

**CROSS FOX CONDOMINIUM, INC.  
NON-EMERGENCY  
TOWNHOUSE WATER SHUT-OFF POLICY**

**WHEREAS, Article V, Section 3 of the Cross Fox Condominium, Inc. By-Laws gives the Board of Directors all the powers and duties necessary for the administration of the affairs of the corporation and;**

**WHEREAS, Article VIII, Section 1, states that the corporation shall manage, operate and maintain the condominium project for the benefit of the condominium units and owners thereof;**

**NOW, THEREFORE, Be It Resolved by the Board of Directors that the following Policy be adopted regarding non-emergency building water shut-offs:**

Preface:

When Cross Fox was constructed in 1969 it was a rental property, and turning water off in a building was achieved by a superintendent entering the unit where the shutoff valve was located. Since conversion to a condominium in 1974, however, townhouse units are privately owned, and there are no longer superintendents with unlimited access to units using master keys. Since the shutoff valve is located in one townhouse unit, arrangements for water shutoff must now be made with that unit owner/resident. Cross Fox *does* have the legal authority to enter units under certain conditions (see item 5, below), but it will would like to avoid doing so unless responding to an emergency.

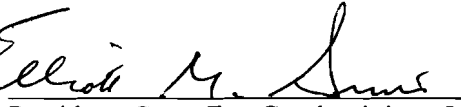
The Water Shutoff Policy for Townhouses:

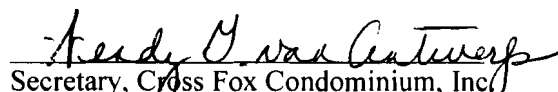
1. An agreement with the owner or tenant of the unit where the water shutoff valve is located must be made not less than 72-hours (three full days) prior to the shutoff, specifying a date and time that the shutoff will occur.
2. At least 48-hours prior to the shutoff the person making the request must post fliers on the entrance doors of all affected units stating the exact date and time that the water will be shut off, and for how long.
3. If completion of the work exceeds the original estimate, a notice must be placed on all affected unit front doors *immediately* stating the new estimate for resumption of water flow. If follow-up estimates are still not adequate, additional notices must be posted at each delay.
4. If a resident of a particular unit cannot accommodate an extension to the water shutoff, the water must be turned on immediately, if possible.
5. If the unit owner or tenant where the water shutoff valve is located refuses to cooperate with a legitimate request for a water shutoff the management agent reserves the right to hire a licensed locksmith to enter the unit and perform the shutoff, with all expenses passed on to the unit owner. Cross Fox By-Laws Article VIII, Section 4, titled *Right of Entry* applies in these cases.

In Case of Emergency: If an emergency condition exists, specifically a sudden burst of water that cannot be controlled, contact the management company for assistance. In those cases Howard County can turn off the outside valve, but this action impacts multiple buildings, thus it is reserved for emergencies.

Recommendation: All townhouse owners should have internal shutoff valves installed for every water outlet, including showers and bathtubs.

This resolution is adopted and made part of the minutes of the meeting of 7/19/2011.

  
President, Cross Fox Condominium, Inc.

  
Secretary, Cross Fox Condominium, Inc.