

Barcelona of Pasadena Condominium Association
PLUMBING POLICY—JULY 2019

The Association continuously endeavors to minimize unnecessary expenses and inconvenience to the Association and its owners and residents. Drain stoppages, leaks and plumbing repairs are the most frequent maintenance issue. These issues are complicated since many, though not all of them, are the Association's responsibility, and the Association needs the cooperation of owners and residents to have access to problems that are inside the units. Sometimes owners want to replace faucets or toilets or make other changes that involve plumbing that is part of the common area. To facilitate the handling of repairs and other plumbing issues, the Board of Directors has adopted the following policy.

THE ASSOCIATION'S PLUMBING COMPANY

The Association recommends that owners use the Association's plumbing company--Sierra Pacific Plumbing—for all plumbing projects in the Barcelona.

Owners who wish to make repairs or minor remodeling projects, such as new faucets, in their units may hire a plumber of their choosing. However, many of these vendors customarily work in single-family homes where liability insurance coverage and a contractor's license are not required, and not in multi-unit, commercial properties. Many are also not familiar with old buildings nor are they familiar with the Barcelona. Sierra Pacific has worked on the Barcelona's plumbing for over 25 years and has done all of the on-going re-piping of the building. Sierra Pacific is therefore very familiar with our building, its plumbing, and how to shut off the water.

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PLUMBING EMERGENCY

An emergency is when something is life-threatening or may cause injury to people or damage property.

In an emergency such as a water line breaking, causing water to flow unchecked into a unit or other area of the building, the water to the building should be shut off immediately.



The building water shut-off valve is in the basement, southeast back corner, right of the electrical panels, left of storage unit #3



The valve is open when it is in the horizontal position, in line with the pipe, as shown here.

TO SHUT OFF WATER: Turn the yellow valve handle up, to the vertical position, across the pipe.

After shutting off the water, immediately call Jenkins Emergency Service at **800-356-0846** as well as Sierra Pacific Plumbing at **626-861-2494** (24/7 emergency number).

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For urgent matters, such as water flowing unchecked but into a sink or tub, as in the case of a faucet breaking, call Jenkins Emergency Service and also call Sierra Pacific Plumbing right away to report the need for an immediate repair. Monitor the situation until help arrives to make sure water doesn't overflow the sink/tub. If the water level rises and threatens to overflow, shut off water to the building at the basement shut-off valve.

Owners/residents cannot call their own plumber or home warranty company for emergency and urgent repairs because the HOA does not have the time necessary to obtain the required insurance and licensing documentation.

If an owner/resident does not follow the above procedure and calls an unapproved plumber, the cost of that contractor's work will be the sole financial responsibility of the owner, even if the cost would normally be the financial responsibility of the HOA. Also, should any damage occur to the common area components, including electrical or plumbing components as a result of work performed by an unapproved vendor, all costs to repair the common area components will be the responsibility of the owner.

NON-EMERGENCY PROBLEMS

Owners should report any plumbing leaks, stoppages and other problems to Jenkins Property Management. Management will arrange for Sierra Pacific to come out. Sierra Pacific will determine whether the Association or the owner or both is responsible for the paying. Non-owner residents should report problems to the owners, who will forward the information to the Association's management.

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PLANNED PLUMBING WORK/PROJECT

If the project requires Association approval, obtain written architectural approval from the Association and city permits (if required).

[6.3] **Section 3. Interior Improvements.** Any interior Improvement to a Unit involving structural components of the building structure, other than non-load-bearing interior walls, shall require prior architectural approval in accordance with Article V, above. Furthermore, no structural alterations to the interior of or Common Area surrounding any Unit shall be made and no plumbing or electrical work within any bearing or common walls shall be performed by any Owner without the prior written consent of the Association. Under no circumstances shall any Owner undertake any activity or work with respect to the Owner's Unit that will impair the structural soundness or integrity of another Unit or impair any easement or hereditament, or do any act or allow any condition to exist in or around the Owner's Unit which will adversely affect any other Units or their occupants.

From BPCA CC&R's, p. 40

If owners choose to use Sierra Pacific Plumbing, owners can call them directly and schedule work without any management approval required for the company hired.

To hire a different plumber, please follow the protocol outlined below to avoid being held financially responsible for possible damages to Common Area components caused by your vendor and to comply with the HOA's Rules and Regulations.

Seven (7) business days prior to the start of work:

1. Contact the management office and provide the name and phone number of your licensed plumbing contractor.
2. The management office will send the HOA's insurance requirements to your contractor and request that they provide the necessary insurance certificate and copy of California Contractor's license to our office within three (3) days.
3. Upon receipt of your contractor's insurance and license documentation, management will check that your contractor's license is in good standing and that the liability insurance is in force and that it provides the required coverage. In addition, your contractor is to provide a certificate from his insurance carrier naming Barcelona of Pasadena as an additional insured.

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4. Management will contact the owner to advise you that the contractor has or has not been approved and to schedule the date and time frame for the work. Work may be scheduled within the hours of 8 a.m. – 6 p.m. Monday – Friday and 9 a.m. – 5 p.m. on Saturday.
5. Only in the event of an emergency occurring during work shall contractors be permitted to work outside of the hours provided for in the Rules and Regulations.
6. Before beginning work, verify whether or not water will need to be shut off. If water shut off will be required, contact Sierra Pacific Plumbing at (626) 457-8845 to schedule the water shut off. All water shut off/on must be done by Sierra Pacific.
7. Water shut-off notices will be posted by the Association/management if shut off is required.

Management Contact Information:

Jenkins Properties Management
2626 Honolulu Ave
Montrose, CA 91020
818-542-6850
Manager: Cynthia Solis x107

Jenkins Emergency Service
(24/7 emergency number)

800-356-0846

Sierra Pacific Plumbing

2107 D West Commonwealth Ave
#302
Alhambra, CA 91803
626-457-8845

Sierra Pacific Plumbing
(24/7 emergency number)

626-861-2494

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Recommendations from Sierra Pacific to reduce stoppages and problems with our 100 year old drains:

Do not put anything other than toilet paper down the toilet drains.

Tubs/showers: use a small mesh screen over the drain to catch hair.

Kitchen sinks: do not put any kind of cooking oil, lard, or fat down the kitchen drains. Cooking oil, lard and grease should be put in a container and thrown out with the trash. They stick to the sides of the pipes, which narrows the pipe's diameter and makes them sticky so things catch and stick to the sides, which can cause stoppages or slow drains. Use a kitchen sink strainer to catch food particles from food preparation and washing dishes and put them in the trash.

Garbage disposals are not recommended. It's best to keep as much food as possible out of the sink and the drains and in the trash can.

Do not put liquid plumber or any similar product that claims to clear out stoppages down any drain. These products actually can contribute to deterioration of the drain pipes. Stoppages need to be cleared out by a plumber.

Toilet back-ups can generally be cleared by the resident with a plunger and repeated flushing. However, if that does not work, do not put any other products down the toilet—call a plumber. If it's urgent, call Sierra Pacific. (And remember, there is a toilet in the basement that can be used until help arrives.)