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# HARBOUR VISTA HOMEOWNERS ASSOCIATION

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The Board of Directors has put the following protocol together regarding the procedures for water shut off should it become necessary for you. Depending on where you live will determine the procedure you follow.

## **Grunion unit owners**

Shut off to the Boilers is not necessary for your unit. Each 3-tiered unit stack of condominiums has an outside shut off located on the outside of your building. You are responsible to notify other unit owners in your building if you should find you will need to shut the water off to complete emergency repairs to your unit. Any plumber is capable of shutting off the water and therefore if you are working on a plumbing fixture that is your responsibility which would include any pipe under sinks, tubs, plumbing under cabinetry or fixtures inside your unit such as faucets shower heads or a broken pipe that runs in your unit, you may hire your own plumber. **WHEN AN EMERGENCY REPAIR IS DUE TO A BROKEN PIPE THAT IS UNDER THE FLOOR OR WITHIN THE WALL, YOU MUST CONTACT THE HOMEOWNERS ASSOCIATION AT (949) 535-4509 AND THE ASSISTANT FOR YOUR PROPERTY, JENSEN SIMON AND REQUEST THE ASSOCIATION SEND OUT AN APPROVED PLUMBER TO COMPLETE REPAIRS. THE WALLS AND PIPES LOCATED WITHIN ARE THE PROPERTY OF THE ASSOCIATION AND THUS MUST BE REPAIRED BY ASSOCIATION VENDORS. DO NOT ATTEMPT TO HAVE YOUR PERSONAL PLUMBER COMPLETE REPAIRS ON ASSOCIATION PIPES. IF YOU ARE UNSURE PLEASE CONTACT THE HOA AND WE WILL SEND A PLUMBER, BUT YOU WILL BE RESPONSIBLE FOR THEIR CALL OUT FEE IF THE PIPE IS HOMEOWNER OWNED.**

## **Cabana, Blackbeard and Lago unit owners**

Shut off to the Boilers is necessary if you live in one of these buildings due to the way the building was constructed. You will need to contact the Association, Jensen Simon at (949) 535-4509 so that she may contact Benrich Plumbing come out to shut off the Boiler to your building. **HOMEOWNERS ARE NOT ALLOWED TO SHUT OFF OR TURN ON BOILERS. THIS CAN CAUSE DAMAGE TO THE ENTIRE HOT WATER SYSTEM AND ANY HOMEOWNER FOUND DOING SO WILL BE IN VIOLATION OF THE GOVERNING DOCUMENTS AND WILL BE FINED A STIFF PENALTY.**

The management staff will coordinate a plumber to come out and view the repair needed and will notify the appropriate individuals to post notices to your building. If it is found that the repair is a Homeowners responsibility you will be expected to pay the call out and repair fees at that time.

## **Non-Emergency plumbing repairs**

Homeowners who need to schedule routine non-emergency plumbing repairs to their property can do so on the 1<sup>st</sup> Monday of each month. The Association will pay to have the boilers shut off in your building so that you can complete these repairs. If you would like to schedule a routine repair on the 1<sup>st</sup> Monday of the month, you may hire your own plumber to work on your personal plumbing, but you will need to contact the

management company. Please call Jensen Simon at 949 535-4509 so that she may arrange for the boiler to be shut off in your building.

We are asking all Homeowners to provide this information to your plumbers so that they will know what type of service they are authorized to perform and what areas they are prohibited from working on.

If you have any questions and/or concerns, please contact me at (949)372-4014 or [lalexander@powerstonepm.com](mailto:lalexander@powerstonepm.com).

Thank you,

The Harbour Vista Board of Directors

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