

# **BEECH TOWER**

## **PLUMBING REPAIR PROCEDURE**

If a plumbing issue occurs inside your unit, please call a plumber immediately. The Association uses Quality Rooter (619-438-3267); however, you are able to use any licensed plumber of your preference. If the plumber determines it is an HOA issue, and you are requesting reimbursement for expenses, a written report from the licensed plumber must be submitted to Brittany Vik ([bvik@360hoa.com](mailto:bvik@360hoa.com)) for Board of Directors review. **For common line issues, please note that the HOA only covers the cost of plumbing repairs,** any other damages that occur to the unit is the Homeowner's responsibility. We strongly suggest that you contact your insurance company immediately to report the issue and to begin any remediation, if needed. If the plumbing issue was caused by another unit, please contact that homeowner directly (in addition to your insurance company), as the HOA cannot assist in these matters.

If there is an interior **BACKUP** (i.e. sink, bathtub, & toilet), please call Quality Rooter (619-438-3267) only. Quality Rooter will bill the HOA directly if the HOA is responsible; however, if the clog is determined to be in the unit, the Homeowner will be responsible for all plumbing service costs.

If a **WATER SHUT OFF** is required, please follow the procedure in the order noted below. Water shut offs must occur Monday through Friday. Weekends are not permitted, unless it is an emergency.

1. Contact Quality Rooter & Plumbing at (619) 438-3267 to schedule a water shut off for your individual unit. The cost for the water shut-off is the owner's responsibility.
2. Contact 360 Community Management (619-270-7360), and inform them of the water shut off time and date.
3. For all non-emergencies, complete the "Water Notice Template" (you MUST change all necessary areas to your information), print and post **at least** 48 hours in advance.
  1. Print 2 copies of the Elevator Notices
  2. Print 8 copies of the Stack Notices
  3. Notices must be posted to every unit's front door **in your stack**\* (e.g. if your unit is 101, post notices on 201, 301, 401, 501, 601, 701, 801 & 901) AND in both elevators.
    - \*Unit #103 is on the **o2 stack**, so please post notices on the o2 stack, **NOT** the o3 stack!
    - \*Unit #104 is on the **o3 stack**, so please post notices on the o3 stack, **NOT** the o4 stack!
    - \*Unit #105 is on the **o6 stack**, so please post notices on the o6 stack, **NOT** the o5 stack!



# Beech Tower Water Shut-Off Notice

\_\_\_\_\_ **STACK ONLY**  
(stack number)

The water will be shut off on

\_\_\_\_\_

(date)

between

\_\_\_\_\_

(time)

If you have any questions or concerns,  
please contact:

\_\_\_\_\_

(resident name)

\_\_\_\_\_

(phone number)

We apologize for any inconvenience  
and thank you for your cooperation!