

The
Ridges
at Chalet Village

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November 14, 2014

From: The Ridges at Chalet Village Board of Directors

Subject: Board Policy Letter #12, Plumbing Leak Repair Ground Rules and Procedures

To: All Owners

Due to the age of the complex, plumbing leaks continue to be a problem. The following information **reiterates** owner and Association responsibilities, to include procedures for plumbing repairs.

Note: Owners must adhere to drain down and water shutoff policies detailed in Board Policy Letter #6 as well as to provide adequate heat from Labor Day through Memorial Day (whether the unit is occupied or not) to prevent frozen piping. Unoccupied units must have water shut off and be drained down. In the event of a major incident requiring Association property insurance coverage, owners are directly responsible for the \$10,000 policy deductible. In all cases, owners are responsible for their guests and renters.

IF A WATER LEAK HAS OCCURED IN OR NEAR A CONDO UNIT:

1. Affected owner(s) will be notified and advised that their condo unit water is shut off.
2. If the exact source of a leak is **not** clearly visible, e.g., inside a wall, ceiling, flooring, or **not** originating directly from an exposed plumbing fixture/piping within a unit, then the Association will dispatch a licensed plumber to diagnose the source of the leak. Once the location of the leak is confirmed, the following applies:
 - a. Per our CC&Rs, if the failed piping/fixture **SERVES ONLY THAT CONDO UNIT**, that owner is responsible for leak diagnosis, repairs to their unit, repairs to common areas and other units.
 - b. Per our CC&Rs, **REGARDLESS** of whether failed piping/fixture serves only that unit, if the owner **clogged a drain which clogs common sewer lines** or **DID NOT PROVIDE ADEQUATE HEAT** to prevent frozen piping or left doors or windows open, then that owner is responsible for repairs to the unit, repairs to other affected units and common areas. Common piping exists within walls, ceilings, floors of all units.

In both (2 a.) and (2 b.) above, the Association is **not** responsible to contract for repairs. The Association may assess fees for leak diagnosis, to include Association provided labor as well as water drain down and water lock off/unlock fees. Owners must coordinate directly with other owners for repairs to other units. All repairs must be made by licensed contractors.

Kind Regards,

Board of Directors

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Attachment: Ridges Water Leak Response Checklist dated 11/14/2014.

Ridges Water Leak Response Checklist

If a water and or sewer leak is suspected / detected in or near a condo unit, the Association will:

1. SHUT OFF, DRAIN DOWN (lock off as applicable) water supplies to affected units.
 2. NOTIFY OWNER(S) that water supplies have been temporarily shut off (or locked off as applicable.)
 3. NOTICE the owner if the exact source of the leak is clearly visible within a unit. The owner will adhere to responsibilities in the CC&Rs and this letter.
 4. DISPATCH A LICENSED PLUMBER if the exact source of a leak is NOT clearly visible.
 - a. OBTAIN a detailed statement (and diagram if applicable) from the plumber describing the source of the leak and/or whether a clogged drain or lack of heat caused the leak.
 - b. NOTICE the owner as in Step (3) above if the leak originates only from that condo unit.
 - c. NOTICE the owner as in Step (3) above if the plumber diagnoses the leak as originating from common piping due to a clogged drain or lack of condo unit heat.
 - d. REPAIR THE LEAK and damages if the plumber diagnoses the leak as originating from common piping, not from a clogged drain and/or a lack of condo unit heat.
 5. LOCK OFF the water supply to the affected unit(s) until necessary repairs; to include heating repairs (if applicable) are completed.
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Excerpts from *The Ridges* CC&Rs pages 2 and 3:

2. *The owner of each respective Private Space shall be deemed do own and to be responsible for the following:*

- i) *For culinary water supply lines and waste water and sewage lines: that portion of the line from the point within the wall, floor or ceiling where that line branches off to serve only that Private Space. Vent lines attached to that portion of the line are also Owner's responsibility*
- j) *All kitchen sinks, garbage disposals, dishwashers, water closets, lavatories, toilets, tubs and showers, clothes washing machines, dryers.*
- k) *Those plumbing devices such as angle-stop valves, supply tubes, faucets or center sets, and any valve, anti-siphon device, drain, p-trap and clean-out which may exist to serve the various plumbing fixtures.*

5. *Each Owner shall supply sufficient heat to his/her/its Private Space to keep all separate and common culinary water, waste water and sewer lines in the walls, ceilings and floors adjacent to that Private Space from freezing. If an appliance, waterline, power line, door, window, or other item designated as being the Owner's responsibility in paragraph two above causes damage, whether through owner conduct or not, to that Private Space, to any other Private Spaces, or to any Common Area or Facility, i. e., clogged drain which clogs common sewer lines; open windows or doors or inadequate heating which leads to water intrusion or freezing of common water lines, then all repairs to that Private Space as well as all repairs to all other Private Space(s) and to all Common Area(s) and Facilities shall be the responsibility of the owner of the Private Space where the cause of the damage originated, whether or not that Owner has received prior notice from the Association to take corrective action or to make repairs. This section shall not apply to a Property wide event such as a power failure.*