

MUTUAL OPERATIONS

PHYSICAL PROPERTY

Roof Leak Procedure

RESOLUTION:

Mutual No. ____ hereby resolves to authorize the Service Maintenance Department to make roofing repairs if a roofing contractor fails to effect warranty repairs within fifteen (15) working days from notification by the Physical Property Department. The following procedure will be followed:

When a roof leak is reported by a resident, a Mutual Director or the Service Maintenance Department:

1. The leak is reported to the Physical Property Department, and recorded in the Roof Leaks Log.
2. The Physical Property Department Secretary reports the leak to the appropriate Inspector.
3. The Physical Property Inspector initiates a Roof Leak Report.
4. The Inspector determines whether the leak is under warranty and, if not, whether it is the responsibility of the Mutual or the resident.
 - a. If the leak is under warranty:
 1. The Inspector notifies, in writing, the contractor holding the warranty. The contractor is given a period of 15 working days to repair the leak.
 2. If the leak is not repaired within 15 working days by the contractor:
 - a. The inspector notifies the Service Maintenance Department to perform the work.
 - b. Upon completion, the Service Maintenance Department prepares a monthly status report on assigned roofs and issues a copy to the Mutual and Physical Property Department, and forwards an SRO to accounting to invoice the contractor.
 3. The Inspector notifies the Physical Property Department Secretary to record the job as complete in the Roof Leaks Log.
 - b. If the leak is not under warranty and is the responsibility of the Mutual:

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- 1. The Inspector reports the leak to the Service Maintenance Department. The Service Maintenance Department performs the work; prepares a monthly status report on assigned roofs and issues a copy to the Mutual and Physical Property Departments; and generates a Service Repair Order and invoicing.
- 2. The Inspector notifies the Department Secretary to record the job as complete in the Roof Leaks Log.

Mutual Six Only: Use the following Section b, Item 1:

- b. If the leak is not under warranty and is the responsibility of the Mutual:
 - 1. The Inspector reports the leak to the Mutual President and the Service Maintenance Department is notified to repair the leak as soon as possible.
- c. If the leak is not under warranty and is the responsibility of the resident:
 - 1. The Inspector sends a letter to the resident that the leak is their responsibility. A copy of the letter is sent to the Mutual President and to file.
 - 2. The Inspector notifies the Department Secretary to record the job as such in the Roof Leaks Log.

MUTUAL ADOPTION

ONE	04-26-01	NINE	04-09-01 – rescinded 03-14-16
TWO	04-19-01	TEN	04-25-01
THREE	04-13-01	ELEVEN	04-19-01
FOUR	05-07-01	TWELVE	04-12-01
FIVE	04-18-01	FOURTEEN	04-11-01
SIX	04-24-01	FIFTEEN	04-16-01
SEVEN	04-20-01	SIXTEEN	04-16-01
EIGHT	04-23-01	SEVENTEEN	Not Applicable