



Water Shut Off Request Form

Please submit this form in order to schedule water shut-off in your building for repairs inside your unit. The Board will pay for the boiler to be shut off the first Monday of the month (between 10 AM-4 PM) - No charge. If Monday falls on a holiday, then it is on the 1st Tuesday. Boilers are only to be shut down on the first Monday, unless it is an emergency plumbing service for a homeowner. The homeowner will be responsible for charges incurred by the condominium association for this emergency water shutoff service.

Water shut-offs may be scheduled Monday through Thursday. The shut-off must start at 10:00 AM and can be scheduled up until 3:00 PM. All shut-offs must be scheduled at least three (3) days in advance.

Please submit your completed request form and send to the Property Management Company (800-369-7260)

Unit Owner Name: _____

Street Address and Unit# (Where You Need The Water Shut-Off):

Phone Number _____

Reason For Shut-Off: _____

Emergency: YES / NO

Date & Time For Requested Shut-Off: _____

Grunion Owners please see the back

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. If you do not receive a confirmation call or email from our office informing you that the shut-off has been scheduled, please call our office at 1-800-369-7260 at least two (3) days prior to conducting any work to verify we received your form.

For Grunion Side of the Harbour Vista ONLY:

Unless there is some significant reason affecting the entire buildings, there is **NO** reason that a scheduled HOA water turn-off is required for the Grunion Buildings of Harbour Vista.

The Grunion side was built about a year later after Phase I and it was decided to put in both **hot, hot return**, and **cold** water shutoff valves for what is called a stack. The three bedrooms are a two-unit stack. Whereas two bedrooms are a three unit stack.

For members wishing to perform plumbing work in their unit that requires that the water be turned off, they only have to contact their neighbors in the stack and ask them for permission and scheduling. **This is a homeowner's responsibility, not the HOA**, and can be done at any convenient time with the cooperation of one or two neighbors. The owner's plumber can then perform the work and will be the one responsible for turning off and on these valves.

These valves are located in the **gas lines enclosures** around the building and also in the **patio** in the bottom unit depending on the stack type. *The owner working on his plumbing must ask permission of the member below them for their plumber to enter the patio, when the valves are located there.*

This photo below shows the water turn off valves to the building.



NOTE: This water turnoff capability is not true for Phase I (Blackbeard, Cabana and Lago Buildings), as two buildings are always affected for the members units (40 members). They require that we hire a vendor to turn off the lines and boilers which the HOA pays to have done.