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From: The Ridges At Chalet Village Board of Directors

Subject: Board Policy Letter #6, Unit Water Shutoff Policy

To: All Owners

Note: This policy letter supersedes Board policy letter #1 (Refer to the website for a list of policy letters).

Due to the harsh weather and the age of our complex, weaknesses have developed in our entire plumbing system. Every year the complex experiences water leaks resulting in damage to units and common areas. We have sought to mitigate water intrusion by replacing shut off valves, installing new toilets and water heaters, added weatherization and insulation, to include periodic plumbing and heating checks by our maintenance agent. However, licensed plumbers have advised us to initiate additional measures to prevent water intrusion.

When departing Brian Head, **owners are required to shut off their unit's water valve and the water heater valve in the common area; and then shut off the water heater electric breakers in their units. Owners must then drain down their unit.** The shut off and drain down procedure is very simple, requiring less than five minutes. Heat must be left set to 55 degrees since common piping runs within the walls of all units. **Every owner must be familiar with the process.**

Owners that rent their units or allow guests must make arrangements for their water to be turned on and off.

In addition, the Association maintenance agent will shut off and drain down any unit that is not occupied during the bi-weekly (summer) or weekly checks (winter). Unfortunately, the maintenance agent is not on call to turn water on or off due to the limited scope of his duties. For questions, contact the Association administrative assistant via email: [theridgesatcv@scinet.net](mailto:theridgesatcv@scinet.net).

Kind Regards,

Board of Directors  
The Ridges At Chalet Village

Attachment: Owner Drain Down Procedure Rev2 dated Sept 1, 2013

**Ser #6 9/1/2013 Filed**

Approved by The Ridges At Chalet Village Board of Directors 8/31/2013



## Homeowner Checklist

***When turning on/off your water, shut the valves off slowly and gently!!***

### **WATER TURN OFF & Drain Down Procedure**

1. Locate your unit's water valves in the common area.
2. **CLOSE** your cold water shut off valve (**marked with your unit number**).
3. **CLOSE** your water heater shut off valve (**above your water heater**).
4. Go into your unit and **OPEN ALL FAUCETS** and flush the toilets.
5. **If leaving for the season or an extended period** - Add 1 cup of antifreeze to the drains in each sink and tub/shower drain. Add 2 cups to the bowls of each toilet and to the toilet tank.
6. **TURN OFF** both electrical breakers for your water heater.
7. Return to the common area and hook a hose up to your drain down valve (**drain looks like a garden hose bib--marked with your unit number**) **OPEN THE DRAIN VALVE** and drain down your unit. **CLOSE THE DRAIN VALVE** and disconnect the hose.

### **WATER TURN ON**

1. **TURN ON** the cold water side of your faucets.
2. Locate your unit's water valves in the common area.
3. **TURN ON** the cold water shut off valve  $\frac{1}{4}$  **turn** wait 1 minute. Open the valve a bit more, wait 30 seconds, open slowly until it is all the way open.
4. **TURN ON** the water heater shut off valve the same way you did the cold water valve--Very slowly!
5. Return to your unit, **SHUT OFF ALL FAUCETS** once the air has been evacuated from the lines.
6. **CHECK YOUR UNIT FOR LEAKS** under each sink and around the toilets.
7. **TURN ON** the electric breaker for the water heater.
8. Return to the common area to make sure there is no water continuing to run in the pipes. (**If you hear water running there is a leak!!!**, or you turned the wrong valve)

(Rev2 dated Sept. 1, 2013)