

HOW TO REPORT A LEAK

Notify the concierge

Phone # (470) 925-9604

Email: landmarkonpiedmont@gmail.com

Step #1: Concierge will take picture / Video of the leak

Step#2: Concierge will CALL owner and or all owners affected to notify them of the leak

Step # 3: Concierge will send an EMAIL to all owners affected to notify them of the leak

Step #4: On the next business day the property Manager will send an email to update all owners affected by the leak to facilitate initial conversations between owners.

- The association needs to have access to your unit at all times for emergencies.
- The owner is responsible for
 1. Finding the source of the leak
 2. Stopping the water flow, if a water shut off is necessary, Notify concierge
 3. Concierge will contact Jose for shutting off the water purposes **only**.
 4. fixing the leak by submitting the Owner and Contractor form for approval.

If the unit owner where the leak originated is not responsive, then the Association will provide any such maintenance, repair, or replacement at the Owner's sole cost and expense; and said cost should be added to and become a part of the assessment to which such Owner is subject and shall become a lien against the unit

Who is Responsible for Repairing the Damages? A common question is: “Shouldn’t the owner where the leak originated be liable to pay for my damages?” The association does not offer legal advice to owners; however, If the owners that suffered damages want to contact the owner where the leak originated, the Property Manager will provide the name and address of that unit owner. All communication between these owners is a private matter, and the association does not get involved in matters of liability and damages between these owners except as described above.