

Las Brisas Association

BUILDING WATER SHUT-OFF POLICY

SCHEDULING

Building 1720 & 1750 water shut-offs are scheduled on the second (2nd) Thursday- Every other month.

Building 1730 & 1760 water shut-offs are scheduled on the third (3rd) Thursday – Every other month.

Las Brisas Association will coordinate the water shut-off with an association Preferred Plumber. The Association will post notices at least three (3) days prior to the shut-off's, on all buildings that will be affected. Water will be shut off between the hours of 10:00 A.M. through 4:00 P.M. only.

IMPORTANT INFORMATION

Building water will be turned on promptly at 4:00 P.M. Should you run into an emergency situation that requires the water to be shut off past 4:00 P.M. it will be your responsibility to contact the management company at 408-445-4455 and Aqua Tek Plumbing at 408-296-7767, at least one-half hour prior to 4:00 P.M. for an extension. Please note you will be responsible for additional charges and management's time to coordinate.

SPECIAL NOTE: Prior to Aqua Tek restoring the building water, all units doing work will be required to have a representative in their unit to sign off with aqua Tek that the work in your unit has been completed. The water will not be restored if no one is available in your unit to sign off the work has been completed. You will be billed for any additional time to have the building restored.

MANAGEMENT NOTIFICATION

Homeowners must notify management if they wish to utilize the water shut-off for their building. Notification to management must be made by submitting a "Water Shut-Off Request Form" (*see attached*). All requests **MUST** be received in management's office one (1) week prior to the scheduled shut-off. Water shut-offs will only be scheduled for buildings in which management receives shut-off request forms. If no request forms are received by management for a specific building, one (1) week in advance, then the water shut-off for that month will be canceled.

INTEGRAL STOPS

At no time shall the "integral stops" within the units be removed. The purpose of the integral stops is to allow water to be shut off to individual units without having to shut off the water to the entire building. Should the integral stops for the kitchen sink, dishwasher, bathroom sink, or toilet not be functioning within your unit, and you need to utilize the scheduled water shut-off to make repairs due to the failure of these stops, you will be required to restore the non-functioning or "frozen" integral stops to working condition during that water shut-off. Documentation will need to be submitted to management indicating that the integral stops were repaired (see form enclosed). The purpose of keeping these stops in working condition is to lessen the number of monthly building shut-offs required, thus resulting in less wear and tear on the Association's pipes.

ASSOCIATION PREFERRED PLUMBERS

The plumbing company listed below have performed work on behalf of the Association for a number of years and know the Association's plumbing well. Should you wish to use one of these plumbers for personal repairs within your unit, please contact them directly.

**Aqua Tek Plumbing
408-295-7767**

Las Brisas Association

WATER SHUT-OFF REQUEST FORM

Homeowner _____

Las Brisas Property Address _____

Offsite Address (if absentee owner) _____

Telephone _____
(home) (office) (cell)

Requested Work Schedule Date _____
(1720 & 1750 2nd Thursday, every other month, starting January)
(1730 & 1760 3rd Thursday, every other month, starting January)

Estimated Time repairs will take (cannot exceed 6 hours) _____

DESCRIPTION OF WORK TO BE PERFORMED:

(A copy of your contractor's proposal describing the services may be attached)

WORK TO BE PERFORMED BY: Self Contractor
Name of Contractor _____

12.1.1 BUILDING PERMIT OBTAINED Yes No

If no, why not? _____

(to be completed by Las Brisas Association Representative)

Approval to begin work by Las Brisas Association Agent this ____ **day of** _____, **2** ____

Name: _____ **Signature:** _____ **Date:** _____

Please return completed forms to:

The Masters Group, P.O. Box 20094, San Jose, CA 95160 or fax it to 408-266-6748.

Revised 3/14

LAS BRISAS ASSOCIATION

INTEGRAL STOP INSPECTION/REPAIR NOTIFICATION

(To be completed by Owner and Contractor performing work)

Integral Stop Repairs Completed: (must return this form signed below by owner and contractor upon completion of work): The integral stops have been repaired/installed and are functioning:

Yes No

If no, why not? _____

PROPERTY INFORMATION:

Owner Name: _____

Property Address: _____

Owner and Contractor Signatures:

Name: _____	Signature: _____	Date: _____
Name: _____	Signature: _____	Date: _____