

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, a 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 owner or their condo sitter.
 - b. Owner contact information is on Website under Owners.
3. If contractor or insurance adjuster finds what they believe is an association related cause:
 - a. Report emergency while with adjuster or contractor to Property Manager immediately.
 - b. Non-Emergency, request contractor put their findings in writing, send to you and you call or send work order to the Property Manager.
4. For Pest Control Call Property Management.
 - a. If termite issue, Orkin has Termite contract with Association and property management should request Orkin contact you to set appointment.

PLEASE DO NOT CALL the Board of Directors.

If the Property Manager needs to get Board of Directors involved they will contact the Board.