



**Park Willow Owners Association, Inc.
Resolution of the Board Maintenance
and Repair Protocol**

The following is the official protocol for the maintenance and repair of the common area assets and personal property assets of each homeowner.

Emergency Plumbing or Water Pipe Repairs: It is the responsibility of each homeowner to take whatever steps are necessary to immediately stop ongoing damage that would be caused by plumbing or broken water pipe. Homeowners should call a plumber immediately to make the repair. Should the plumber determine the cause was from another source outside the control of the individual unit owner's responsibility (main water or plumbing line serving more than one unit), the Association will be responsible to pay for the repair. Otherwise the cost will be the individual unit owners.

Property Damage between Units: If there is damage caused from one unit to another, it is the responsibility of the homeowners to work the matter out. The unit where the source of the damaged stemmed will be the responsible party and liable for the repair cost. Each homeowner should be responsible for making the repairs to their individual unit. The Association should only be involved in the event of a dispute between the owners affected. The decision of the Association with respect to liability will be final.

Common Area Maintenance: Any request for maintenance or repair work to any of the common area assets, should be directed to the management committee. Emergency repair work from a common area should also be directed to the management office.

Personal Insurance Policies: Each homeowner should be aware that the deductible on the Master Association insurance policy is \$25,000.00. Each homeowner will be required to pay the Associations deductible prior to filing any claim against the Associations master insurance policy, regardless of where the fault lies. When damages affect more than one unit, each unit owner will share in the cost up to the deductible amount. **The Association strongly recommends that each homeowner obtain a personal property insurance policy that provides a rider to cover the Association's \$25,000,00 deductible.**