



## WATER SHUT OFF PROCEDURES

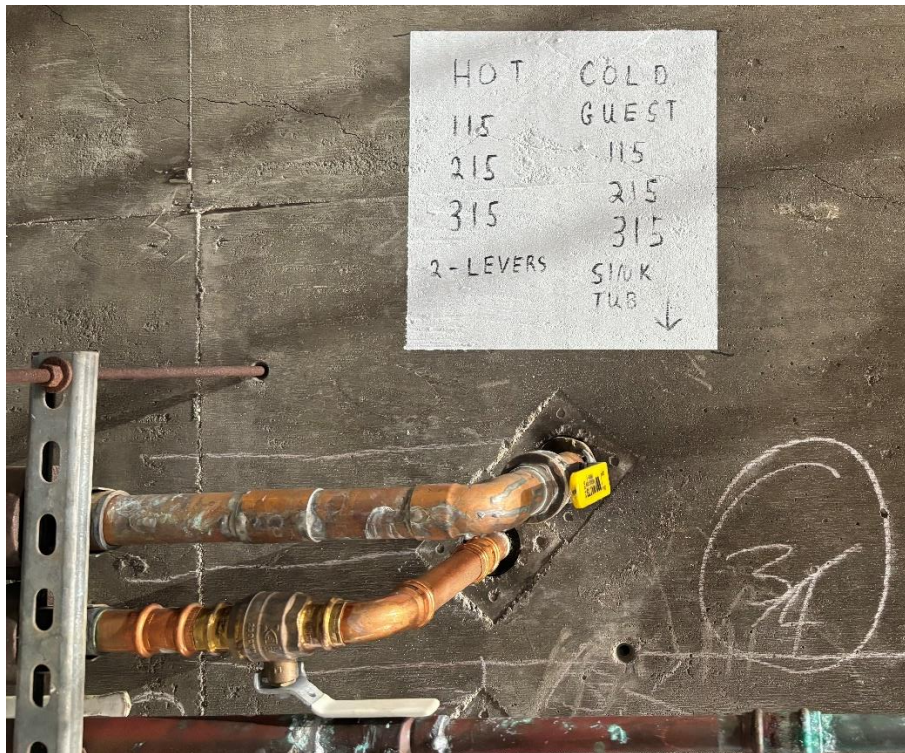
If you need to make a repair to your hydronic water heater or other plumbing components that you are responsible to maintain and need to have the water shut off, please follow the procedures below.

The condominium buildings have 60 units on 3 levels, so there are 20 “stacks” that are 3 units high. For example, #115, #215 and #315 are all in one stack. Each stack shares common utility lines—hot water supply, hot water return, cold water supply, and drain. Each stack has multiple shutoff valves hanging under the stack on the garage ceiling that should be labeled. Below is an example.

The owner’s plumber can shut off these valves with a ladder. **DO NOT TURN OFF THE WATER COMING FROM THE BOILER AS THIS WILL TURN OFF THE WATER TO THE WHOLE BUILDING.** The water needs to be turned off at the valve for the correct stack.

The other 2 affected units in the stack must be notified **at least 24 hours in advance** by posting notices on the residents’ doors notifying them of the date and time frame of the shutoff and who to contact if they have any issues. Water must be shut off during **weekdays from 9 AM to 4 PM** unless it is an emergency and **should not exceed 4 hours in duration**.

Should you have any questions, please contact Action Property Management at 949-450-0202 or via email to [communitycare@actionlife.com](mailto:communitycare@actionlife.com).



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