.00	12.0000	\$17.70
10/24	24.00	\$36.55	0.00	24.0000	\$36.55
11/24	44.00	\$64.64	0.00	44.0000	\$64.64
12/24	78.00	\$103.96	0.00	78.0000	\$103.96
01/25	83.00	\$109.56	99.30	-16.3000	\$-18.26



**12-month graph:**

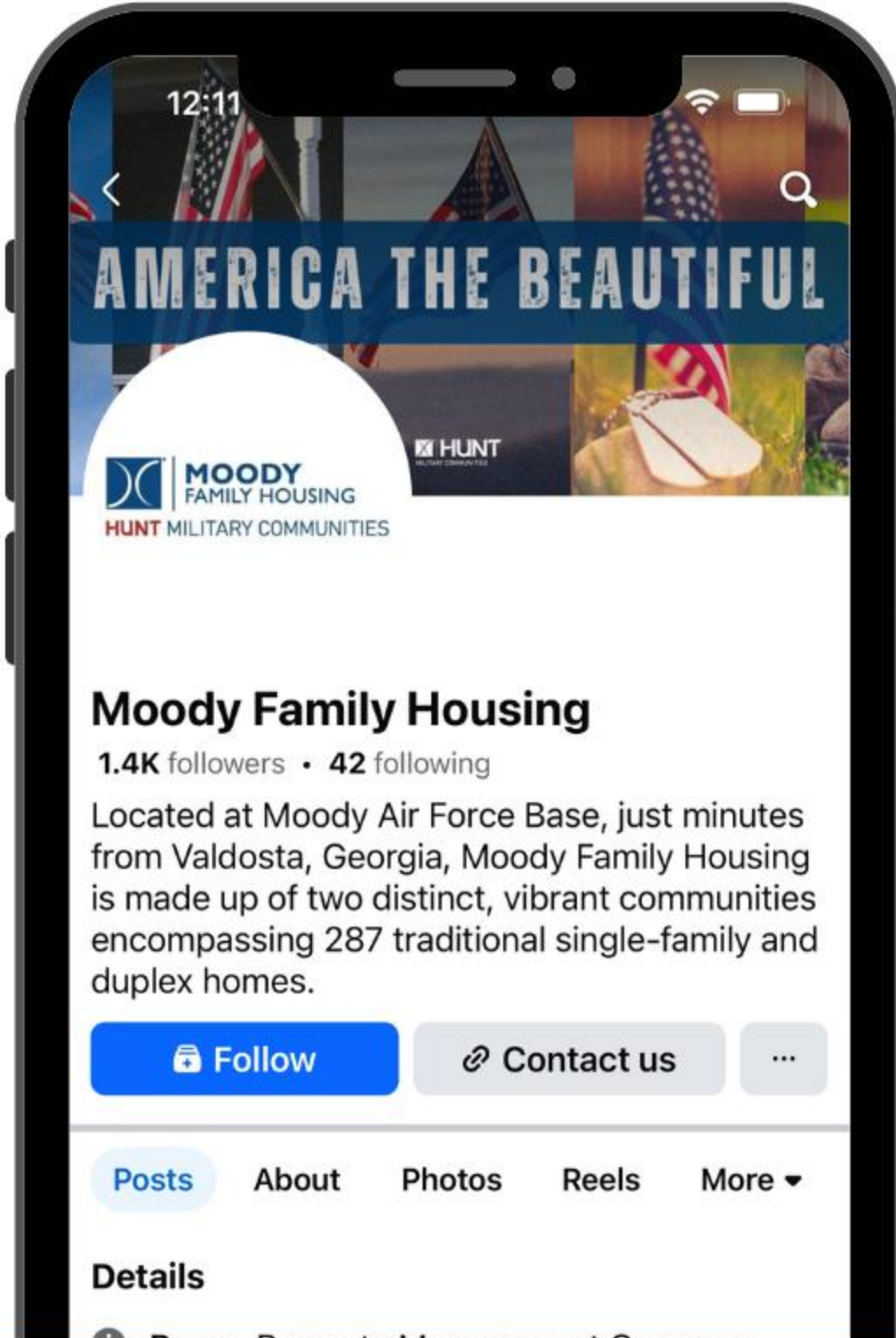
Residence  
consumption.  
Like type unit baseline.  
Normal Usage  
Average



# **YES Energy Resident Billing Service**

**LIVE DEMO OF UTILITY ACCOUNT MANAGEMENT  
ON THE HUNT RESIDENT PORTAL**





# Stay Connected!

Follow us for community updates, exciting monthly events, and much more!

Scan the QR Code to follow us on Facebook!



**@MoodyFamilyHousing**



**Moody Family Housing 2012**





**QUESTIONS?**





# Reference Slides



# Air Force UA Transition Milestones – (Continue) Colquitt Electric Accounts

## Active Duty Residents:

- All Active-Duty residents are required to sign a release form allowing Colquitt Electric to transfer electric accounts to Hunt
  - The RECP Program requires Hunt to have all commodity services in the projects name to bill RECP.
  - This is a Colquitt Electric requirement to sign a release form to transfer accounts under Hunt.
  - Primary account holder is required to sign the release. Should match the name on the utility bill.
  - If primary account holder is currently deployed, a signed Power of Attorney is acceptable. Name on release form must match name on POA.

## Civilians:

- Civilians are not eligible for the RECP program
  - Not required to sign release form
  - Will continue to have electric account setup with Colquitt electric and pay them directly for service.

# Energy Conservation Tips



## Lighting

- Replace incandescent bulbs with LEDs where possible. If left on constantly, an LED light could last for up to 50,000 hours, or 6 years, which is 50 times longer than a regular 60-watt incandescent bulb.
- Clean lighting fixtures regularly. Dust on lamps, reflectors, and light bulbs impair lighting efficiency.



## Heating/Cooling

- Leave window shades, drapes and/or blinds closed during the day
- Replace filters more frequently if there are pets in the home.
- Use ceiling fans. Also run kitchen and bath exhaust fans long enough.
- Open windows during moderate weather of spring and fall



## Electronics

- Unplug infrequently or seasonally used power supplies
- Buy ENERGY STAR®-labeled electronics. Consolidate multiple power supplies on a single power strip



## Appliances

- Gas flames from your stove should burn with a clear blue color. A yellow flame may indicate your burner isn't operating efficiently.
- Carefully time your preheat period when baking.
- Defrost the freezer regularly.
- Wash clothes in cold water whenever possible.

# Resources for Residents

- Resources for High Users:

1. Conservation Tip Sheets
2. Self Energy Assessment Checklist
3. Energy Assessment Walkthrough Video (5 min video on property website)
4. In-Home Energy Assessment
5. Maintenance Service for Equipment Concerns
6. Preventative Maintenance for A/C and water heaters upon resident request

**Electric Conservation Tips**  
Ten percent of the average US household's electric use is caused by unused electronics that are plugged into the wall. Here are some tips for conserving electricity in your home and managing unused electronics, commonly referred to as "Vampire Loads".

**LIGHTING**

- If left on constantly, an LED light could last for up to 50,000 hours, or 6 years, which is 50 times longer than a regular 60-watt incandescent bulb.
- Bathroom vanity lights are one of the most used fixtures in the average home. Use energy-efficient lighting, which can provide bright, warm light while using less energy and generating less heat than standard bulbs.
- Choose light colors for furniture. Light colors reflect light. Dark colors absorb light and require higher bulb wattages.
- Clean lighting fixtures regularly. Dust on lamps, reflectors, and light bulbs impair lighting efficiency.

HUNT  
HuntMilitaryCommunities.com

HUNT | Resident Energy Assessment Walkthrough

RESIDENT ENERGY ASSESSMENT WALK-THROUGH

Watch on YouTube

Welcome to Resident Services

Welcome to Ohana Military Communities Marines Corps Base Hawaii Resident Portal

\* indicates required fields.

Email\*

Password\*

Sign In

Forgot password?  
Click here to register.  
Send Verification Email

**Make Payments**  
Pay online, check the status of your payments and review your payment history.

**Maintenance Requests**  
Submit online maintenance requests.

Download on the App Store  
ANDROID APP ON Google Play

Resident Portal Manual  
Resident App Manual

HUNT  
ONE MISSION. ONE COMMUNITY.

Home Energy Assessment Checklist  
Resident Version

Item Description	Heating/Cooling System			Comments
	Yes	No	NA	
Are A/C thermostats set at 76-78 degrees or heat thermostats set at 68-72 degrees?				Each degree of heating or cooling can cost an additional four to five percent in energy costs.
Are fans (ceiling/portable) used to circulate air flow?				If resident chooses to purchase and install ceiling fans, alterations request must be approved by the housing office.
Are your ceiling fan(s) adjusted for the season?				Counter clockwise in cooling season to cool home, clockwise in heating season to force warm air from ceiling.
Is there a draft in the room?				Contact the Maintenance Dept. and submit a work order request indicating the location of the draft.
Do you adjust your thermostat in evenings/mornings?				Recommend adjusting 5-10 degrees.
Are the dampers adjusted correctly per season?				If unknown, contact the Maintenance Dept.
Do you adjust your thermostat when taking long trips?				Heating not lower than 50 degrees due to pipes possibly freezing, cooling no higher than 85 degrees.
Is the exterior of HVAC clean, no debris blocking air flow?				Do not attempt to clean, contact the Maintenance Dept.
Are the HVAC lines insulated?				If not, contact the Maintenance Dept.
Are front/back/garage doors &/or windows left open while A/C or heater are working?				Recommend home is closed up when either appliance is active.
Are vents in low traffic areas partially/fully closed to help push air to high traffic areas?				Example - If your family rarely uses the dining room area, it may be a good idea to close or partially close the vent which will in turn push the air flow into other parts of the home.
Are the air outlets/vents free of obstructions?				Example - Please make sure no furniture is obstructing the vent.
Are windows open during spring/fall rather than using heating/cooling system?				In historic homes, at least one window per room should be operational. Contact the Maintenance Dept. & submit a work order request.
During heating season, are blinds/curtains open in day and closed at night?				Allowing sunlight in during the day helps with heating and closing them at night blocks cold air.
During cooling season, are curtains closed in day and open at night?				Preventing sunlight in during the day helps with cooling and opening them at night allows cooler air.
Do you have heat producing electronics/appliances located near thermostat(s)?				Don't place lamps or TV sets near your thermostat. The thermostat senses heat from these appliances, which can cause the air conditioner to run longer than necessary.
Are air filters replaced monthly?				Filters are available at the Maintenance Dept. on Warehouse Rd.

**Suggestions:**

- To select ideal temperature, increase/decrease thermostat by 2 degrees every day until perfect temperature.
- When entertaining larger groups, adjust thermostat 3-5 degrees lower. The more people there are, the more warm the room(s) will be.
- When adjusting the thermostat, remember that the house will not warm up or cool down any faster if you crank up the thermostat past the desired temperature.

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