

Crown Pointe Condominium Association

360 Loucks Road
York, PA 17404
717-843-2869/ 1-800-421-2521

RE: Unit Owner Loss Prevention Reminders - *Plumbing & HVAC*

Dear Owner,

The Board with the help of the Association's insurance agent and research on the internet compiled the following list of reminders regarding plumbing and HVAC. The Board would like to encourage residents to take preventive measures to keep their unit and its occupants safe. Doing small preventive items can help prevent unnecessary damage and insurance claims. This is especially important now that unit owners are responsible for the first \$5,000 deductible in insurance claims.

- **Inspect entire plumbing system for leaks**

At least quarterly, unit owners should check all visible, accessible piping and fittings in crawls spaces, underneath sinks, etc. for leaks.

- **Know where your primary water shut-off valve is located**

Make sure all household occupants know where the primary water shutoff valve is located. Make sure that there is nothing preventing or blocking access to the main shut off valve. Immediately contact the property manager or a professional plumber if you are unable to locate the main water shut off.

- **Shut off and drain household systems**

If you will be leaving your unit unattended especially for more than a day or two turn off the main water supply. If you will be leaving your unit during freezing months always leave the heat turned on. All measures to prevent leaking while unit is unattended and prevent frozen pipes are very important in condo association risk management.

- **Inspect water heater, pan, piping, and vent and know how to operate gas shut off if necessary.**

Have your plumber show you how your water heater works and familiarize yourself with its safety features. With gas heat a utility representative can demonstrate how to safely shut off the gas if necessary.

- **Avoid using space heaters, either electrical or kerosene**

The best and safest loss prevention practice is to not use these supplemental heat sources at all in any form.

- **Change HVAC filters regularly and clean ductwork every three years**

HVAC ducts can be a breeding ground for dust, fungus, and bacteria and may provide evidence of hidden moisture problems.

The Board would like to begin send notices and mailings via email to save costs and speed delivery of notices. If you have not done so, please return the information to CENTURY 21 Dale, 360 Loucks Road, York, PA 17404.

Name: _____

Unit Address: _____

Email Address: _____