

Record of Email Discussion 4/7/25:

Water Leak – 555 WGH & Policy Discussion

HOA Meeting Minutes

Date Range Covered: April 7 – May 7, 2025

Water Leak at 555 WGH – Investigation, Repairs, and Policy Discussion

Incident Notification and Initial Assessment:

- **4/7/25 – 11:42 AM** – HOA Services informed the Board of a water leak affecting unit **555 WGH**. Homeowner called a plumber who had initially determined the leak to be caused by an issue within the home (homeowner responsibility).
- **4/7/25 – 7:04 PM** – HOA Services relayed that the plumber noted a potential need to shut off water to the entire HOA in order to complete repairs.

Policy Discussion Initiated:

- **4/7/25 – 7:04 PM** – In light of the potential water shut-off, BoD Member 1 proposed that the Board consider updating the Exterior Maintenance Policy to require that each homeowner have a personal shut-off valve by a date set by the Board. This would minimize the need for community-wide shut-offs for unit-specific repairs.
- **4/7/25 – 7:54 PM** – BoD Member 2 supported revisiting the policy to avoid undue impact on homeowners when individual units require plumbing repairs.

Ongoing Leak Investigation:

- **4/9/25 – 2:22 PM** – HOA Services reported that the exact repair location at **555 WGH** had been identified, and the plumber was working to schedule a water shut-off, ensuring advance notice could be provided to all homeowners.
- **4/9/25 – 8:39 PM** – BoD Member 3 voiced support for updating the policy to require personal shut-off valves at each unit.

New Findings and Change in Responsibility:

- **4/23/25 – 3:26 PM** – After additional inspection by other plumbers, it was determined that the source of the leak at **555 WGH** may be originating from outside the unit, indicating that the issue falls under HOA responsibility. HOA Services recommended dispatching a technician immediately to confirm.
- **4/24/25 – 8:48 AM** – BoD Member 3 approved dispatching a technician immediately.
- **4/24/25 – 8:56 AM** – BoD Member 1 also approved dispatching the technician.

Repair Scheduling and Notification:

- **4/24/25 – 9:35 AM** – HOA Services contacted Plumbing Company *Ben Digger*, who has handled all HOA-responsible water leaks over the past five years. The vendor added the HOA to the emergency schedule to complete repairs as soon as possible.
- **4/29/25 – 3:23 PM** – HOA Services informed the Board that repairs at **555 WGH** were officially scheduled for **4/30/25**. Water Shut-Off Notice emails were sent to all homeowners with emails on file.
- **4/29/25 – 7:45 PM** – BoD Member 1 posted Water Shut-Off Notices on all community bulletin boards.

Post-Repair Update:

- **5/6/25 – 6:38 PM** – BoD Member 1 requested an update on the status of the leak repair at **555 WGH**.
- **5/7/25 – 9:49 AM** – HOA Services confirmed that the necessary repairs included excavation and replacement of a waterline from the crawlspace to the main line.
 - **Repair cost:** \$4,500
 - All leaks and water lines have been repaired.
 - An asphalt patch will be completed at a later date to finalize the restoration.

Conclusion:

The leak at **555 WGH** was determined to be the HOA's responsibility and was repaired at a cost of \$4,500. Final asphalt patching remains pending. The Board initiated discussion on updating the Exterior Maintenance Policy to require personal shut-off valves at each unit to minimize disruption during future repairs.