

## Travelers....

**Going away for an extended time?** The BOD recommends that you prepare for your absence:

- Inform a BOD member and leave an emergency contact number for someone in the local area who will have access to your Unit or leave a key or Unit door combination in the PTCA safe. In case of a water leak the BOD may need to access your Unit to prevent further damage to the Common Elements, your Unit, or neighboring Units. If you leave a car parked anywhere on the property or in a detached garage, please include that information and a contact point for your own protection in case of emergency.
- Shut off the main water valve inside your Unit. The valve is located high on the wall of the laundry room, usually above the hot water heater. The red handle circled in the photo is an example of the main shut off valve in the OFF position. Turn the handle a quarter turn, pointing straight up or straight down to shut off the water, as in the photo. When the red handle is turned in line with the horizontal pipe, the valve is ON and water is flowing into the pipes in your Unit.



Turning OFF the water does not disable the Unit's sprinkler system, controlled by the Fire Department.