

TARA CONDOMINIUM HOMEOWNERS ASSOCIATION

106 Regency Blvd.
Greenville, NC 27834

September 19, 2013

Notice of Special Assessment

Dear Tara Condominium Owner:

The Tara Board of Directors voted at the September 2013 Board meeting to authorize a **Special Assessment** against each Unit owner in the amount of \$105.00. The purpose of this special assessment is to hire a private contractor to inspect the plumbing fixtures inside your Unit and to supply and install a "Back Flow Switch" on each Unit's AC Air Handler which is located inside the home. The plumbing inspection will cover the cost to inspect your unit for:

- Water leaks
- Toilet Issues
- Water heater Issues

The back flow switch will be connected to your unit's AC condensation drain line. If the condensation drain line becomes blocked from some type of obstruction, the back flow switch will shut off your air conditioner. Once the blockage is cleared, the air conditioner will turn back on. The back flow switch will prevent water from a blocked condensation line from leaking into your and possibly your neighbor's home.

The HOA will arrange for the installation of both items but it will be the unit owner's responsibility to maintain the back flow switch going forward. The HOA is taking this preventative action to keep the HOA's Master Insurance Premium (MIP) as low as possible. By preventing water leaks, we should reduce our insurance claims and therefore the HOA enjoys lower premiums and lower HOA dues. Also, the HOA's MIP per incident deductible is \$5,000.00 per claim. The HOA's policy is to assess the member with an insurance claim up to the \$5,000.00 deductible for repairs to their Unit so each homeowner has an interest in avoiding insurance claims.

The company hired to inspect your home, Glenn's Heating, Air Conditioning and Electrical, Inc., will inspect the plumbing fixtures in your home for leaks and other potential plumbing issues, etc. Glenn's phone number is (252) 355-4434. If they find any issues, they will document these issues and report these issues back to the Board of Directors. You will need to have these issues fixed by either Glenn's or hire your own private contractor. The expense of these repairs, if any, will be your responsibility to pay. Once the repairs have been made, you need to notify the Association.

You will be required to prepay the assessment before the above work is scheduled for your home. The assessment will be due to be paid by November 1, 2013 and will be subject to late fees if not paid by November 21, 2013. The contractor will be scheduling the work with each owner. If you have had your air handler replaced in the last few years, you may already have a backflow switch. **If you have, the contractor will note this and you will receive a credit on your account for the backflow switch installation in the amount of \$55.00.** If you want to arrange for your own plumbing inspection, have your contractor return the attached 3 page inspection form and you will be credited for the plumbing inspection charge of \$50.00.

If you fail to pay to have this equipment installed in your home, you may be held liable for the entire loss claim in the event of a water leak caused by a clogged condensation line. If you prefer to have the backflow switch installed by your own contractor and/or have your home inspected by a licensed contractor, please complete the attached form and return it to RPM.

If you have any questions, please call Russell Property Management at 252-329-7368.

Tara Board of Directors

**TARA CONDOMINIUM HOMEOWNERS ASSOCIATION
106 Regency Blvd.
Greenville, NC 27834**

September 19, 2013

Notice of Special Assessment

SPECIAL ASSESSMENT AMOUNT: \$105.00

DUE DATE: November 1, 2013

PURPOSE: Special Assessment to cover the expense of inspecting each Unit for plumbing issues and to supply/install a Backflow switch on each Unit's Air Conditioning Air Handler.

TARA CONDOMINIUM HOMEOWNERS ASSOCIATION

**106 Regency Blvd.
Greenville, NC 27834**

I HEREBY ATTEST THAT I HAVE INSTALLED THE ITEMS BELOW AT MY TARA PROPERTY TO PREVENT WATER DAMAGE AND SUBSEQUENT INSURANCE CLAIMS TO MY UNIT AND ADJACENT UNITS.

PLEASE PLACE YOUR INITIALS BESIDE EACH ITEM THAT YOU HAVE ALREADY HAD COMPLETED IN YOUR UNIT.

BACKFLOW SWITCH _____

PLUMBING INSPECTION _____ (attach inspection sheet signed by your contractor)

UNIT OWNER NAME _____

ADDRESS OF TARA PROPERTY:

_____ SIGNED	_____ DATE
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_____ SIGNED	_____ DATE
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RETURN THE COMPLETED FORM TO

**RUSSELL PROPERTY MANAGEMENT
106 REGENCY BLVD.
GREENVILLE, NC 27834**

Tara Condominium Owners Association

Maintenance Check List

Home Address: _____

Master Bathroom:

- _____ Water closet wax seal is not leaking (vinyl is not discolored or water on the floor)
- _____ Water closet tank seal into bowl is functioning
- _____ Water closet tank is not leaking on the floor
- _____ Shower head or faucet is not dripping
- _____ Lavatory faucet is not dripping
- _____ Lavatory sink drain and supplies are not leaking

Guest Bathroom:

- _____ Water closet wax seal is not leaking (vinyl is not discolored or water on the floor)
- _____ Water closet tank seal into bowl is functioning
- _____ Water closet tank is not leaking on the floor
- _____ Shower head or faucet is not dripping
- _____ Lavatory faucet is not dripping
- _____ Lavatory sink drain and supplies are not leaking

Kitchen:

- _____ Kitchen faucet is not dripping
- _____ Kitchen sink is not leaking
- _____ No visible signs of water staining around dishwasher

Laundry:

- _____ Washer hoses in good order with no visible cracking
- _____ Water heater has no signs of rust
- _____ Pressure relief valve is working

HVAC Closet

- _____ Coil is clean
- _____ Coil drain pan is clean
- _____ Back flow switch is operating properly
- _____ Condensation line is not leaking
- _____ Condensation line is not blocked

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Maintenance Check List

DOCUMENT ISSUES HERE

[illegible]

Contractor Name

Contractor Signature

Date _____