

Ambassador Water Shut-Off Policy

Whereas: It is understood that in a water-based emergency that an unanticipated water shut-off may need to occur. A water based emergency is defined as the likelihood of immediate harm to the building or building occupants if the water is not shut-off and the emergency fixed. In such a case, while it is completely necessary, it is recognized that there is a significant cost to the building owners for a water shut-off and that many emergencies may be avoided with prior planning and appropriate consideration to fixing a problem prior to it becoming an emergency.

Therefore: The Ambassador Board establishes this policy to plan four water shut-offs a year, occurring once a quarter and paid for by the Ambassador HOA.

- The Building Manager will be present during and responsible for the water shut-offs
- The water shut-offs will be scheduled during the Building Manager's regular work hours
- The dates and times of the water shut-offs will be communicated in the normal manner for business notices, a minimum of 2 weeks prior to the actual date, including email, posted signs in the building, and US mail if previously requested.
- It is the owner's responsibility to communicate to the Building Manager any and all work anticipated to be done on that date, along with the estimated time. If there is no one scheduled for a specific quarterly water shut-off, then the shut off will not occur and all work will need to be scheduled in the next quarter.
- If an owner requests a water shut-off at a separate time, other than the regularly scheduled quarterly shut-off, the owner will make a formal request to the Building Manager for a date and time during the regularly scheduled business hours of the Building Manager. In this case, it is expected that the owner will pay a fee of \$100 for the cost of the water shut-off and the Building Manager's time. If possible and the owner desires it, the unscheduled date and time can be offered to other owners within the building in order to share the over all costs. If the water shut-off extends past the normal hours of the Building Manager, then the owner will be required to pay the additional (overtime) hourly wage of the Building Manager.
- If an owner has scheduled a water shut off, a shutoff valve must be installed by the owner during the shutoff to isolate their unit from the building. This intent is that a building-wide shut-off is unnecessary in the future.