

# HARBOR RIDGE OF PALM HARBOR HOA

## COMMUNITY WATER SHUT OFF PROCEDURE

**IMPORTANT:** There is **only one meter/main valve for the community** - located on the Alt 19 side, of the south Perimeter Wall – This valve has a chain & lock installed by Pinellas County Utilities.

Each unit has an individual shut off valve in the garage – homeowner is responsible for providing the appropriate maintenance to this valve and ensure is working properly.

Any homeowner requiring plumbing service at their unit, *for which the community main valve shut off is required, must coordinate with the management company*, before the service takes place.

If an emergency service is required, homeowner must reach out to a Board member to coordinate as appropriate.

## PLUMBING SERVICE REQUIREMENTS WHEN COMMUNITY MAIN WATER VALVE SHUT OFF IS NEEDED:

### Procedure:

1. Resident must submit **via email** a request for main valve shut off, to the management company indicating:
  - a. Date of when the water main valve shut off is required
  - b. Time required
  - c. Length of time required to complete the repair – provided by the Contractor
  - d. Name of company/Contractor performing the service (It is highly recommended a licensed and insured contractor is used to cover potential liability)
2. 48 hour notice must be given to homeowners to plan accordingly – Management company will distribute to all residents communication indicating water service shut off schedule.
3. Repairs should be schedule to start **NOT before 9AM and should not conflict with Noon mealtimes** preferably.
4. Management company will coordinate with Pinellas County Utilities accordingly.
5. Management company will send email to all homeowners/residents when main valve has been reopened
6. Homeowner requesting the service is responsible for any and all expenses resulting from the repair.