

Farmington Square Condominiums

IMPORTANT NOTICE

As previously communicated, accurate and current contact information for all residents, unit owners, and landlords is essential to prevent property damage, service interruptions, and unnecessary costs to the Association.

Leak Response

Immediate action protocols for water leaks

Owner Responsibilities

Co-owner and landlord maintenance duties

Enforcement Protocol

Legal and compliance requirements



Immediate Steps to Report a Water Leak

If you discover or are notified of a water leak, the following actions must be taken **immediately**:

Step 1: Contact Management

Phone: 248-681-7883

Office Hours:

9:00 AM – 12:00 PM

1:00 PM – 4:30 PM

After Hours Emergency

Line: 248-225-7191


For roof and plumbing leaks, structural safety issues that cannot wait until the next business day.

Step 2: Submit Written Documentation

Email: info@highlandergroup.net

Your written report must include:

- **Exact location** of the leak (building, unit, floor, room)
- **Severity** — active leak, standing water, ceiling damage, etc.
- **Areas impacted** — your unit, adjacent units, common areas

 Written documentation is **required** even if a phone call is made.

Why Immediate Communication Is Required



Trace the Source

Management must be notified as soon as a leak is suspected so they can trace the source and determine the originating unit or floor.



Coordinate Access

Management must coordinate access for inspection and repair. Delays in notification make this process significantly harder.



Prevent Water Shutoffs

If access to individual units cannot be obtained, the Association may be required to shut off hallway water, leaving multiple units without water until repairs are completed.



Control Costs

These disruptions increase costs and impact the entire community. Prompt reporting keeps expenses manageable for all residents.



Every minute counts when a leak is active. Prompt reporting protects your unit, your neighbors, and the entire community from escalating damage and costs.

Co-Owner & Landlord Responsibilities

As outlined in the **Farmington Square Responsibility Matrix and Governing Documents**, each co-owner is solely responsible for the maintenance, repair, and replacement of the following items within or serving their unit — including all costs associated with damage caused by failure to maintain.

Plumbing & Water

- Toilets, sinks, tubs, showers
- Wax rings, seals, washers
- Supply lines and shut-off valves
- Drain lines and traps serving only the individual unit
- Individual hot water heaters
- Water damage originating from co-owner fixtures or lines

Heating, Cooling & Mechanical

- Individual furnace and related equipment
- Individual air conditioning equipment
- A/C condensate drain and supply lines
- Associated mechanical components serving the unit

Interior Unit Components

- Cabinets, countertops, trim
- Floor coverings (carpet, hardwood, tile)
- Wall coverings (paint, wallpaper, tile)
- Ceiling paint and coverings within the unit
- Concrete poured on the unit subfloor
- Interior walls, drywall, and finishes (including cracks)

Appliances & Equipment


- Garbage disposals & dishwashers
- Refrigerators, ranges, ovens, microwaves
- Vent fans, humidifiers, air cleaners
- Personal alarm systems
- Hard-wired smoke alarms serving the unit

Doors, Windows & Limited Common Elements

- Unit interior doors and hardware
- Balconies and patios serving the unit
- Door walls (frames, tracks, screens, hardware)

Electrical, Gas & Utilities

- Electrical fixtures within and serving the unit
- Individual gas fixtures within the unit
- Telecommunications and cable from demarcation point into the unit

 **Landlord-Specific Requirements:** Owners who rent their units must also ensure units are registered with the City, rental inspections and certifications are current, tenants are instructed on immediate leak reporting procedures, and management has current owner and tenant contact information. **All rental units must have current rental inspection documentation on file with management within 90 days of this notice.**

Preventative Maintenance Requirement

To prevent avoidable emergencies, owners and landlords must arrange **routine inspections by a licensed or certified plumber**, covering the following critical areas:

1

A/C Condensate Lines

Inspect and clear condensate drain lines to prevent overflow and water damage to ceilings and floors below.

2

Plumbing Fixtures & Connections

Check all faucets, supply lines, and connections for wear, corrosion, or slow leaks before they become emergencies.

3


Wax Rings & Seals

Toilet wax rings and seals degrade over time. Regular inspection prevents hidden leaks that damage subfloors and units below.

4

Caulking & Waterproofing

Inspect and replace caulking and waterproofing around all plumbing fixtures including tubs, showers, and sinks.

 Failure to maintain these items has resulted in **repeated emergencies impacting multiple units**. Preventative maintenance is not optional — it is a co-owner obligation.

Legal Enforcement & Attorney Involvement

Failure to comply with the responsibilities outlined in this document may result in **enforcement action pursuant to the Association's Governing Documents**.

Violations That Trigger Enforcement

- Failure to report leaks promptly
- Failure to provide access to a unit
- Failure to maintain co-owner responsible components
- Failure to maintain accurate contact information

Association Enforcement Powers

- Engage legal counsel at the co-owner's expense
- Obtain emergency access as permitted by law
- Recover all costs for leak investigation, repairs, restoration, administrative time, and legal fees

⊗ **All such costs may be charged back to the responsible co-owner.** Do not assume that inaction will go unaddressed. The Association is committed to protecting the community and will pursue all available remedies.

Community Impact

Unreported or delayed leak response has real, measurable consequences for every resident in the community. This is not just an individual issue — it affects everyone.



Structural Damage

Water infiltration weakens building structures, compromising the integrity of floors, ceilings, and walls throughout the building.



Mold & Infestations

Moisture from unaddressed leaks leads to mold growth and attracts insects, creating health hazards for all residents.



Rising Insurance Costs

Repeated claims increase shared insurance expenses for the entire Association, affecting every unit owner's assessments.

⚠ Recent Example: Contractors recently identified **three active leaks in one building**, all originating from co-owner maintenance items. These situations are preventable with proper maintenance and timely reporting.

Working Together

As discussed at the Annual Meeting, **cooperation and communication are essential** to maintaining a safe, well-functioning community at Farmington Square. When leaks go unreported or access is denied, every unit owner is affected — not just the unit where the problem originates.

→ Review This Protocol

Familiarize yourself and your tenants with all leak reporting procedures, contact numbers, and co-owner responsibilities outlined in this document.

→ Comply With Maintenance Requirements

Schedule routine plumbing inspections and address any known issues promptly to prevent emergencies from developing.

→ Report Issues Immediately

When a leak is discovered, act without delay. Call management, follow up in writing, and provide access for inspection and repair.

→ Avoid Escalation

Prompt compliance means issues can be resolved quickly and cost-effectively, without the need for legal action or emergency interventions.

✔ Thank you for your cooperation. Together, we can protect our community, preserve property values, and ensure Farmington Square remains a great place to live.

Questions? Contact Management at **248-681-7883** or info@highlandergroup.net