

Steps for Handling Issues Inside Your Unit

1. For any existing or potential damages, call your insurance company immediately.
 - a. Most common issue, is water leak.
 - b. Your insurance normally covers immediate dry out of unit if wet conditions occur.
 - c. Leak may come from your unit, neighbor's or association property.
2. Call professional licensed contractor immediately to determine cause and fix the issue.
 - a. If problem potentially coming from another unit, contact unit owners or their condo sitter (card should be on unit window).
3. If contractor or insurance adjuster finds what they believe is an association related cause:
 - a. Report Emergency while with adjuster or contractor to your management company.
 - b. For Non-Emergency Issues, request contractor put their findings in writing, send to you and you call or create a workorder or your property management company.

PLEASE DO NOT CALL the Board of Directors.
If Property Management needs to get Board of
Directors involved, they will contact the Board.