



The Hammocks

Water Leak Prevention & Water Leak Action Plan

Water leaks in the Preserve and Villa Buildings cause more stress on owners than any other event. Leaks in upper level Preserve units and upper floors of Villas can adversely impact all units and areas below them. This action plan is written to provide tips to owners and occupants to help them prevent water leaks and sudden discharges. Or, in the event of a leak or sudden accidental water discharge, the actions to take to minimize the possibility of damage to your Unit and the Unit of other owners.

Unit occupants should ensure that their washing machines and dishwashers aren't running when they're not home. Occupants should also avoid distractions to prevent water overflow.

The unit owner is responsible for plumbing maintenance (including hot water tank leaks, toilet overflows and other water leak related issues) in their Unit. Unless unit owners or occupants possess the skills to do such, plumbing need inspection routinely by a licensed professional.

In all of the following scenarios, if a water leak is detected and you do not have the skills to stop or repair it, call a licensed plumber or qualified service provider. Do not attempt to do the repair yourself. Also, if you are a unit tenant/occupant notify the owner ASAP.

Leak Prevention Tips

Owners: CHECK YOUR CAULKING!!

There is sanded caulk or grout between the bottom of wood trim, wood or tile baseboards, cabinet kickboards and the tile floors in the Kitchen, Utility Room, Laundry Room & Bathrooms.

If you get down on your hands and knees and look between the bottom of the wood or tile baseboards, cabinet kickboards and floor tiles, you will see that the gap between them have been sealed with sanded caulk or grout. If there is a sudden discharge of water (e.g. toilet overflow), this will help prevent or delay water intrusion under the wood or tile baseboards, tile walls and cabinet kickboards. Check these gaps for voids where water can go through and re-caulk. Also, check the caulking around the shower stalls, the tile inside the shower stalls and the marble threshold under the shower door. Look under the marble shower door threshold for voids between the bottom of the threshold and wall tile. Check sinks, tubs and especially the base of toilets. Apply caulk in any areas that have voids, loose caulk or grout to prevent water intrusion in the event of an accidental water discharge.

In the Water Heater and/or A/C Air Handler Utility Room:

By now, all owners should be aware of the need to replace the original Water Heaters and the water supply valves servicing the Water Heaters that the developer installed. They are now in excess of 10 years old. **They will fail! Timely Preventive Replacement has now become critical.**

If you are not aware of this, [click here](#) and read, "Tips for owners". Also you **should** be aware of the Preserve And Villas rule that is associated with turning off the electricity to the Water Heater and the units main water supply valve when the unit is unoccupied for over 72 hours [click here](#) and read page 6 Row 5 of The Hammocks Cape Haze Rules & Regulations.

- 1.) Occasionally inspect all water lines and valves for leaks. Inspect the water heater drain pan for the presence of water. If water is present in the drain pan your water heater may have begun to fail and needs to be replaced.
- 2.) The A/C Air Handler condensate pan, overflow switch and drain lines require at a minimum, a seasonal inspection and cleaning to prevent malfunction and drain line blockage and condensate pan overflow (while you're doing this, change the air handler filter). If you do not possess the skills to do this, you need to arrange to have an HVAC service technician do it for you. Not servicing your A/C equipment will eventually lead to water overflow that will find it's way into your unit and the unit below you or, possibly, adjacent to you.

Appliances In the Kitchen, Bar & Bathrooms:

- 1.) **Pull out the Kitchen Refrigerator & Bar Refrigerator if you have one.** Check the plastic water line fittings for dampness or leaks where it connects to the water shut off valve at the wall. Also check the floor for wet spots under where the Refrigerator stood. If you see a wet spot, a leak could be coming from the water line where it connects to the Refrigerator water inlet valve (usually hidden from sight by an access cover). The valve itself could be leaking and may need replacement. Refrigerator Icemakers and water dispensers do fail. Check them routinely for leaks and malfunction. Check your kitchen dishwasher and bar appliance drain lines. Make sure they are properly installed and secured firmly in place.
 - 2.) **At all sinks.** Open the cabinet doors and check the water lines where they connect to the hot and cold water supply lines for dampness or leaks. Check drain line and trap fittings for dampness or leaking. If the aforementioned conditions exist, try to hand tighten the fittings if that doesn't work have them replaced. It is important that the water supply valves function properly. In the event of a broken supply line, the valves need to be turned off quickly. Check the valves for proper function. Try to turn the water supply valves off. If they cannot be turned off they should be replaced. **Do not force them to shut off!**
- In the Kitchen Sink Cabinet,** check the garbage disposal for dripping onto the cabinet floor. If this occurs and the drain lines are not leaking the seals in the garbage disposal may have failed. The disposal may need replacement. Check the drain line from the dishwasher to where it connects at the garbage disposal for dampness or leaking.
- 3.) **In the Bathroom.** Check the toilet tank fill valve water line connection fitting for leaks. Check for water seepage between the toilet bowl and the water tank for leaks. If leaking is present have repairs made. Drip some food coloring into toilet tanks to check for leaks. If coloring appears in the toilet bowl, there is a leak in the toilet tank flapper.
 - 4.) **Items such as cat litter, pills or grease are not to be disposed of in toilets or sinks.**

Laundry Room:

Washing machine hoses should be checked regularly for leaks and discharge hoses secured firmly in place

- 1.) Check washing machine water hose fittings for dampness or leaks tighten them if necessary. Most of the hoses on the original washing machines installed by the developer are over 10 years old. Washing machine pressure hoses tend to fail with age. If possible, rubber washing machine hoses should be replaced with braided stainless steel hoses. Insurance companies suggest a washing machine shut-off valve turned off after each use.

Action to take in the event of a sudden or Accidental water discharge

- 1.) A discharge from a broken water line. **Shut the source water supply valve off ASAP.**
- 2.) When a leak, accidental or sudden discharge or burst pipe occurs, quick response is essential. **Call and inform the Hammocks Property Manager (941-698-2989) or email propertymanager@hammockscapehaze.net.** If you are a occupant and the water discharge is substantial and beyond your control. Inform your unit owner and, in the Preserve Buildings, the occupants of the unit below you so they can take any necessary action.
- 3.) **Fast and proper water removal is essential.** If drying out is beyond your ability, have a professional contractor come in immediately. Consider the following sources

[SERVPRO](#)
197 S McCall Rd,
Englewood, FL 34223
(941) 460-1822

OR

[DAMEX CORPORATION](#)
17436 Seymour Ave
Port Charlotte FL 33953
(941) 624-3100

- 4.) The water discharge is substantial you should notify your HO-6 Insurance agent. Make note of time & date of incident. Be prepared to give information. Request the contact information of the adjuster and claim number.
- 5.) Create an Inventory list documenting damaged property for filing a claim. Take photographs of the damaged property.
- 6.) Obtain written estimates for repairs, which provide details and the scope of the repair work and cost. Ask contractors to be present when the claim adjuster arrives to assess the damage to your unit.
- 7.) Do not sign a contract for repair work until you have reviewed the contract in consultation with your insurance agent and you understand your rights.
- 8.) Keep all receipts for all cleanup costs incurred. (E.g., wet/dry vacuum rentals, cleaning supplies, etc.)

The Hammocks Hopes you never will experience a water leak, sudden accidental water discharge or suffer an insurance loss. However, in the event one occurs, taking action and following some of the recommendations above will make this process move smoothly and provide a positive outcome.

The Hammocks hopes you heed these suggestions to prevent damage to your unit and the units of others.