

Village IV - Managing the Reduction of Potential Water Leaks *Revised February 6, 2020*

Introduction

As Homeowners in Village IV each of us has a responsibility to ourselves and the Village IV community to manage our individual properties and our investment in the community as a whole to ensure that the buildings and related infrastructure are maintained and managed as sustainable and to the standards of the Village IV Home Owner's Association (HOA) and the City of Scottsdale.

In the interest of providing some direction to the homeowners the following guidelines and suggestions are provided to allow each of us to exercise best practices to protect our collective and individual investments. These guidelines should be read and practiced together with the Village IV HOA CCR's and your individual homeowner's insurance policy requirements to be in a position to demonstrate that you, as a Homeowner, have carried out appropriate and regular due diligence regarding your home and Village IV.

Guidelines Quick Bullet List

- *Review Insurance Resolution regarding Insurance and water leaks and ensure adequate insurance coverage with your individual homeowner insurance provider*
- *Update plumbing hoses/piping– see below*
- *During long absences arrange for routine checkups as per your insurance requirements*
- *During long absences when possible turn off valves to plumbing fixtures*
- *During long absences (with the agreement of the unit owner with whom you share the common water supply) arrange if possible to shut off the shared unit(s) water isolation valve.*
- *Exercise recommended best practices regarding toilet and kitchen waste disposal.*
- *Maintain a current contact profile with the Property Management Firm.*

Guidelines

1. Review the Village IV Condominium Board of Director's Resolution Regarding Insurance and Water Leaks, both individually and in consultation with your individual Homeowner's Insurance provider. Satisfy yourself that your individual insurance covers all of your insurance needs subject to your insurer's review of the HOA's Certificate of Insurance and related considerations regarding deductibles and uninsured events. This should be reviewed on an annual basis to satisfy yourself that there have been no changes to the coverage.

2. As a minimum, ensure that you, as a Homeowner, observe and exercise the best practices required of your insurer and the Village IV Master Association Insurance regarding:
 - a. Understanding and maintaining the operations and maintenance of your plumbing, HVAC, and electrical systems. This practice is a 24/7, 365 day per year commitment.
 - b. When absent from your home for extended periods of time it is recommended that the Homeowner, in accordance with the requirements of your insurer, arrange for routine checkups to identify any potential or real issues that could result in a disturbance to the Homeowner's premises or that of others. During these absences, and with the agreement of the unit owner with whom you share the common water supply, you may wish to shut off the common water supply valve to your units to safeguard against any events that may result in water damage. It is recommended that the shutoff valve be opened and shut slowly rather than abruptly whenever using it to isolate your unit(s).
 - c. Upon request, and within 45 days of request, provide the name and Policy Number of your individual Home Insurance including agent name, phone number and address to the HOA Property Manager.
 - d. Plumbing alterations may be subject to review and approval from the City of Scottsdale Building Department. It is the owner's responsibility to obtain any applicable permits. Any proposed changes must first be approved by the HOA Board via the Architectural Application available on the website. All work should be completed using good practices performed by licensed professionals with demonstrated qualifications to perform the work.

The City of Scottsdale relevant Website is provided for reference:

<https://www.scottsdaleaz.gov/planning-development/permit-services>

Note: **Structural changes of any kind are not permitted**

- e. Any alterations proposed under "d" above can only be commenced upon receiving the approval of the HOA Board as outlined in the Village Four HOA CCR's.
3. No foreign objects, other than toilet paper, and no waste products other than human or kitchen are appropriate for disposal in the domestic sewer / plumbing system. When blockages occur in the sewer/plumbing line, the owner is responsible for the repair and service upon the sewer/plumbing line whether the blockage is within the owner's unit or within the Common Elements or parts of any system serving more than one unit. The cost of the repair will be charged and assessed against such owner and such assessment shall be collected in the same manner as a regular assessment.
4. Provide the management company with an emergency contact person with appropriate contact information, including telephone number and email where available.

Suggested Standards of Materials

Recognizing that, over time, the aging of the plumbing system will eventually result in deterioration of materials, fixtures, tanks, valves, piping, etc. Further, recognizing the technical advancement of materials and equipment since the Village was constructed, the HOA suggests the following baseline replacement standard as you review and remediate your systems to meet the current requirements of service as well as the expectations of the insurers. We suggest a constant awareness of the physical wellness of your systems is reasonable and should be supported by an appropriate contingency plan to safeguard your property and those of others.

Item	Hoses/Piping	Connectors	Valves
Toilets	Steel Braided Fill Hose	Steel	Ball Valve Shutoffs
Washer Connections	Steel Braided Fill Hoses	-	-
Ice Maker Connections	Copper, Steel Braided, or Nylon Mesh Tubing	-	-
Bathroom and Kitchen Sinks	Steel Braided Hoses	Steel	Ball Valve Shutoffs
Dishwasher	Copper or Steel Braided Hoses	Steel	Ball Valve Shutoff
Hot Water Tank **	Copper or Steel Braided hoses	Copper	Appropriate Shut Off Valve

**Install water heater catch pans and water drainage lines where installation of water drainage lines is feasible. Drainage lines should allow for the unimpeded passage of water from the drainage pan to a positive means of drainage from the building.

HOA Property Management

All communication regarding these Guidelines and Suggestions should be directed to:

Jeannine Jacob, Community Manager

National Property Services
 1 East Deer Valley Road, Suite 204
 Phoenix, AZ, 85024
 (480) 443-5566, ext 102
jjacob@npsphx.com
www.npsphx.com

Refer to the Village IV Website www.village4az.com and www.npsphx.com for more information.