



Harwood Condominium Association, Inc.

755-A Houston Mill Road, N.E., Atlanta, Georgia 30329

(404) 633-8583

Office Hours 8:00am – 12:00 noon M, T, Th&Fri. 2pm-6pm on Wed. closed Sat & Sun.

EMERGENCY PROCEDURES

Harwood personnel will assist you in an emergency whenever feasible. But you, as a resident, have the primary responsibility to deal with emergencies within your unit. The following are some common problems and emergencies with appropriate ways to deal with them.

PROBLEMS WITH ELECTRICITY OR WATER SUPPLY:

WATER: Dekalb Water Supply (24 hour service) 311

ELECTRICITY: Georgia Power 1 888 660 5898

AIR CONDITIONING MALFUNCTION: Maintenance and repair of the air conditioning system is the owner's responsibility.

BROKEN PIPES WITHIN YOUR UNIT: Shut off the water (see turn-off points below). Call a plumber of your choice. Notify other residents in your building affected by the water shut-off. Never turn off your heat in the winter. Pipes have frozen and burst in units with no heat, resulting in expensive water damage which the **resident** must pay for.

COMMON ELEMENT PROBLEMS: Notify the office by using the **incident report form** as soon as possible. Maintenance is on the grounds 8:00am – 4:00pm Mon –Fri. (except on recognized holidays, vacation time, and week-ends).

SUSPICIOUS PERSONS, PROWLERS, VANDALISM, THEFT: Call 911 then notify the office.

NEIGHBORS BREAKING HARWOOD RULES: (Noise, littering, obnoxious conduct, etc.) If appeals to the offenders are fruitless, report their behavior using the **incident report form**, this form must be completed in full. The Board can fine and or require eviction of offenders as appropriate.

LOCATIONS OF WATER CUT-OFFS

| UNIT | LOCATION | UNIT | LOCATION |
|-------------|--|-------------|---|
| 743 | Basement entrance from Houston Mill Rd, second aisle to the right, Last bin. A second cut-off is located At the back door entrance, straight down the aisle to the back. | 755/757/759 | Basement entrance door behind the office. |
| 745/747/789 | Utility/laundry room units 1&2 | 761 | Left of entrance behind shrubs. |
| 753 | Basement. From door go straight back to end of room | 763 | Bin # 104 |
| 781/785 | At water heaters in basement | 765/769 | Behind water-heater in units 1&2 |
| 787 | Bin # 36 | 767 | Bin #73 |
| | | 771/773 | At water heaters, front entrance |
| | | 775 | In yard in front of units 1 & 2 |
| | | 783 | Bin # 17 |
| | | 791 | At the meter boxes in the bin area. |