

Emergency Utility Shut Offs

From time to time the office receives calls from residents wanting to know where their gas, electric and water shut offs are located. It is definitely important to be aware of where your shut offs are located. Every unit has its own gas, electric and water shut off. Please review the diagrams below so you can locate yours.

Tools Required:

1. 1 pair of medium channel locks.
2. 1 medium flathead screwdriver.
3. 1 SDG&E key (available upon request at the office.)

Meter Room? Wheres That?

Lets begin with identifying the location of the meter room that services your unit. Each courtyard has two meter rooms. Each meter room services half of the court.

The meter room that services your unit will be located on the side of the court your unit is on. It will only be accessible from the outside of the court. (see diagram 1)

Once you have located the meter room, you will need to unlock the SDG&E lock. (Keys are available from the office upon request at a cost of \$2) **Please be sure to lock the gate when you are done.** After entering the meter room, it is important to proceed with caution and identify the items that you are looking for. (see diagram 2). The gas meters usually have identifying numbers on them. If you cannot identify your meter, you may need to call SDG&E. The main electrical breaker is located just under the meters. (see diagram 3). Like the gas meters, the breakers should have addresses listed on them. If you cannot identify yours, you will need to call SDG&E.

Is the gas off or is it on? Diagram 4 shows a gas shut off that is currently in the **OPEN** position. Notice the valve is running parallel with the pipe. At this point, turn off the gas you would need your channel locks and would turn the valve until it is perpendicular to the pipe.

Is the electric off or is it on? Diagram 3 shows the access panel to the main breakers. The main breakers servicing the units are typically mounted in a vertical manner. When the breaker is pushed up vertically, it is typically **ON**. However, you should inspect the breaker. Usually off is identified on the breaker itself.

Water Shut Off

The water shut offs are easier to locate. (see diagram 5). The water boxes are located in the front of the courtyards, usually on the right side. Looking at the courtyard standing in front of the water boxes, you can identify them by counting the units from left to right. Once you reach the identifying unit, count the water boxes from left to right. Once you have identified your box, you will need to remove the cover carefully. Use the flathead screwdriver to help ease the cover off. Once this is done, you will have access to the shut offs. Locate the ball valve next to your meter and turn it so it is perpendicular to the meter. This will turn off the water to the selected house.



Diagram 1 Meter Room



Diagram 2 Gas and Electric Meters



Diagram 3



Diagram 5 Water Shut Offs



Diagram 4

BASIC HOMEOWNER MAINTENANCE TIPS

Keep the drains flowing: Twice a year you should use a drain cleaner on your drains. Ask your plumber or local Home Depot representative what they recommend. Let them know your drain pipes are ABS and that you would like something that has some type of root control in it.

Keep the window tracks clean: Vacuum and clean your window tracks routinely. This will help make it easier for them to slide and it will help ensure that the weep holes are kept clear of debris so they will drain properly.

Going On vacation: If you are leaving for a long duration you should turn off the supply lines to your toilets and washer. When you get back remember to turn them back on. *You may also want to notify the monitors that you will be on vacation.*

Check the dirt level in your Patio: You should routinely check the dirt level in your patio area. This level should be kept below 1 1/2 inches below the bottom of the stucco line and should be graded away from your house and the neighbors.

Architectural Changes

We have noticed an increase in remodeling, upgrades and architectural changes going on throughout the Association. While this usually increases property values, there are guidelines and requirements that need to be followed. Any exterior changes **MUST** have an approved *Architecture Request Form and Release* filed at the main office and **WRITTEN PRELIMINARY APPROVAL MUST BE RECIEVED PRIOR TO STARTING.** All projects that have not been approved by the office or Board are subject to removal at the homeowner's expense. This could be costly. Architectural changes can take up to 45 days for approval or denial. If you have any questions regarding these procedures, please call the office at (858)566-0244 ext 2.

