

Nautica Soundview Condominiums
Resolution of the Board of Directors
Adopting the Hot Water Heater Maintenance and Replacement Policy

WHEREAS, Article 13, Section 13.1 of the Declarations of the Nautica Soundview Condominium Owners Association vests the power and authority for the administration of the affairs of the Association in the Board of Directors; and

WHEREAS, Article 13, Section 13.6 of the Declarations gives the Board of Directors the power to adopt and amend rules and regulations and enforce the Governing Documents; and

WHEREAS, Article 10, Section 10.14.1 of the Declarations requires each Unit owner to keep its interior equipment and appliances in good condition and repair; and

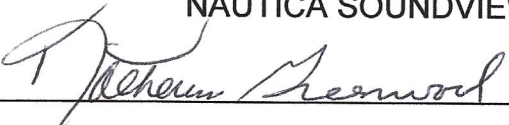
WHEREAS, Article 10, Section 10.16 grants the Association the authority to enter a Unit to inspect and effect repairs or replacements deemed necessary to prevent damage to the Common Elements or to another Unit, or to prevent unnecessary Common Expenses;

NOW, THEREFORE, BE IT RESOLVED THAT the Association, through the Board of Directors, adopts the attached Hot Water Heater Maintenance and Replacement policy.

Dated this 14th day of August 2018.

Duly adopted at a meeting of the Board of Directors held on August 7, 2018

NAUTICA SOUNDVIEW CONDOMINIUM OWNERS ASSOCIATION

 Its President

Printed Name: Katherine Greenwood
Katherine Greenwood

Attest this resolution was properly adopted by: the Board of Directors

By  Its Secretary

Printed Name: Laurie Vandermay
Laurie Vandermay

NAUTICA SOUNDVIEW CONDOMINIUMS OWNERS ASSOCIATION Policy Document	
Title	Hot Water Heater Maintenance and Replacement
Policy Owner	Board of Directors
Author	Katherine Greenwood
Effective Date	August 7, 2018
Last Revised	NEW
Document Number	NSVPOL-2

- I. Purpose. The purpose of this policy is to establish a maintenance standard and provide owners with the requirements for replacing hot water heater tanks within Nautica Soundview Condominium units. Since most manufacturer's warranties are for between six to ten years, the requirement shall be to replace unit hot water heaters at least every ten years. Warranties are based on proper maintenance that generally includes draining tanks every six months. Failure to properly maintain a tank in accordance with the recommendations of the manufacturer may invalidate the warranty and shorten the life of the tank. Therefore, owners are encouraged to replace tanks when their warranty expires.
- II. Authority. The Nautica Soundview Declarations through Article 13, Section 13.6 grant the Board of Directors with the power to adopt and amend rules and regulations, and to enforce the Governing Documents; and through Article 10, Section 10.16 grants the Nautica Soundview Condominium Owners Association, hereafter known as the Association, with the authority to conduct in-unit inspections, and effect plumbing repairs or replacements as deemed necessary to prevent damage to the Common Elements or to another Unit.
- III. Scope. This policy applies to all owners of Nautica Soundview Condominium units, including bank and investor-owned properties.
- IV. Definitions. A hot water heater may also be known as a hot water tank, and is defined as the plumbing fixture that stores, heats, and delivers hot water to the unit. These terms may be used interchangeably.
- V. Code Requirements. The Uniform Plumbing Code adopted by the City of Everett requires hot water tanks be equipped with an overflow tank, overflow drain, and be installed inside a catch pan or tray. Some units may be configured in such a way as to not allow sufficient space for a pan. The Manager or the Board shall be notified in those cases.
- VI. Responsibilities.
 - A. The Association shall be responsible for publishing, administering, and enforcing this policy as follows:
 1. Upon written request, the Association may require Unit Owners to provide documentation that their unit hot water heater is less than 10 years old by completing the Hot Water Heater Certification Form, Exhibit A.
 2. Such documentation may include a photograph of the manufacturer's label and serial number, along with an explanation of the serial code if no date is listed on the label, and/or a receipt of installation.
 3. Owners must provide documentation by the deadline given in the request or be subject to a fine.
 4. The Association Board and/or manager will determine the sufficiency of the documentation in their reasonable business judgment.
 5. The Association may enter a unit for the purpose of inspecting the hot water heater, and to document the manufacturer's label and serial number after providing reasonable notice in writing.
 - a. Owners who refuse to allow entry for inspection may be assessed for the cost of obtaining entry.
 - b. Notice of intent to enter may be provided in the initial request for documentation.

6. If any water heater is older than 10 years or is otherwise in need of repair or replacement, the Association may, after inspecting the water heater and providing written notice:
 - a. Perform any needed repairs or replacement at the Owner's expense; or
 - b. Require the Owner to perform any needed repairs or replacement at Owner's expense by a given deadline.
7. Owners who need to replace their water heaters will be given between 30 to 60 days to do so, unless an emergency calls for a shorter timeline, or the Owner asks for and receives an extension from the Board or Management in writing.
8. All written notices required pursuant to this Rule must be mailed or personally delivered by hard copy to the most recent unit Owner address on file. Owners are responsible for providing the Association with their contact information. Failure of an Owner to update their contact information shall not be an excuse for non-compliance with a notification request.
9. The Association may levy fines in accordance with the fine schedule appearing in the Rules and Regulations (also known as the House Rules) for a failure to timely:
 - a. Provide the requested documentation;
 - b. Allow entry for inspection; or
 - c. Replace or repair a water heater following Association request.
- B. Unit owners are responsible for the operation, maintenance, repair, and replacement of hot water heater tanks serving their units, regardless of the location of the heaters. This includes all pipes, expansion tanks, and other equipment associated with the heaters.
 1. Owners must regularly inspect their hot water heaters for signs of deterioration or leaking.
 2. All hot water tanks must be replaced by a licensed and bonded plumber at the Owner's expense within at least 10 years from the date of installation. This must occur regardless of whether the Association provides a written or oral request. The following are Snohomish County code requirements:
 - a. Tanks must be permitted.
 - b. Tanks must be installed in a catch pan.
 - c. An expansion tank must be installed.
 - d. Tanks must be secured with earthquake straps.
 3. Process for identifying the age of a tank:
 - a. If an installation receipt is not available, locate the manufacturer's label and serial number of the side of the water heater. Check to see if the installation date is listed.
 - b. If not listed, write down the serial code, which often indicates the month and year the water heater was installed. The first four numbers of the serial code often provide this information. See <http://homeguides.sfgate.com/verify-installation-date-water-heater-20184.html>, or go to the manufacturer's website. They will usually have a place to input the serial number to find the manufacturer's date and warranty.
 - c. Any tank that is not in a drip pan is likely more than ten years old. The tanks that were installed in the building when it was built in 2001 had a manufacturer's date of 1990 and a 5-year warranty. They were not placed in a pan, because that code requirement was not in effect at that time. These tanks should have been replaced by no later than 2011.
 4. To the extent authorized under the Article 20, Section 20.2 of the Declarations, the Unit Owner is responsible for any damage caused by a failure of their unit water heater up to the amount of the Association's deductible for water damage. Owner's should contact their insurance agent to ensure their HO-6 policy covers them for damages up to the amount of the Association's deductible.

This policy was adopted by a resolution of the Board of Directors on: August 7, 2018

Nautica Soundview Condominium Owners Association Hot Water Heater Certification Form

The Nautica Soundview Water Heater Maintenance and Replacement policy requires owners to replace unit water heaters at least every 10 years. In order to enforce the policy, the Association requires you complete and return the attached form to Port Gardner Property Management at the address provided below. If you have a hot water heater/tank with a warranty that extends longer than 10 years, please submit proof of warranty along with the completed form. **Please use one form per unit owned.**

Unit Owner Contact Information

Owner's Name: _____ Unit # _____

Address: (if off-site) _____

Telephone: _____ E-mail: _____

Water Heater Information

BRAND (check one) SIZE (check one) Serial Number: _____

___ Bradford White ___ 40 gallons Model Number: _____

___ GE or Hot Point ___ 50 gallons

___ Whirlpool TYPE Manufacturer's Date: _____

___ A.O. Smith ___ Standard Tank

Other Brand _____ Warranty ☐ 5 years ☐ 6 years ☐ Other _____

Water heater installation date: _____

I certify that the information above is correct to the best of my knowledge.

Certified by: _____ Date signed: _____
Unit Owner's signature

Compliance (return by mail, email, or hand deliver to property management office.)

If you have a copy of an installation receipt
for your Water Heater, please return it with this
completed form to:



PORT GARDNER PROPERTY MANAGEMENT

Mail to: P.O. Box 1007, Everett, WA 98206

2907 Hewitt Avenue, Everett, WA 98201

Drop off: _____

Email: Tom Gish, Jr. tgish@portgardnermgmt.com

Code requires water heaters be inside a drip pan.
It is strongly recommended that owners:

*Replace plastic shut-off valves with metal ones.

*Replace rubber washing machine hoses with non-bursting
reinforced ones