

COVE TOWERS PRESERVE CONDOMINIUM ASSOCIATION INC.
POLICY & PROCEDURE

Updated 9/20/12

Water Leak and Intrusion

Background:

Water leaks in any unit have the potential of affecting common elements and other units. The Association is affected by this because of the likely damage to common elements and portions of units for which the Association has maintenance, repair, replacement and insurance responsibility.

When a water leak occurs, the Association must be notified immediately in order for Management to contact any other unit owner that may be affected. Once contacted, the owner and/or Naples Representative can coordinate the emergency response to minimize damage to common elements and other units.

The Association has identified the companies listed in this policy as approved for providing services. An owner may retain and use their own provider only in the event that it is apparent no water has gone beyond their unit.

Nothing in this policy changes the financial responsibility for damages among the Association and its insurers and the owners and their insurers.

The Property Management Company will retain a copy of this policy for referral in the event of a water leak or intrusion.

Policy Application:

- 1) Whenever notification of a water leak or intrusion is received by the Property Management Company or through the Association's office, the unit owner and/or Naples representative must immediately contact a water extraction restoration company. Below is a list of approved companies.
- 2) AAA Ericksons Drying Systems Corp, Office (239) 262-8711
- 3) Patriot Restoration Inc. Office: 239-417-8300, 24 Hour Emergency Service.
- 4) Fireservice Disaster Kleenup, Office: 239-261-1422 Cell: Jesse Beougher 239-823-1422, 24 Hour Emergency Service.
- 5) Fire & Flood Recovery Team (Formerly Servpro), Office (239) 540-4050, 24 Hour Emergency Service.
- 6) Rainbow International, Office (239) 676 3430, 24 Hour Emergency Service.
- 7) **In the event that an owner cannot be reached, the Association will contact an emergency water extraction company on behalf of the owner. All expenses incurred for emergency water extraction will be the responsibility of the owner without exception.**

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