

January 24, 2014

Co-owner(s)/Tenants  
Boulder Ridge Condominiums Association  
Rochester, MI 48307

## RE: EXTREMELY COLD TEMPERATURES

Dear Co-owner(s)/Tenants:

So far it has been an extremely cold winter and it looks like it will continue on for a while longer. Due to the sub-zero temperatures we are seeing an increase in burst pipes. As such, we wanted to take this opportunity to provide you with some information on how to prevent your pipes from freezing and also to remind you of the Association's Winterization Policy.

On the back of this letter is a copy of the Association's Winterization Policy; please read it so you are aware who is responsible for the cost of repairs and clean-up of any burst pipes due to co-owner/tenant negligence.

Following are a few simple guidelines to follow during the entire winter, but specifically during these really cold periods:

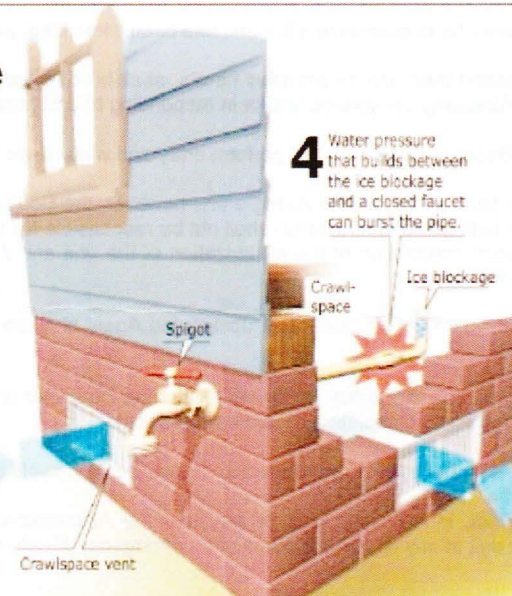
- Make sure to set your thermostat at least 65°; anything less may result in frozen/burst pipes.
- Leave open your cupboard doors; this allows air to circulate and assists in keeping the pipes from freezing.
- If you are going to be gone for more than a day or so, make sure someone checks in on your unit periodically.
- Please make sure Premier has your current contact information and the contact information of someone in the area that has access to your unit in case of an emergency.
- Please contact Premier and let us know of any unit you may feel is vacant so we may check them periodically.

Finally, below is an illustration explaining what causes pipes to burst:

### Why frozen water will burst your pipe

Unprotected pipes are susceptible to cold temperatures because water expands when it goes from liquid to solid form.

- 1** A gallon of water, when frozen, will expand to a volume 9% greater than the original gallon.
- 2** Ice blockage becomes more likely when outside temperatures drop to below freezing.
- 3** A cold wind reaching unprotected pipes quickly removes heat and increases the chance of ice formation.



If you have any questions or concerns, please contact Premier at (248) 601-4242, via fax at (248) 601-9945 or via email at [brien@premiermgmt.com](mailto:brien@premiermgmt.com).

Sincerely,

*Brien Mack*

Brien Mack  
Property Manager  
On Behalf of the Board of Directors – Boulder Ridge Condominium s Association

# **Boulder Ridge Condominiums Association**

## **Winterization Policy**

WHEREAS, and in accordance with the Master Deed and Bylaws of the Boulder Ridge Condominiums Association, the Board of Directors is authorized and empowered to govern the affairs of the Association, and the Association is authorized to adopt and enforce reasonable rules and regulations in the interest of the community pursuant to Article VI, Section 9 of the Bylaws of the Association and:

WHEREAS, the probability for failure of water source plumbing within any unoccupied, attached unit is enhanced during the winter months and such failure may cause subsequent and severe damage to surrounding units and common elements; and

WHEREAS, this Policy is deemed necessary and advisable by the Board of Directors to avoid losses and liability to the Association and shall be applicable to all Boulder Ridge Condominiums Association units and shall remain in effect until changed or rescinded by a majority of the Board of Directors, or any time by the affirmative vote of more than 50% of the Co-owners in number and value.

BE IT, THEREFORE, RESOLVED that the following Policy regarding access to (in accordance to Article VI, Section 10 of the Bylaws of the Association) and winterization of all units is hereby adopted by the Board of Directors:

From each October 1 through March 31 (of the following year), all unoccupied units within the Community shall be winterized. Winterization entails turning the water to the unit off and emptying water from all the pipes, and ensuring the heat is on and set at a minimum of 60 degrees in the unit to prevent freezing.

Upon notice or discovery of any unoccupied unit within the Community, the unit Co-owner shall be sent notification to the address of record with the Management Company of the necessity to winterize the unit during the aforementioned time. The Notice shall direct and require the Co-owner to contact the Board of Directors, via the Management Company, in writing within fifteen (15) days of the date of the Notice and confirm winterization was completed in accordance with this policy and provide satisfactory evidence (e.g. contractor invoice) as confirmation.

Failure by the Co-owner to respond within the fifteen (15) days of the Notice, regarding the necessity to winterize the unit, will result in a seven (7) day notice of intent to access the unit. Please note: the Second Notice may provide less than seven (7) days notice or may confirm the need for immediate access by the Association, if conditions are such that below freezing temperature exist or are forecast.

Failure by the Co-owner to respond to the Second Notice within timeframe allotted will result in the Association gaining access to determine the winterization status of the unit and act accordingly.

The sole purpose of such entry shall be to determine if the unit has been winterized, and if not, to winterize the unit.

A Co-owner, who has not winterized their unit as provided herein, shall be deemed guilty of negligence and shall be fully responsible for all costs incurred by the Association in addressing compliance and/or in responding to and remediating any loss or damage caused by said neglect.

Contractor(s) authorized by the Board of Directors shall perform entry and winterization.

Efforts will be made to minimize damage to the unit during entry; however, the Boulder Ridge Condominiums Association, its Board of Directors, the Management Company, and the authorized contractor(s) shall not be responsible for any damage caused by or during the entry for winterization. The unit shall be properly secured upon completion of the winterization of the unit and if necessary, any new keys shall be maintained by the Board of Directors and/or the Management Company.

No less than one member of the Board of Directors or its designated Agent shall be present during the entry, winterization and securitization of the unit.

The measures taken in accordance with this policy in no way relieve the Co-owner of any liability or responsibility should any damage occur, despite the above winterization procedures being completed, regardless by whom.

The cost of entry, winterization and other related, performed work shall be at the sole expense of the Co-owner.

This Winterization Policy does not, in any way, limit or preclude the Association's authority (in accordance with Article VI, Section 10 of the Association's Bylaws) to enter a unit at any time in the event of an emergency situation.

This Policy was adopted by the Boulder Ridge Condominiums Association Board of Directors and became effective on October 18, 2010.

