



M E M O R A N D U M

TO: All Residents – Martello
1550 Dresden Row

FROM: CitiGroup Properties Limited

DATE: December 13, 2007

RE: WATER SHUT OFF KEY

The Martello Condominium Board has approved and obtained, water shut-off keys for each suite in the Martello.

The purpose of the key is to turn off the water supply to your suite while you are away for an extended period of time, or in the event of a ruptured pipe.

The water shut off valves for the suite (hot and cold) are found in the utility room. The escutcheon plates are silver in color, and are usually located near your washer and dryer.

To turn off the water valve, remove the silver escutcheon plate, insert the key, and turn it to the right.

The escutcheon plates located under the sink in your bathrooms turn off the water to those locations only.

Shortly, our maintenance person (Kenny) will visit your suite to provide your key, and ensure you know where your shut off's are located.

Please keep your shut off key in a readily available location so it is accessible when needed.

Thank you.