

## **WATER DAMAGE POLICY**

In the event that a plumbing problem from one unit causes damages to a neighboring unit, the following procedures are supported by The Pier 3 Condominiums Governing Documents as well as Pennsylvania Condominium Law:

### **Responsibility of the Owner who experiences a water intrusion from a plumbing problem in a neighboring Unit:**

- Contact the Residents and Owner (if the Unit is rented) of the Unit that is the source of the water intrusion.
- If you are unable to contact the Resident of the Home that is the source of the leak, please contact the Management Office or the after-hours emergency service at 866-433-3187.
- Contain the damages to your Home by collecting the water from the leak (bucket, basin or absorbent towels) until repairs can be completed.
- In the case of a large volume of water coming from another Unit, you will need to contact a restoration company to remove the water and ensure that all Household items are thoroughly dry. You will be responsible for the payment to the restoration company and insurance may reimburse this expense.
- Request a copy of proof of completed repairs to the plumbing item that caused the water intrusion and keep this for your records.
- It is recommended that you contact your Insurer and notify them of the damages.
- Keep in mind that communication with the Owner of the Home that is the source of the leak is essential to the correct identification of the problem as well as the confirmation of completed repairs.
- Report the cessation or the continuation of the leak to the Owner of the Unit that was the source of the leak.
- Report the date and time of the occurrence as well as the extent of the damages to your home to the Owner of the Unit that is the source of the water intrusion.

### **Responsibilities of the Owner of the Unit that is the source of a water intrusion to a neighboring Unit(s):**

- Communicate with the Owner(s) of the Unit(s) that is experiencing a water intrusion from a plumbing component in your Unit.
- Contact and engage a licensed plumber to review and repair the problem. Present a copy of the invoice for the completed repairs to the Owner of the Unit that experienced the leak from your Unit.
- Often, there may be a plumbing problem that exists with no visible signs of improper operation. A water intrusion report from your neighbor is a clear indication that there is a problem that needs immediate attention from your plumber.
- The Owner of the Home that is the source of the water intrusion is responsible for the cost of repairs to the damages to Common Areas and/or adjoining Units. It is recommended that the Owner of the Home that is the source of the leak contact their Homeowner Insurance carrier and report the incident immediately after the occurrence.
- If the plumbing repairs are not completed within a reasonable time, the Association will engage a licensed plumber to complete the necessary repairs and the charge for the repairs will be assigned to the Homeowner Account.
- If the cost for the repairs to the damaged Unit is not satisfied, the charges for the repairs will be assigned to the Homeowner Account.

**\* Tenants must report any water intrusion or source of water intrusion to the Landlord.**

Reviewed & Accepted May 2009