

**Title:** Plumbing Water Leaks

**Purpose:** A policy to inform homeowners of the regulations regarding plumbing to individual units and the association.

**I. Responsibilities**

1. Holiday Beech Villas (HBV) is responsible for maintaining plumbing to public areas, grounds, clubhouse and pipes within the walls, ceilings and floors of buildings and basement spaces. If any water leaks within the ceilings/floors or in the walls and it is a pipe that generates water to a unit, then the association is responsible.
2. Homeowners are responsible for all plumbing within the units in kitchen and bathrooms. If a water leak is generated from an appliance or bathroom then the homeowner is responsible for repairs.

**II. Damage Prevention**

1. All plumbing repairs or additions must be completed by a licensed or board approved plumber.
2. There are no individual unit water cutoffs in buildings B, D, E or F. All other buildings have individual cutoffs in each crawlspace. The building cutoffs are listed in the attached map.
3. Homeowners are not to turn off the water to a building without prior notification of the office except in an emergency.
4. Homeowners will be notified of a water cutoff to buildings whenever possible.
5. Notify the HBV office if homeowner notices a sudden drop in water pressure which may indicate a broken pipe.
6. Thermostats to units must be set on a minimum of 50 degrees and the heaters must remain on when the units are not occupied between October 1<sup>st</sup> and June 1<sup>st</sup>.
7. Leaving cabinet doors open where there are pipes when the unit is unoccupied is recommended to increase temperature to these areas between October 1<sup>st</sup> and June 1<sup>st</sup>.
8. Do not block air vent grates within closets that provide room heat to pipes behind the tubs.
9. HBV will cover all outside spigots during winterization (see winterization policy).
10. HBV maintains heat to basement areas to prevent pipe freezing.
11. Units will be inspected as scheduled to assure that heater are on between October 1<sup>st</sup> and June 1<sup>st</sup> and that the thermostats are set correctly.
12. Homeowners are required carry unit insurance that covers loss from bursting pipes and water damage including from wall to wall and ceiling and floors and personal property. Additionally a loss of use policy is recommend if the unit is being rented and flood insurance if unit is in a low lying area.
13. The maintenance coordinator for HBV shall be notified if temporary emergency heat is needed in a unit due to electric failure to keep pipes from freezing (see electrical policy).
14. Emergency propane heaters will be available in the office for temporary use if needed by maintenance if power failure until the electricity can be turned back on in the unit. These heaters are intended to be set at 50 degrees and keep pipes from freezing and not to provide adequate heat for occupation of the unit. A rental fee of \$5.00 per day for use of the heaters and fuel will be billed to the homeowner.

**III. Damage Control and Restoration**

1. Notify HBV office of any leaks noted that are the responsibility of the association.

2. Call a licensed or board approved plumber to fix any non-emergency pipe leaks within the unit. Referrals are available through the HBV office.
3. Notify the emergency maintenance coordinator Larry Parish 828-387-7792 as soon as a major leak is detected that can lead to extensive damage or a pipe burst.
4. Homeowners may cutoff water to a building in an emergency pending the arrival of the emergency coordinator. The town (828-387-9282) may also be called in an emergency to cutoff water.
5. Homeowners should vacate a heavily flooded area promptly to avoid electrocution.
6. Alpine Restoration (828-265-3333) will be notified as soon as possible after water damage is noted. The cost of this service is billed to the homeowner or owner's insurance.
7. Homeowners are not to turn off the water to a building without prior notification of the office except in an emergency.
8. Homeowners are to notify their insurance company promptly after water damage occurs.
9. The homeowner must contract with a contractor for any restoration and repairs and coordinate the payment of these services with their insurance company. Referrals are available through the HBV office.
10. The board will contract with a contractor for any restoration and repairs to units due to association responsibilities and coordinate with the association insurance company for these services.
11. A board member will be appointed to manage issues related to water damage and can be contacted with concerns after the office manager has been notified.

**Developed 10/08**