

CANTABRIA MAINTENANCE CORP

PLUMBING REPAIR PROCEDURE

If a plumbing issue occurs inside your unit, please call a plumber immediately. The Association uses JC Plumbing (858-547-3500); however, you are able to use any 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) 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 a **WATER SHUT OFF** is required, please follow the procedure in the order noted below. Unless it's an emergency, water shut offs should occur during weekdays only to avoid additional inconvenience to other homeowners.

1. Contact 360 Community Management (619-270-7360), and inform them of the water shut off time and date.
2. 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 (see enclosed map).
 - a. Print 15 copies
 - b. Notices must be also be posted to every unit's front door in your building
3. There are **THREE** separate valves that all must be shut off for any plumbing repair (the hot, cold, and return lines). The locations for these valves are as listed:

A Building: Front of unit 108

B Building: Front of unit 105

C Building: Side of unit 104

D Building: Side of unit 108

E Building: Side of unit 104

F Building: Side of unit 104

G Building: Side of unit 108

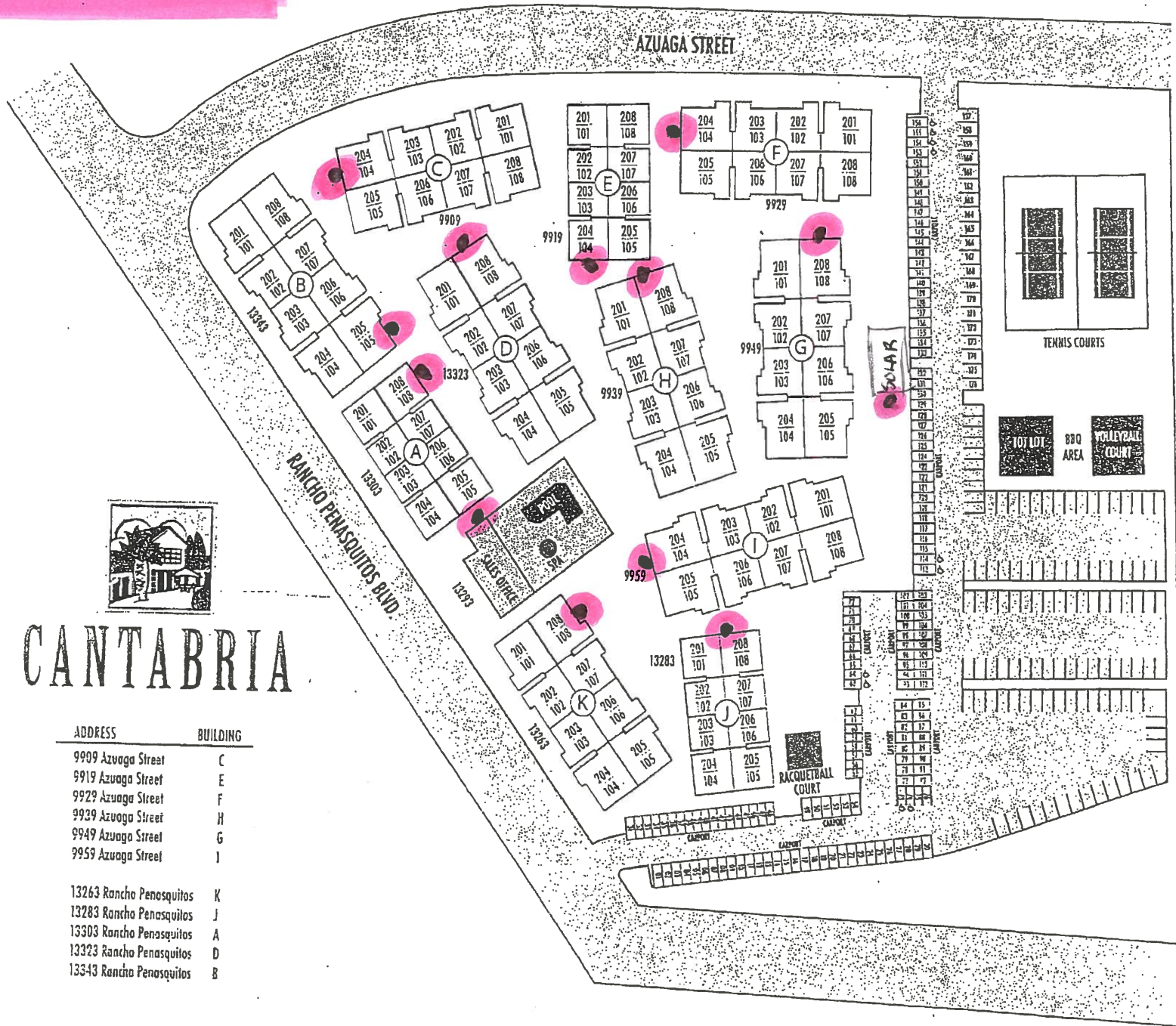
H Building: Side of unit 108

I Building: Side of unit 104

J Building: Side of unit 108

K Building: Front of unit 108

WATER SHUT OFF MAP



CANTABRIA

ADDRESS	BUILDING
9909 Azuaga Street	C
9919 Azuaga Street	E
9929 Azuaga Street	F
9939 Azuaga Street	H
9949 Azuaga Street	G
9959 Azuaga Street	I
13263 Rancho Penasquitos	K
13283 Rancho Penasquitos	J
13303 Rancho Penasquitos	A
13323 Rancho Penasquitos	D
13343 Rancho Penasquitos	B

Water Shut Off Notice Cantabria – Building



The water will be off on

between

_____.

Please take care when using fixtures, and ***remember to shut fixtures off immediately***, even when no water is coming out, to ensure that they don't overflow when the water is turned back on!

If you have any questions or concerns,
please contact unit # _____.

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