

# Queens Bay Owner/Tenant Main Water Shut off Rules

Each of these protocols are recommended due to past incidents you or your neighbor has experienced. Our goal with these recommended protocols is to help everyone learn from our collective past experiences.

*Our team has observed and had to respond to washing machines being left to run while the owner was not home. The machine malfunctioned and the water did NOT shut off and flooded two condos.*

*Our team has had more than one experience with other appliances, such as a dishwasher, refrigerator, water heater, developing a small leak which caused damage to the owner's unit and the units below.*

As a reminder, any damage caused by leaks inside your unit is the homeowner's responsibility.

The HOA Directors, past, present and future, have repeatedly recommended these protocols for all owners and tenants.

## Day to day Protocol

Running your Dishwasher

- ✓ Remain in your condo while the dishwasher is running in case of leaks

Running your Washing Machine

- ✓ Remain in your condo while the washing machine is running in case of a leak or malfunctioning machine.

Leaving your condo overnight – Shut off your main water

- ✓ This will avoid a small leak becoming an unchecked flood

## Protocol for Being Gone Overnight or for an Extended Period of Time

### Turn off your main incoming water valve

Water Heater

- ✓ Turn off the power to your water heater, this is especially important to do with the water off AND if you perform the next checklist item.
- ✓ Drain your water heater tank.
  - Water heater tanks can hold 30, 40 or 50 gallons of water. Tanks leak. This means there is a potential for an owner's tank to drain 50 gallons of water into the owner's condo and their neighbor.
  - If you replace your water heater, we recommend placing the new heater in a tray and direct the outlet towards the floor drain.
  - Some owners have had great success with tankless water heater.