

To the Homeowners within  
The Village at Bentley Park, HOA

## **RE: Resolution Regarding Maintenance Responsibility**

Dear Homeowners:

Please find a Resolution of the Board of Directors addressing the maintenance responsibility in the community.

Article IX Section 1 of the Declaration provides that the maintenance of the lots is the responsibility of the owners. Article IX Section 2 of the Declaration provides that owners are responsible for a number of exterior maintenance responsibilities. The Board is taking proper steps to ensure that the maintenance provision will be fully enforced as it relates to water leaks within a unit and a water shut-off requirement.

Please be advised that the Association, as of this date of correspondence, will take full enforcement measures for any violation of the referenced maintenance provision.

### **Water Shut-Off Requirement**

The outside water shut-off valve must be shut off whenever the unit is left unattended for an extended period of time. This is particularly essential for safety reasons.

For seasonal homeowners and those who may have already left town at the time of this correspondence, arrangements are to be made for a friend or neighbor to shut off the valve on your behalf. A helpful description to locate the water shut off is attached.

### **Procedures in the Event of a Significant Water Leak**

If a significant water leak occurs, the following steps are necessary and required for homeowners:

- Contact a plumber **immediately**.
- Notify Property Management. If the Property Manager is unavailable, then the Emergency Line must be contacted for assistance. **Either Property Management or the Emergency Line must be contacted immediately** in order to prevent and limit damages. The Village at Bentley Park, HOA will not be responsible for any damages or repairs if Property Management is not contacted.
- Contact your insurance company. Promptly hire a remediation company to come in and address the damage at your own expense. It is imperative that a remediation company is brought onsite on the day of the event to dry any wet areas and prevent mold to your unit and your adjoining neighbor's unit.
- Attempts must be made to contact an adjoining unit owner to alert them of the situation. Property Management may also be able to assist by reaching out to homeowners using emergency contact information that is on file.

Thank you for your cooperation in abiding by the governing documents of The Village at Bentley Park and in relation to this issue.

Please direct any questions to the Board of Directors or the Property Manager.

The shut-off valve is designed to stop water from the source from entering your unit. This becomes important in the event of a plumbing emergency such as during major water leakages or requiring cutting off the water supply. Cutting off the water supply will minimize damages caused by flooding.

### **Steps to Find the Main Shut-Off Valve**

To find the main water shut-off valve outside a villa, look for a buried or surface-level [water meter](#) box near the curb or property line. A good strategy is to locate the water meter, then trace the main water line from there to the unit, probing the ground along the path if necessary.

### **Typical Outside Water Shut-Off Valve Location**

External water shut-off valves are typically found in a separate valve closer to the house's foundation where the water line enters, particularly on the side facing the street. A common location for the value is where the pipe enters the unit, near an exterior faucet. The valve is sometimes buried in a utility box in front of the property and may require a tool to open it.

### **How to Operate Your Water Shut-Off Valve**

Generally, the value is sometimes buried in a utility box in front of your property. The customer shut off valve is above the ground and has a lever or a wheeled handle.

Close the valve slowly, do not use excessive force to close the valve. Oftentimes the valve is tough to close. For a wheel-type handle, turn clockwise to shut off the water. For a lever-type handle, take the handle and rotate it so it is perpendicular to the pipe to shut off the water. When the handle stops, the water is off.

### **After a Repair is completed**

After the repair, open the valve slowly allowing the air to escape the pipe while having someone inside the home.

### **If You are Still Unable to Locate the Shut-Off Value**

- **Contact a plumber:** If you're unable to locate the valve or it is stuck, damaged or corroded, a professional plumber can provide assistance.
- **Check property records:** If you have your property inspection report from when you purchased the unit, the valve's location may possibly be listed in it.