

Dear Members of Cherry Hill Village II:

With the extreme cold weather, we are experiencing, here are some plumbing areas that are vulnerable to the cold temperatures and tips on how to prevent frozen water pipes. Please refer to the Building Address spread sheet (attached) if you're unsure of your building.

RE: Buildings 3, 29A, 29B, 100, H and F (8-, 12- and 14-unit multiplex buildings).

We would like to remind you that there is plumbing along with fire suppression lines for the upper unit, are in the garage ceilings of all units. **Please keep all garage doors and entry doors to the garage closed when not in use, to minimize freezing temperatures in the garage.** If these doors are not working properly, the garage doors and garage entry doors are the co-owner's responsibility and should have them looked at, to avoid any freezing of the pipes in the garages.

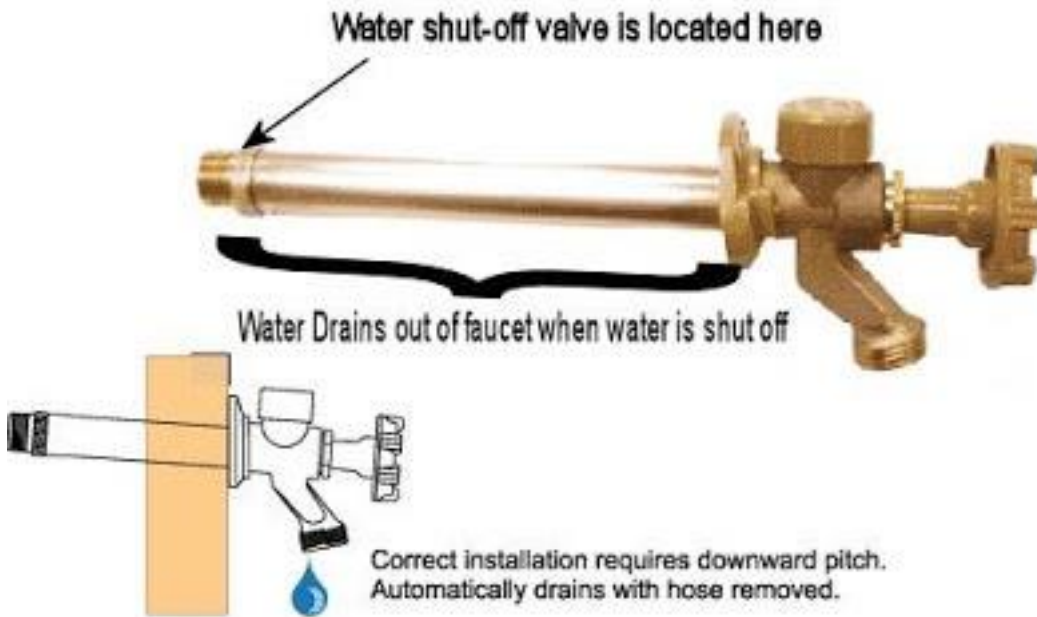
- On buildings **3, 29A, 29B, 100, H**, the **upper unit's hallway bathroom** is on an outside wall and the shower water/drainpipes are prone to freezing.
- On buildings **3, 29A, 29B, 100, H**, the **upper unit's master bedroom bathroom** is over the garage and shower, tub, sink and toilet water/drainpipes are prone to freezing.
- On building **F**, the **lower unit's master bath** is partially over the garage and the water/drainpipes are prone to freezing. **Please keep all garage doors closed when not in use, to minimize freezing temperatures in the garage.**

RE: Buildings 2, 7A, 7B, 145A, 145B, 41A, 41B, 41C, 41D, 41E, 101, 99A, 99B, G1, G2, G3, I, J, K1, K2 and L (2-, 3-, and 4-unit buildings).

- **Upper units** that have the bonus room over the garage, with bathrooms. These bathrooms are partially over the lower unit's garage. These water/drainpipes for the shower are prone to freezing in cold temperatures. **Please keep all garage doors closed when not in use, to minimize freezing temperatures in the garage.**
- On another matter on **2-, 3-, and 4-unit buildings** there were several episodes of frozen drainpipe for the washing machine discharge water. When the pipe is frozen, discharge water will back-up and overflow onto the floor (in recent incidents has been on the second story condo, but all units may be vulnerable). To avoid this, consider moving the flexible discharge pipe from the drainpipe in the wall to the laundry tub. A way of checking this pipe is to pour water down it to make sure it is draining properly.
- **Outside and Garage Spigots/Co-Owners responsibility**-please close shut off valve in basement if equipped. Also disconnect any hoses, valves or (vacuum breakers pictured) attached to the spigot, this will allow the frost-free spigot to drain properly when turning the spigot off.



- If this water freezes, it can burst the stem of the sillcock. Most homeowners don't know this has happened until the first time they use their faucet in the spring. Once they turn their faucet on, water starts shooting out of the burst stem *inside* the house, making a big mess while nobody is inside the house to see it. **The leak will come from the area on the diagram labeled "Water Drains out of faucet when water is shut off".**



Checking for frost free spigot leaks in the Spring

1. Get a partner to help you turn the hose bibs on every spring. Each person needs a phone, so communication is quick and clear.
2. Before you turn on any hose bibs, make sure you know where the main water shut-off is located and you know how to turn it off.
3. Then, one person goes outside and turns on the hose bib while the other person is inside the home on the opposite side of the wall from the hose bib.

We recommend having a large towel just in case there is a leak. If there is a split pipe, the leak will become obvious quickly (within seconds). If water begins to leak, have the person outside quickly shut the valve to the hose bib off.

To be cautious leave water running (small trickle) during cold spells on any of the abovementioned, to avoid pipes from freezing (EXCEPT OUTSIDE SPIGOTS).

All other buildings and units may be vulnerable

As outside temps increase there is still a risk of burst pipe. As frozen water in a line thaws, water is emitted from a compromised pipe. Check the operability of unused faucets, toilets, etc. If water flows and there is no evidence of a leak, you have taken adequate precautions.

Also keep an eye on your sump pump and the discharge pipe, especially on **2, 3, 4, unit buildings** with finished basements, some sump pump lines have been drywall over and are trapped in between the finished basement wall and the concrete basement wall (this does not allow the heat from the room to keep the line from freezing, it keeps the pipe in a cold cavity). Monitor your sump pump regularly if your sump pump line is like this.

If your furnace is not operating, please contact Herriman & Associates ASAP to avoid having pipes freeze in your unit or even the unit above/below you.

If you experience "no water" in your home, you must act quickly to head off a burst pipe and the consequential damages. If you experience a burst pipe or hear or see water flowing or even simply dripping, you should act immediately.

Implement the following steps:

1. Turn off the water to your unit immediately. Locate the water supply located at the top or near the hot water heater for **(8, 12 and 14 multiplex buildings)**.
2. On **2-, 3- and 4-unit buildings**, the **lower units** will be in the basement behind the door going into the basement or on an exterior wall near the hot water heater, the **upper units** may have a water shut off in the basement, if unable to locate, there should be a shutoff near the hot water heater in the closet with the furnace. This will shut off the domestic water supply.

2. If during regular business hours, call the Herriman office and ask to speak with either Dianna Rorabacher or, in her absence or inability to answer live, ask for Dan Herriman. The Herriman office phone number is 734-459-5440.

If after hours, call the Herriman office number (734-459-5440) and follow the property emergency response instructions to obtain emergency response service.

3. Open all sink basin cabinet doors (to allow heat in).

4. If the lack of water is isolated to, say, one bathroom, as opposed to the whole home, introduce additional heat to the bathroom. (A safe space heater, for instance, if you have one. Do not, however, leave a space heater unattended.)

5. Turn the furnace thermostat to 72 degrees or more.

6. Open doors in all rooms to permit increased circulation of warm air.

Most often, we are finding frozen pipe in wall cavities that are not properly insulated. In such cases, the drywall must be broken open, the pipe must be thawed (or repaired), the wall must be insulated, and damages resolved.

Fire suppression shut-off will be handled by emergency response personnel.

Co-owners that have tenants, please share this document with them.

If you have any questions, comments, or suggestions, please do not hesitate to reply to this email or contact.

Jeff McDuff

Site Manager

Herriman & Associates, Inc.

Management Agent for

Cherry Hill Village Homeowners Association

Work: 734-495-0505 Email jmcduff@herriman.net