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		AWPP024
Adopted: 11/10/15	Version: 1.0	

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

Responsibility:

Association: If a water leak originates in the Common Areas, such as the corridors, Parking Garage, or building exterior, it is the responsibility of the Association to fix and pay for repairs/damages.

Home Owner: All pipes inside of the Unit, including those behind the walls (with the exception of the soil stack), are the Home Owner’s responsibility. Thus, the Home Owner must contact a plumber and/or water extraction contractor. For liability reasons, the Association can not refer or recommend any vendor or contractor.

If it is later found that a leak was caused by a common pipe, the Home Owner will be reimbursed the costs, pending approval from the Board of Directors. Any claims against the Association should include a written report by a licensed plumber.

If a leak affects more than one Unit, responsibility lies on the Home Owner of the Unit from which the leak originates.

Tenant: Notify your rental Agent immediately.

Water Leaks Involving 2 or More Units:

In the event that a leak affects more than one Unit, the Association will share contact information for all Units involved. The Association is not responsible for any coordination between the Units. Coordination must be done directly between the Home Owners and Tenants of the involved Units. The Association will share the contact information among the Units involved.

Emergency Situations:

An emergency water leak situation is defined as a constant flow of water that would overflow a bucket in minutes. In such a situation, a locksmith will be called to open the Unit if the Resident cannot be contacted or is not in close proximity to the building. The Association has the right and duty to enter any Unit to prevent damages to other Units and Common Areas. The Home Owner will be responsible for any charges that are incurred.

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Insurance:

The Association master coverage is based upon the as-built plans and specifications. This does not include any personal property or upgrades/improvements such as flooring, carpet, cabinets, etc. Allure Waikiki building documents require Home Owner's to carry HO-6 Home Owners insurance coverage. Be sure your policy includes appropriate coverage for your personal property. The Association's master policy has a \$5,000 deductible for claims. This amount may change without notice.