



Singing Springs Village

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Procedures For Turning Off Water & Plumbing Issues

There are times when it is necessary to turn off water to one of our buildings. Please follow the procedures as outlined below.

PLANNED WATER SHUT OFF FOR ROUTINE MAINTENANCE:

Each unit owner is responsible to notify all units in their building of an upcoming need to shut off the water. The HOA does not need to be notified, except where assistance is needed.

24 hour notice is required, however, the more notice the better. Notice will be given by writing up or typing up a note with the date and time window of the planned shutoff. The notice will be posted on each unit in plain view. Please keep the window as short of a time span as possible.

Planned shut-off:

- ◆ For all our 3 story buildings, (except "S"), that are based on ground level:
 - Buildings: B, C, D, H, J, K, G, L, M, N, P, Q, R
 - There are 3 shutoff valves located at the front of each building. (front left corner, front left center, and front right corner) All 3 need to be shut off. If you are in a ground level unit, you will need to allow for about 45 minutes time for the water to drain completely out of the pipes above before proceeding.
- ◆ For our 3 story building S:
 - There are 2 shutoff valves located at the rear of the building on each of the 2 lower patios. Both need to be shut off. If you are in a ground level unit, you will need to allow for about 45 minutes time for the water to drain completely out of the pipes above before proceeding.
- ◆ The buildings that are built on the parking structure do not have direct access to the shut off valve. Maintenance staff is on site Monday – Friday 7:30am - 3:00pm. Please find Sal or Andres and let them know you are planning a shut off as soon as you know it's coming, and they will be happy to assist you at the time of the water shut off.

- ◆ For building A: (located on the parking structure nearest the pool)
 - The water shutoff is located in the locked pool equipment are.
- ◆ For buildings E & F: (located on the parking structure and nearer to the creek)
 - The water shutoff valves are located in the locked storage accessed through the laundry room directly underneath these buildings “E” & “F” each have a separate shutoff inside the maintenance room. There is also a shutoff valve outside of the same laundry room. If you use this one you will shut off water to both E & F, as well as the laundry room. This shut off should only be used in case of emergency.

Water shut off in case of emergency:

There may be a time when it is necessary to shut water off immediately to the entire property in case of emergency. The main shut off is located by the mailboxes. This should only be done if there is danger to life, or flood damage to a building, and you cannot access the individual building’s shut off valves.

The units built on the parking structure that encounter a major issue outside of maintenance hours will need to go to the main water shut off if absolutely necessary, in order to minimize danger and damage.

A property map is attached for your reference.

Plumbing issues:

It is important to note as well that if you have a plumbing issue within your unit, you do not need to notify HOA before calling a plumber. You will need to call the plumber in a timely manner, and have the issue resolved as soon as possible. The plumber will need to issue you a report that details the origination of the problem. If it is shown to be an Association responsibility, you will need to bring the documentation to the Board for reimbursement.

Clog causers:

- Even though disposable wipes, (sanitary or baby), say they are “flushable”, **they are not**. They will clog the pipes. Do not flush them.
- Don’t toss dental floss in the toilet. It will clog the pipes.
- Do not toss hair from your hairbrush in the toilet. It will clog the pipes.
- Be gentle with your garbage disposal. It is not a trash can. Food can and will clog it. Only small particles of food should go into the garbage disposal.