



March 4, 2009

Re: Water heater by-laws and regulations

To all owners:

Recently there was a problem with a water heater that damaged the units below. As a result, we have learned that there may be several water heaters that are not connected to the dedicated drainage line.

If your water heater pressure release valve is not connected to the dedicated drain, you may have insurance coverage problems, in the event of a malfunction.

When the water tanks were initially installed the relief valve was connected to the drain. If your original water tank has been changed, the relief valve should have been reconnected.

Please notify the office whether or not your water heater is connected and if it is not, let the office know when you will have it done. A permit must be taken out so that the office can track the repairs.

If your relief valve is connected please notify the office in writing so that we can up date the insurance records.

We would also like to remind everyone that the water in your unit is to be shut off when the apartment is vacant for more than **24 hours**. You should also clearly label the shut off valve, especially if you rent your unit. The established penalty for the water left on in a **24 hour absence is \$250**.

To avoid possible problems with the insurance company and large repair bills, we ask that all owners comply.

Also all owners **must leave keys with the front office** incase of emergencies such as above. This reminder has been sent out every year for the past 3 years, we still do not have all the keys for all the apartments. The established penalty for the office not having **working keys is \$100** plus the cost of the locksmith. This amount will be reviewed for increases in the near future.

All owners should comply with the above by-laws / regulations as the end result of water damage inconveniences all.

Thank you for your anticipated co-operation.