

P&P No.14  
6 February 2009

## **CASA BAHIA POLICY & PROCEDURE**

### **Subject: Maintenance and Cleaning of Common Area Vertical Kitchen Lines and Horizontal Main Drains**

**Purpose:** To fulfill the Association's obligation to maintain the common area plumbing in order to prevent build up in the kitchen and lavatory drain lines and thereby preventing back ups and potential property damage to individual units and the common area. It is the Association's intention to clean at least one of the eighteen vertical kitchen stacks per month thereby insuring that all lines are cleaned every eighteen months. The lavatory vertical will be cleaned every other time, or once every 36 months. The horizontal drain for that stack will be hydro-jetted at the same time. In the past Bert Meli's office has attempted to schedule these clean outs by calling homeowners individually. This proved to be inefficient and time consuming due to a lack of response by the homeowners to his phone messages. As a result the clean out program has fallen seriously behind schedule.

**Procedure:** The fourth Thursday of every month has been designated as the scheduled day for the building plumber, Bert Meli Plumbing, to send a crew out to clean at least one vertical stack. There are some units which do not share a common line with other units, these will be added to the work schedule with another stack to reduce the number of trips needed and avoid the need to schedule during the holiday months. A reminder notice will be delivered to the unit approximately 1 week before the date.

At least three months in advance a letter (see attached example) will be sent to all of the units involved of the date scheduled for their vertical clean out along with the other unit numbers involved. It will be the homeowners' responsibility to arrange access to their unit, either by personally providing access or making other arrangements and then notifying both Bert Meli and Emmy Carrio as to who that will be. The homeowner should be prepared to maintain this access for approximately 4-6 hours. The cabinets under the kitchen and lavatory sinks should be emptied in advance for easy access to the drain line.

It is absolutely necessary to have access to all units in a stack to make sure that the lines are flowing freely and that any obstruction is not pushed down and causes an overflow into another unit in the stack. There is a charge to the Association of \$80.00 if the crew is unable to work because of lack of access. This charge will be posted to the homeowner who fails to provide access whether or not they have designated someone else to provide access.

If there are unavoidable circumstances and a homeowner must reschedule, it will be the homeowner's responsibility to coordinate with the other homeowners in the stack for an alternative date and to reschedule with Bert Meli by no later than Friday of the previous week

1 Attachment

Sample Letter to Homeowner

**CASA BAHIA HOMEOWNERS ASSOCIATION**  
**(Sample Letter )**

Date: 6 February 2009

To: Owners/Residents of Units

From: Board of Directors

Subject: Vertical Drain Clean Out

Your unit is scheduled for cleaning of the common area vertical kitchen and lavatory drain lines shared by the above units on:

**THURSDAY, 26 FEBRUARY 2009**

This clean out will begin at **approximately 8:00 a.m.** and will take approximately 6 hours. It is absolutely necessary that you provide access to your unit for the duration of this procedure. It is possible for debris or blockage to be pushed into another drain in the stack, blocking that drain, therefore, access to all units is required. You may provide this access yourself or designate someone else to provide it for you. If you designate someone else you must provide that information to Bert Meli Plumbing (310-530-3427) and to Ellona Hess at Scott Management (310-370-2696x21)

In the event that you or your designated person is not here at the appointed time, there is a charge of \$80.00 by the plumbing company if the crew is unable to work because of lack of access. This charge will be posted to the homeowner's account who failed to provide access. This will be charged to you whether or not you designate someone else to provide access, so please be sure that you confirm these arrangements.

If there are unavoidable circumstances that require you to reschedule this date, it will be your responsibility to coordinate this with the other units in your stack and to then schedule this with Bert Meli, **no later than the Friday preceding the scheduled date.**

Thank you for your cooperation in this most important project.