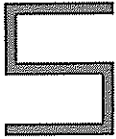
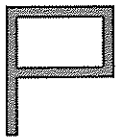


July 27, 2011

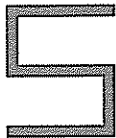


Homeowners/tenants
1747 Washington Homeowners Association
1747 Washington Street
Denver, CO 80203



Dear Homeowner/Resident,

Your Board of Directors and the Management Company for the Association have provided information on the following pages that hopefully will be of help if and when you have a water intrusion event within your unit.



In the past, owners and residents have asked the Association and/or Management Company to handle these events, and have assumed the Association would be responsible for water damage repairs or would open an insurance claim on the Association insurance policy to make things right.

As members of the Association, it is important to understand that if the Association takes responsibility for events that they are not obligated to, the costs to the Association would increase unnecessarily resulting in increased dues. This information provided, based on the Association Declarations, is expected to help homeowners take their own responsibility for such events and relieve the Association from inappropriate costs and efforts.

As homeowners, the Declarations of the Association are binding and clear on the responsibility of the Association and homeowner in their respective areas of ownership. If you would like clarification on your responsibilities, you may read the Bylaws and Declarations online at www.1747washington.com.

As noted many times, you are obligated by the Declarations to carry your own liability insurance. Ask your agent about obtaining an HO6 policy and be sure to discuss coverage for assessments, such as an assessment for reimbursement to the Association for the \$5,000 deductible if found to be appropriate. Tenants should be required to carry their own liability and personal property insurance. The Association is only obligated to cover the Common Elements and damage caused from a Common Element.

Thank you for your cooperation in keeping Association costs and dues reasonable. Your cooperation is very much appreciated!

Respectfully,
Your Board of Directors
1747 Washington Homeowners Association

Western States Property Services, Inc.

9145 E. Kenyon Avenue, Suite 100 • Denver, Colorado 80237 • 303-745-2220 • Fax: 303-745-3335

WHERE IS THAT DARN WATER COMING FROM?

At 1747 Washington Street Condos, there are several places to look for water sources that may cause water to intrude into your unit. It will save you time, and probably money, if you can locate the source of water in your unit before you contact a plumber to investigate. We hope this list will be of help to the Homeowners and Residents at the building.

If, at any time, you are told by your plumber that the water source is from a Common Element, i.e. a common drain that supplies drainage for all of the units in your stack, or from a common water supply line that supplies water to more than your unit at the unit water shutoff line in your laundry room, then please contact the management company. Repair expense to these Common Elements will be the responsibility of the 1747 Washington Homeowners Association.

When you have a water intrusion problem, please follow these guidelines:

- A. Contact the management company for repairs only if confirmed by a plumber that water is coming from a Common Element. Each homeowner is responsible for their own repairs in their units. Water supply lines and drain lines that are used only by your unit, whether inside a wall or not, are the homeowner responsibility. See Declarations, Definitions for Common Element and Limited Common Element clarification.
- B. Investigate your unit items listed below to determine if water is or is not from within your own unit.
- C. Work with all of your neighbors to ensure they stop using any possible appliance or shower right away to see if that stops the water intrusion. Remember, water could be coming from a unit backing up to your unit, as their water fixtures and appliances should shadow yours.
- D. Work with your neighbors to find the possible source of water. The management company should not be involved in this process unless Common Elements are involved.
- E. Contact a plumber of your choice to investigate the problem and make repairs. We suggest you have a plumbing contractor phone number ready for such emergencies.
- F. If you need a neighbor's phone number, you can go to the intercom at the front gate and make the call to the unit from the intercom, as most phone numbers go directly to owner/resident cell phones.
- G. Contact the management company ONLY if a water source is from a Common Element or if Common Elements are damaged by the water intrusion; call during office hours if you need a homeowner's information or if you need other information and answers. In an emergency situation, you need to get a plumber out as quickly as possible. Be prepared to take care of your water intrusion situation. Unit to unit water intrusions are a reality of condominium living in a thirteen year old building.

Possible Water Sources

Kitchen:

1. Water on the floor likely means the water is coming from one of your appliances or fixtures, or from the unit directly behind you.
2. Water on the wall or ceiling likely means the water is coming from a neighboring unit above you.
3. Places to look:
 - a. Refrigerator – water line to the ice maker behind the appliance.
 - b. Leak from kitchen water faucet or drain under the sink. Check caulking and connections around sink and faucets.

- c. Garbage disposals can leak when in use.
- d. Leak from the dishwasher seal or dishwasher water and drain lines.
- e. All drain backups need to be handled by the Homeowner. If a drain specialist provides you with written note that a clog was outside of the unit plumbing and into the common drain, then you may submit a copy of the **paid** invoice along with a note on cause/location of the clog to the Association Board of Directors to consider reimbursement at their next regular board meeting to you. Homeowners should have a plumbing vendor phone number ready for such instances since often a backup becomes an emergency. Keep your drains cleaned by using liquid drain cleaner occasionally – first floors especially.

Bathroom:

- 1. Sinks may need caulking around sink or faucets, or faucets may leak from the valve.
- 2. Water under the sink from faucet, sink caulking, drain or water supply lines.
- 3. Toilet may have deteriorated floor seal and leak down without showing on your unit bathroom floor.
- 4. Toilet water lines, tank or a crack in bowl may cause leak.
- 5. Tub may have tub overflow come loose from drain behind it and leak downstairs.
- 6. Tub/shower faucet valves may leak behind wall.
- 7. Shower enclosure may need caulking or tile repairs.
- 8. Pinhole leaks have been found in water supply line that runs up to the shower head and only leaks when the shower is turned on and water is called up that line.
- 9. Possible shower curtain not closed to keep water inside tub during use (elbows & head may deflect water out of the tub).
- 10. Sink, toilet or tub overflows will cause one time water intrusion event in your unit and probably below.

Laundry Room:

- 1. Loose or broken washing machine hoses or plugged drain may be cause of water leak.
- 2. Water heater may leak, which may or may not show up in your unit, but may just run down into the unit below. Water heaters have a pressurized incoming water line and will continue to leak until the unit water is shut off! Find your unit water shut off before you have a problem so you can shut your unit water supply off quickly when you find your water heater leaking. Water coming into a unit along the laundry room wall and ceiling are most likely from a broken water heater in unit above. Building water heaters are “aging out”, so monitor or replace.
- 3. In the past, there have been problems with air conditioning unit condensation lines that run over to the floor drains in the laundry room. Either the drain line has been moved away from direct contact with the drain, or water has gone down the outside of the drain and down into a unit below. Make sure your condensate line is directly over the drain hole and caulk around the drain edges if necessary to avoid this kind of water intrusion event.

Common Elements:

- 1. Water from a common water line will continue to spew water at a regular and fairly hard rate because there is pressure in the incoming water lines. If water stops coming into your unit, or slows down, then there is little chance water intrusion is from a common water line. See Declarations for Common Element definition.
- 2. Leaking from a roof would show up during or directly after a hard rain, or from melting snow. Reporting a leak from the roof is important, but generally no repairs can be investigated or made until the roof is clear and dry to allow for safe access. Please report the leak and then keep a pan or pail under the leak until the source can be investigated and resolved.

3. Water intrusion from a common drain would only happen as water is running down inside the common drain from a unit above or from a unit backing up to your unit. Leak would stop when the water stops running down.
4. If damages are caused to a unit by a Common Element, the Association is responsible to make those repairs, either through an insurance claim or out of the Association funds.

Insurance Coverage:

The Association is required by your Declarations to carry insurance coverage only for repairs to the Common Elements or repairs to damages caused by a Common Element. If you have an inquiry into coverage for damage repairs to a unit by the Association, the Association will need the following **information in writing** before a claim will be considered.

- Date, time, place, cause and all specifics of water intrusion event.
- What is damaged and needs to be repaired?
- How much will the repairs cost?
- Will the expense of the repairs be more than the HOA insurance policy deductible of \$5,000?
- Is the damage a covered loss as determined by the insurance carrier based on the Association Declarations and the insurance coverage purchased by the HOA?

If these parameters are not satisfied, the Association will not open a claim. As a homeowner, **the Declarations require you** to carry your own insurance coverage for liability and personal items. An HO6 policy is a condominium policy that works around the HOA coverage for an insurance event. Tenants should carry insurance to cover their personal property and liability. **NOTE: The HOA can charge the \$5,000 deductible back to any unit owner that is found to be responsible for cause of damages to Common Elements or other insurance covered repairs.**

REMINDERS: You should have your AC, furnace and water heater inspected and serviced every couple of years.

Please work with your neighbors and contact your own plumber and insurance agent prior to contacting the management company unless damages are either to a Common Element or caused by a Common Element.

Vendors that have provided good service at the property in the past are Colorado Sewer for drain cleaning at 303-424-0448 and Plumblin Services for plumbing and water investigation purposes at 303-766-7500. You may use any vendor you wish to use.

Respectfully,
Your Board of Directors