



The Townes in the Village at Springbrook Farms  
PO Box 445 Palmyra, PA 17078 ~717.774.7791~

**To: Homeowners in The Townes in the Village at Springbrook Farms**  
**From: The HOA Board of Directors**  
**Subject: Dryer Vent Cleaning**  
**Date: July 2024**

As most of you know, back in 2022 we began requiring dryer vent cleaning as an important safety measure for our residents. At that point in time, we had decided the cleaning should occur every other year. We completed our test cycle last year, and after speaking with providers, we have changed some things in the 2022 policy. A new Policy is now in effect that we believe better serves everyone's needs. The new Policy is included in this packet for your review and will be added to the Rules and Regulations document on the website when it is updated in the fall.

The main regulations that you need to observe are as follows:

1. The cleaning has been changed from every other year to once in three (3) years. Providers felt this was sufficient, but if your laundry begins to take longer than usual to dry, please have your dryer inspected immediately.
2. Very few owners had their dryers cleaned last year, so this will be the first year of the new three-year cycle. Everyone will be following the same schedule, which is also a change, and you will have one year to have your dryer cleaned. This means that you now have from July 1, 2024 to July 1, 2025 to comply with the regulation. The next cleaning cycle will be July 1, 2027 to July 1, 2028, the cycle after that will be July 1, 2030 to July 1, 2031, and so on. Just because you have an entire year does not mean that you should wait until June 2025 to set an appointment with a provider. If all owners did that, the providers would not be able to handle the volume.
3. Because as owners you pay for the cleaning, you are permitted to select the provider of your choice. However, there are certain stipulations that must be followed and certified by the on-site providers.
4. Each unit's dryer system must be cleaned from both the inside and the outside. This is a change from the old policy. Since most fires begin inside the home, cleaning from the outside will not be considered sufficient. This will require an appointment because someone needs to be at home during the cleaning, but the inconvenience is for the protection of all residents and properties.
5. We still have some remaining units where it is unknown if booster fans are present. If you, as the homeowner, have not spoken with your provider about keeping or removing the fan if one is present, you need to do so this year. If you keep and clean your fan, or if you have it removed, there will be an additional cost.
6. Once a cleaning is finished, the homeowner and the provider must complete a Dryer Cleaning Certification Form which is included in this packet, or can be downloaded from the Townes' website, [www.townesvsbfpalmyra.org](http://www.townesvsbfpalmyra.org). Then both the Form and your paid invoice need to be emailed to [springbrookfarms@deangelore.com](mailto:springbrookfarms@deangelore.com), or placed in an envelope and deposited in either of the Townes' drop boxes. Homeowners should also retain copies. (Detailed instructions are on the Forms.)

7. The deadline for cleaning will be July 1 of each third year, beginning with July 1, 2025. If the deadline is not met, the HOA will hire a provider to clean the dryer from the outside since the HOA cannot enter a home without permission. The full cost of the cleaning plus an additional fine of 50% of the cleaning fee will be billed to the homeowner in July. If the homeowner does not pay the cleaning fee and fine in July, a \$20 late fee will be added in August and each ensuing month until the balance is paid in full.
8. If a damaged or missing dryer vent cover is discovered, it will be replaced by the provider at the HOA's expense.

Many of you have asked for a recommendation from the HOA for a provider to use. We have officially approved **Wizway**, owned by Jeff Wisman. A landlord told us about this company and a number of homeowners have begun to use it. The provider goes above and beyond many other vendors in its cleaning methods, and the price is competitive. Below is more information about Wizway.

The Board is concerned about the safety of The Townes' residents, and dryer cleaning is a simple way to avoid major harm to people and damage to property. We are asking you to please schedule an appointment as soon as you can, and we thank you in advance for your cooperation. If you have any questions, please send a message through the website to our management company, and they will make sure it gets to the project coordinator, Kathy Fackler, who will be happy to respond. Again, thank you and enjoy the rest of your summer!

**The HOA's Recommendation for 2024-2025's Dryer Vent Cleaning is:**

**WIZWAY**

**OWNER: JEFF WISMAN**

Wizway was recommended by a landlord back in 2022, & since then a number of The Townes' residents have hired this company to clean their dryers. **Wizway goes above & beyond many other providers to ensure people's safety by:**

- Rotary cleaning the vent to the exterior using HEPA filter vacuum & brushes
- Cleaning the exterior wall cap
- Cleaning the transition vent to the dryer using foil tape & clamps as needed
- Moving the dryer out & cleaning the area around it
- Cleaning the cavity of the dryer including the filter, blower, & motor area
- Reinstalling the dryer & running to test it

**Wizway's normal price is \$185,  
but they are giving residents in The Townes  
a discount to \$175 through  
July 1, 2025!!**

You can contact Wizway to schedule a cleaning in a number of ways:

- Call 717.991.8634, leave a message, & they will return your call.
  - Sign up at [www.TheWizway.com](http://www.TheWizway.com)
  - Email them at [wizwaymaintenance@gmail.com](mailto:wizwaymaintenance@gmail.com)

## **DRYER VENT & DUCT CLEANING POLICY**

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- A. All homeowners must have their dryer vents, ducts, and hoses professionally cleaned to prevent fires caused by a build-up of lint and other highly flammable materials. In addition to avoiding harm to residents and damage to properties, a dryer fire could significantly raise insurance premiums or even lead to cancellation of the policy.
- B. The cleaning must be completed once every three (3) years, with all units beginning this year. This means that the next cleaning for all homeowners will occur between July 1, 2027 and July 1, 2028. The cleaning period after that will be July 1, 2030 to July 1, 2031, and so on. However, if it is taking longer than usual for laundry to dry, a homeowner should have the dryer inspected immediately.
- C. In units that were not yet checked for the presence of booster fans, which must also be cleaned because they collect a significant amount of debris, the provider will need to verify their presence or absence.
- D. Since homeowners must pay for the cleanings themselves, they may hire the providers of their choice. However, the HOA will attempt to negotiate quantity discounts and will recommend a provider who has been vetted for quality of work, and the ability to clean a development of The Townes' size at a reasonable price.
- E. Even though homeowners may hire their own providers, there are certain stipulations that all homeowners are required to observe and must be certified by the on-site providers.
  - (1) Each unit's dryer system must be cleaned from both the inside and the outside. Since most fires begin inside the home, cleaning from the outside will not be sufficient. This will require an appointment because someone needs to be at home during the cleaning, but the inconvenience is for the protection of all residents and their properties.
  - (2) The homeowner and provider must discuss either the retention and cleaning, or the removal of a booster fan if one is found. There will be an additional cost for this which needs to be negotiated with the provider.
  - (3) Once a cleaning is finished, the homeowner and the provider must complete a Dryer Cleaning Certification Form which can be downloaded from the Townes' website. Then both the Form and a paid invoice need to be emailed to [springbrookfarms@deangelore.com](mailto:springbrookfarms@deangelore.com), or placed in an envelope addressed to "Dryer Cleaning Forms" and deposited in one of the Townes' two drop boxes. It is also recommended that the homeowner retain copies.
  - (4) The deadline for cleaning will be July 1 of each third year, beginning with July 1, 2025. If a homeowner neglects to have the cleaning finished by the deadline, the HOA will hire a provider to clean the vent and ducts from the outside since the HOA may not enter a home without permission. The full cost of the cleaning plus an additional fine of 50% of the cleaning fee will be billed to the homeowner in July. If the homeowner does not pay the cleaning fee and fine in July, a \$20 late fee will be added in August and each ensuing month until the balance is paid in full.
- F. If a damaged or missing dryer vent cover is discovered, it will be replaced by the provider at the HOA's expense.



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**DRYER CLEANING CERTIFICATION**

Homeowner  Landlord \_\_\_\_\_

Unit # & Street: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Address if not a Unit: \_\_\_\_\_

I confirm on (Date) \_\_\_\_\_ my dryer was cleaned by (Company) \_\_\_\_\_

- For Technician:**  Yes  No The Unit has a booster fan.  
 Yes  No The homeowner is keeping the booster fan and had it cleaned today.  
 Yes  No The homeowner had the booster fan removed today.  
 Yes  No The dryer vent cage on the outside of the home was replaced today.

Homeowner Signature \_\_\_\_\_ Technician Signature \_\_\_\_\_

**For Homeowners:**

- Please print this form out and complete your part.
- Have the technician complete his/her part of this form.
- Please email this form and a copy of your paid invoice to: [springbrookfarms@deangelore.com](mailto:springbrookfarms@deangelore.com).  
\_\_\_\_\_ OR \_\_\_\_\_
- Put this completed form and a copy of your paid invoice in the envelope provided, and place it in one of the Townes' drop boxes.
- This form is also available on the Townes' website: [www.townesvsbfpalmyra.org](http://www.townesvsbfpalmyra.org). You will need to print the form for you and the technician to complete. Then email it or put it in one of the drop boxes along with a copy of your paid invoice as explained above.

Thank you for helping keep our community safe.

Drop Box #1 is on Brookwood Drive near the entrance from Northside Drive.

Drop Box #2 is on Brookwood Drive near the entrance from Hinkle Road.