

**To All Owners
From Board of Directors
Subject: Water Leak Procedure**

The attached procedure regarding water leaks is being formalized and distributed to all owners. This procedure will also be available on the Islandia website, and covered in an upcoming issue of the newsletter.

As we all know, water leaks are one of our major concerns. The age of the building coupled with some recent serious leaks make this formalization of our procedure a resource that should help in future occurrences.

Board of Directors

Water Leak Procedure

Owners Should:

1. Turn main water valve off, if unit will be vacant for 24 hours or more.
2. Instruct anyone who watches and or opens unit do Not leave main water valve on.
3. At the first sign of a leak
 - a. Contact office.
 - b. If a leak occurs when office is closed, contact security.
4. Notify your insurance company.

Management will:

1. Inspect the reporting unit for leak.
2. Check above and below, as well as the inspecting adjacent stacks.
3. Turn off the water in unit where leak was found.
4. If unable to determine where the leak is, shut off the water for the entire stack.
5. Call service people to repair leak.
Plumbers: Shane Stinson 772-408-7331 or 772-621-4330
Premier Plumbing 772-692-9672
6. Call emergency services for water removal, fans and dehumidifiers.
Emergency Services & Reconstruction at 772-460-4799
7. Notify unit owners where water damage occurred and those in the same and adjacent stacks.

Important Numbers:

Islandia I Office 772-229-3591

Islandia Security 772-229-5879

Manager - Mick Mullen Home 772-283-5753

Cell 772-233-1255

Islandia I Maintenance – Hector Colon Home 772-229-2037

Cell 772-485-5913