

Homeowners Association Policies & Procedures

Subject: Building Water Shutoff Procedure

1. Since there are not individual unit hot or cold water turn off valves, building residents must request authorization to turn off the individual building water supply to accomplish repairs and/or replacement of the plumbing and/or plumbing fixtures in their units. Also many modifications require Board approval and a city building permit. In order to properly notify residents, all requests must be either in writing or by telephone to the management company at least 48 hours before the planned water turn off. Any plumbing work that requires a water shutoff must be scheduled and completed Monday thru Friday (holidays excluded) between 9:00 a.m. and 3:00 p.m.
2. Excessive building water shutoffs are an inconvenience to the residents. If there are excessive shut-offs required for an individual unit, there will be a \$50.00 charge (other than emergency) to offset the expense to the HOA for utility costs in water and gas.
3. In an emergency plumbing situation the homeowner should immediately contact the Management Company (714) 634-0611. After hours emergency call (714) 978-9911. An emergency situation is defined as running water from a broken water pipe or valve which is damaging property and which can only be stopped by turning off the building water supply