



**Peñasquitos Casablanca Owner's Association
9404 Twin Trails Drive
San Diego, CA 92129**

ASSOCIATION POLICY

SUBJECT:

SHUTOFF OF WATER TO BUILDINGS FOR REPAIR OR RENOVATION

RATIONALE

The shutoff of water to any residential building within the property is an inconvenience to all of the residents of that building and can affect as many as 12 units. Therefore, it is reasonable to have a policy defining the parameters and requirements for the shutoff of water to any building.

Emergency Shutoff Only

If a true emergency exists - with imminent danger to life or property - the water may be shutoff only until such time as the immediate hazard has been eliminated. Further repairs are to be scheduled using the following process.

PROCESS:

1. Submit Request

The applicant (owner of the unit requiring repairs involving the shutoff of water to the building) shall submit a completed official **Water Shutoff Request form** to the association office at least 72 business hours in advance of the requested shutoff date. Requests must be for a specific day (Mon – Fri) and time period – not to exceed 3 hours.

2. Receive Approval

The property manager shall review and approve/reject all submitted requests to ensure an appropriate date and time of shutoff. Weekends, holidays, days following holidays or any other day when many residents are likely to be at home, are not appropriate days to schedule any water shutoff.

3. Receive Instruction

The property manager shall inform the applicant in the correct method and location of water shutoff for the building.

4. Distribute Notification

The property manager shall provide the applicant with the appropriate number of official **Water Shutoff Notices** to post on each door of the building and instruct the applicant that notices must be posted on all unit doors of the building at least 48 hours prior to the shutoff. It is the applicants responsibility to distribute the notices.



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REQUEST FOR WATER SHUTOFF FOR PLUMBING REPAIRS

(Must be submitted to association office at least 72 hours in advance of requested shutoff date.)

Date of Request: _____
Owner's Name: _____ Phone: _____
Address and Unit# needing repairs: _____
Phone # of unit needing repairs: _____
List of repairs to be completed: _____

Requested date for repairs to be done: _____ (Mon – Fri Only)

Time Period: _____ (not to exceed 3 hours)

NOTICE:

If approved, this request will only be valid for the requested date and time. If this should change, please notify the association office (858) 484-8220 immediately. You will need to submit a new request to make any change to the date or time period.