

☆☆☆ **IMPORTANT** ☆☆☆
WHISPERING HILLS HOMEOWNER NOTIFICATION

October 3, 2007

OUTSIDE WATER FAUCET TURNOFF PROCEDURE

All Outside Faucets Are To Be Turned Off And Drained
By **November 1, 2007**

Failure to turn off and properly drain the outside faucet has resulted in freezing and bursting of pipes, which may cause flooding of your unit. Any resulting damages would be a Homeowner responsibility.

A list of all units with the inside shutoff valve appears on the back of this notification.

Procedure to Turn Off Outside Faucets

1. Turn off inside shutoff valve. These are located as follows:

<u>Type of Unit</u>	<u>Location of Inside Shutoff Valve</u>
• Aspen (2 bedrooms; 1 bath)	Alcove in Garage
• Butternut (3 bedrooms; 2 baths)	Alcove in Garage
• Dogwood (3 Bedrooms; 2.5 baths)	Underneath kitchen Cabinets (by sink) or near hot water heater
• Cedar (2 bedrooms; 1.5 baths)	Closet (by Hot Water Heater)

2. Go outside and open outside faucet on the building – Outside faucet must be drained and left open all winter.
3. Remove all hoses, y-connectors etc. from outside faucet to ensure proper drainage.
4. Once an outside faucet is turned off and drained it may not be turned on before April 15, 2007 without permission from the HOA office
5. *If the outside valve continues to drip after you have turned off the valve and drained the outside faucet, please contact the Maintenance Department at 845-469-4018 for assistance.*

If you cannot locate the inside shutoff valve, or you need assistance shutting off and draining the outside faucet, please contact the HOA office at 845-469-4018 for assistance. Thank you for your cooperation.

Please Turn Over This Memo for

☞ **List of units with the inside shutoff valve which must be shut off and drained by November 1, 2007** ☞