

Inclement Weather Procedures for Mariners Village
March 11, 2009

Purpose: Prevent water damage due to frozen pipes.

1. On November 1st, all Mariners Village property owners will be reminded that it is their responsibility to set the temperature in their units at a suitable level to prevent freezing. It is recommended to be set at 55 degrees as the minimum temperature.
2. Any time temperatures are forecast to drop below 20 degrees and remain below freezing for a 24 hour period or longer, units will be inspected and faucets will be turned on at a slow drip to keep water moving.
3. During inspection, if the heat is found to be off or set too low it will be turned on and/or set at 55 degrees. A note will be left in the unit indicating what has been done, dated & time. Owners will be notified.
4. Any units that have no water will be documented and checked to determine if Mariners Landing Water and Sewer has turned it off or if the owner has turned the water off. If neither is the case (i.e. the pipes or meter are frozen) the breaker to the water heater will be shut off, the water heater will be shut off, meter will be turned off and sinks, flush toilets will be opened to relieve pressure. This will only be for units that are vacant and if the owner has provided a key to EastLake Real Estate. Owners will be notified.
5. Upon moderation of temperatures, reverse action for units with frozen pipes or meters will be taken only when authorized to do so by the owner.
6. Per the Bylaws of The Mariners Village Condominium Unit Owners' Association, Section 4.2.a states that every unit owner shall be responsible for maintaining the interior temperature of his unit sufficiently high such that water pipes located within each unit shall not be in danger of freezing.
7. Per the Bylaws of The Mariners Village Condominium Unit Owners' Association, Section 4.6 that the President or any person authorized by the Board of Directors shall have the right to enter such unit case of any emergency originating in or threatening such unit whether or not the owner or occupant is present at the time. It is for these emergencies or prevention of an emergency that a key is requested to be provided to EastLake Real Estate, LLC as the Property Manager of Mariners Village.