

# Matthew Frank Condominium



**Northwest Community Management, LLC**

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## **Procedures for Reporting Exterior Leaks at Matthew Frank**

[www.matthewfrank.org](http://www.matthewfrank.org)

1. Leak reported to Northwest Community Management (NWCM)
2. Management contacts Charlie Klinger from Western Architectural (WA) with resident information if access is necessary.
3. Charlie Klinger will set up a tentative time to meet with the resident and the contractors who will be performing the work.
4. Management will contact the Association's attorney to notify the developer of any tentative scheduled appointments to inspect reported leaks (24 hour notice preferred).
5. Leak will be found and determined if related to construction defect issues. If related to construction defect, the next steps will be determined by WA with the assistance of the Association's attorney.
6. Additional damage caused by the leak will be documented and reported.
7. Unit will be tarped off and water tight so no further interior damage, if any, is caused.
8. Developer's representatives will have an opportunity to inspect the repairs.
9. Proposals will be received for repairs.
10. Association's attorney will advise when the final repairs can be made.
11. Contractor will begin repairs.
12. The Board will be kept apprised of all the above steps by NWCM
13. Owner will be kept apprised of status of repairs via email if available or by phone.