



CREATIVE MANAGEMENT COMPANY

August 31, 2012

All Owners
Nottingham Forest Townhomes Association, Inc.

RE: Scheduled Water Shut-off

Dear Owners,

The first Tuesday of each month has been set aside for owners to complete scheduled non-emergency plumbing repairs.

On the first Tuesday of the month only, Nottingham Forest will schedule and pay all costs associated with terminating water service to buildings and the boilers so plumbing repairs can be completed by owners. If the first Monday of the month is a legal holiday, the scheduled water shut-off will be the second Tuesday of the month. Owners can use the Association plumber or the plumber of their choice to complete the repairs.

A plumber will only be contacted to terminate water service if the owner contacts the Creative Management Maintenance Department at (713) 772-4420 ext. 189 or email workorders@cmctx.com prior to 12:00 Noon on the Monday prior to the scheduled water shut-off date for that month. Upon completion of work, please contact the Maintenance Department so the plumber can be dispatched to restore water service.

All other times, the owner will be responsible for all costs associated with terminating and restoring water service to the building and/or boilers for plumbing repairs.

Do NOT complete plumbing repairs the first Tuesday of the month without contacting the Maintenance Department in advance. If Creative Management is not aware repairs are being made inside a unit, there is a possibility that water service will be restored prior to your repairs being completed resulting in flooding of your unit and neighboring units.

If you have any questions, please contact Creative Management Company at (713) 772-4420.

Nottingham Forest Townhomes Association, Inc.
Board of Directors