Immediately report water leaks to Maintenance during Office hours and to Emergency Maintenance after work hours.

Water bills are paid by the Cooperative from a portion of each Member's monthly carrying charges. <u>Please help reduce this monthly expense by doing the following</u>:

- 1. Do not let water faucets (inside or out) drip. If they drip when completely turned off, contact Maintenance.
- 2. Instruct children in ways to conserve water.
- 3. Use a shut-off nozzle on the end of your hose so that it does not continuously run while washing your car, etc.

For purposes of this policy, reasonable water usage is deemed to be no more than 5CCF per person listed on the Occupancy Agreement per townhome per month. If a townhome is determined to have used in excess of this amount, the Member will be required to reimburse the Cooperative for such additional amounts. Such amounts will be added to the individual Member's monthly carrying charges, and the Member must reimburse the Cooperative for such amounts when his/her carrying charges are due.