

Record of Email Discussion 12/16/25:

Water Line Break & Emergency Repair

Date Range: December 16, 2025

12/16/2025 – 9:51 am – HOA Services was alerted via email of a potential water leak within the community.

12/16/2025 – 9:57 am – HOA Services notified the Board of Directors of the reported water leak.

12/16/2025 – 10:06 am – HOA Services emailed a water shut-off notice to all homeowners advising of the water break and the need to shut off water service to complete repairs.

12/16/2025 – 10:18 am – BoD 1 spoke with HOA Services and advised that they would prepare and post notices on community bulletin boards and mailboxes to further notify homeowners.

12/16/2025 – 10:39 am – BoD 1 posted notices on community boards and at mailboxes informing residents of the water break and impending shut-off.

12/16/2025 – Late Morning – Contractor was onsite to inspect the leak and determine the repair plan.

12/16/2025 – 11:35 am – An updated water shut-off notice was emailed to all homeowners stating that water service would be shut off beginning around 12:00 pm.

12/16/2025 – 12:30 pm – Water service was shut off to the HOA and repair work commenced.

12/16/2025 – 2:43 pm – HOA Services emailed all homeowners confirming that water service to the HOA had been fully restored.

Summary

A water leak was reported and promptly addressed on December 16, 2025. Investigation determined that the leak was not located on the main water line, but rather on a lateral line. Emergency repairs were completed the same day in order to restore water service to the HOA as quickly as possible.

Considerations

- The contractor will return to the area within the next couple of days to perform additional follow-up work related to the repair.
- Additional asphalt repair will be required.