

TO: FAIRWAYS AT PAR TWO OWNERS
FROM: PAR TWO BOARD OF DIRECTORS
DATE: MARCH 31, 2008 (REVISED 1-17-14)
PURPOSE: WATER LEAKS PROCEDURE! *If you find a Leak!*

Step 1. Turn off your condo water main and see if the leak stops!

Step 2. Call a **licensed, insured plumber** of your choice. Required by your documents!
Estate Plumbing, Four Star Plumbing or Colvenbach all work in our complex.

Step 3. The plumber should be able to determine the cause and indicate to you if the expense is a PAR Two expense or your expense

NOTE: If you turn off your condos water main and the leak stops it is your leak and your expense. The definition of a common element is something that serves two units or more.

Step 4. If you are a second floor owner and have a leak immediately alert your Neighbor's next door and below you immediately.

Step 5. It is important that you notify the Property Manager that you have a leak. A Par Two Board member, Property Manager Frank Cocco or designee will have to check the first floor unit for any water damage & appropriate resolution, especially if the owner is not present. The owner will be contacted as it is their responsibility to oversee the repairs and/or any renovations as a result of a water leak regardless of its origin.

It is every owner's responsibility to fix water leaks immediately to limit damage, and the likelihood of a negligence charge against an owner for failure to act.

Under the Insurance law of Florida regardless of the leaks origin your own condo insurance covers you. The amount of coverage will be based on each owner's policy.

What steps do I take if I have major water damage to my unit?

1. Immediately call your insurance company and ask if they recommend any companies to dry your unit out and if you have carpet & Pad on a cement subfloor should you have the carpet and pad removed so the concrete slab can be dried out properly and new carpet installed.
2. If you call a company to dry out your unit get a quote first and call your insurance company with the quote to get approval.
3. Most water damage if caught early will not necessitate cutting out drywall. **If any individual or company wants to remove drywall you must contact our property manager. The removal of drywall must be approved by our property manager in Par Two's behalf before it is cut out.** If the drywall has wicked water into it from the floor it might be necessary to remove 6 to 18 inches up the wall in the room or areas were the water damage took place.