

Delray Oaks Condo Assn #2 Inc
June 1, 2007

EMERGENCY PROCEDURES

Following please find procedures for emergencies occurring after hours (nights/weekends):

Plumbing Issues

1. Be aware of the location of the water cut off valve for your unit, which is located outside of your building. If you have running water due to a broken pipe, turn your water off!
2. If your toilet is backing up, for example, immediately check with your neighbors to see if they are having the same problem. If you confirm that they are, contact Mahogany Services to report this emergency, assuming that it is an emergency at **561/750-3771**. They have a 24-hour answering service. If it is not an emergency, contact them during normal business hours.
3. If your neighbors are not having the same problem(s), it is your responsibility to hire a plumber to do the repairs, as this is most likely not an association liability.
4. If, upon hiring a plumber and having him identify/repair the problem, you learn that the association could be responsible for the repair, submit a bill with an explanation of the repair to Mahogany so that the board can confirm that it is a reimbursable expense.

**DO NOT FLUSH PAPER TOWELS OR ANY OTHER
NONBIODEGRADABLE MATERIALS DOWN THE TOILET!!!
This was the cause of 4 toilets backing up in 1 of the quads recently.**

Electrical Issues

1. Be aware of the location of your circuit breaker that powers your home.
2. Check the panel to see if anything has been tripped. This may correct the problem.
3. In the event of electrical malfunctions, it is always wise to turn off the circuit breaker until the problem has been identified. Call an electrician! This is your responsibility.

If you need the police or fire department call them directly.

Most importantly, use your best judgement during an emergency. You are ultimately responsible for protecting the integrity of your home!

Your Board of Directors