

NAUTICA SOUNDVIEW CONDOMINIUMS OWNERS ASSOCIATION

Procedure

Title	Building Water Shut-off
Policy Owner	Board of Directors
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Effective Date	November 4, 2020
Last Revised	New
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1. Purpose. The purpose of this procedure is to establish a standard for shutting off the water to the building complex when it is necessary to make repairs to water pipes and fixtures whether inside or outside of a unit. Water shut-off usually becomes necessary when the water shut-off valve inside a unit is faulty. 
2. Notice. In order to minimize disruption to the residents and businesses, all shut-offs, except for emergency situations, will be scheduled on the second Thursday of the month between 10 a.m. and 2 p.m. The Association's manager at Port Gardner will be notified at least a week in advance of the shut-off so that residents can be notified. Tom Gish, Jr. at 425-339-1160 ext. 223, or by email to tgish@portgardnermgmt.com The unit owner will provide management with the name of the plumbing company.
3. Procedure. Water shut-off will be performed by the unit owner's plumber. In the event the plumber is not willing to shut off the building water, then the Association will call the City of Everett at 425-257-8821. During normal hours M-F 8-5 pm, the charge is \$64. After hours the charge is \$175. If this method is used, the unit owner will pay for the shut-off charge. The shut-off on the sidewalk is located under a metal plate close to the Hewitt sidewalk.
 - a. Building water shut-off is located inside the sprinkler room which is located on the outside of the Hewitt corner of the building.
 - b. To turn the water back on, the valve must be opened very slowly to prevent too much pressure on the pipes.

This procedure was adopted by the Board of Directors at a meeting on September 17, 2020, and becomes effective when published.



Kathy Greenwood, Secretary

