



7 Silver Hill
Natick, MA 01760
(508) 655-5800
Fax: (508) 653-9463

Date: April 27, 2022

To: Natick Green Owners

From: Natick Green Condominium Management Office

RE: Water shut off requests/Contractors

If you need a plumbing item repaired and will need to shut down the water to the building for the time of the repair, you need to contact the office to schedule a "water shut off" with our maintenance team.

We ask that you contact our office **48 hours** in advance of the scheduled repair and to verify we have a copy of the plumbers Certificate of Insurance on file. We ask you to do this so that we may get a notice posted and emailed out to the other residents in the building within 24 hours of the repair.

Scheduled water shut offs are done between the hours 9:00am-3:00pm while the maintenance department is on site.

If we do not have a copy of your plumber/contractor Certificate of Insurance on file, they must send one to our offices BEFORE they perform any repairs or work to your unit. Work will not be authorized until it is received. If not received before work is preformed, you may be subject to **finest of \$300.00 or more.** Please refer to the rules and regulations for further information

Thank you for your continued cooperation.

If you have any questions, you may contact our offices at the (508) 655-5800 or email admin@natickgreen.org.

Regards,
Julie Chouman
Residence Manager
Natick Green Condominium
Management Office