

WATERGATE COMMUNITY ASSOCIATION

8 Captain Drive

Emeryville, California 94608 (510) 428-0118 Fax: (510) 428-0379

E-mail: wcaoffice@aol.com Website: www.watergatecommunityassociation.com

January 8, 2007

Dear Watergate Resident:

We are sorry that you are experiencing a water intrusion into your unit. Please use this form to document your observations so that the WCA may better investigate the source and cause of this leak. In the meantime, please take some preliminary steps to minimize the damage to your unit by doing the following:

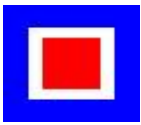
1. If water is dripping through the access hatch above your bathtub/shower, open the hatch to allow for the water to drip into the tub.
2. If water is leaking through your window or patio/sliding glass door, place some old towels up against the intrusion point to absorb water. Depending on the volume of water, replace towels as needed.
3. If water is leaking through your ceiling, place a bucket under the leak and change as needed. If your ceiling is bulging because water is building up on the other side of ceiling sheetrock, poke a small nail hole in the ceiling to allow water to drain into a large bucket on the floor.
4. If water is coming into your unit from a courtyard or garage slab, pull carpet and padding back and place towels on top of concrete, changing as required.

Please contact Security after you have documented the water intrusion so that they may take pictures of the area affected. WCA will evaluate the information during the course of the next business week.

If the source of the leak is a common area failure (e.g., roof, common area pipe, waterproof exterior paint membrane, window/sliding glass door frame to building caulking) the Association will make the necessary repairs to the affected areas to your unit.

On the other hand, if the leak is due to issues that are the owners responsibility (e.g. clogged window/sliding glass door weep holes; lack of sufficient weather stripping on windows or doors; tub and shower surround enclosures with substandard or failing pipes, tiles, fixtures, caulk, or grout; toilet tank, wax seal failures; and/or sink p-traps or other bathroom plumbing hardware failures; it is the owner of the unit's responsibility to make all repairs to their unit and any resulting damages to the unit(s) below.

Please know that the Association by default is left to investigate all claims of water intrusion to determine who is responsible. The fact that the Association is the investigating party does not mean that WCA is responsible for the leak or the length of time it may take for a proper and comprehensive evaluation. As there are so many variables to a water leak investigation it may take days, weeks, and even months to eliminate all possible known entry points.



WATERGATE COMMUNITY ASSOCIATION

8 Captain Drive

Emeryville, California 94608 (510) 428-0118 Fax: (510) 428-0379

E-mail: wcaoffice@aol.com Website: www.watergatecommunityassociation.com

Water Leak Observation Form / Questionnaire

Name:	Tenant? or Owner?:
Is unit managed? And if so, by whom?	
Is the water currently leaking? Or has it subsided?	
Is this a new leak? Or a pre-existing leak?	
A. Is this a window or a door leak?* (If no, skip to B)	
1. What specific window/door is leaking?	
2. Is the window/door original single-pane? Or new double-pane?	
3. What is the condition of the glazing seal between glass and frame?	
4. What is the condition of felt weather stripping?	
5. Is the window snug within its frame?	
6. Are the weep holes along the bottom of the track clear?	
7. Is the track clean?	
8. What is the date that your window/door was last serviced?	
* Most window leaks are the homeowner's maintenance responsibility.	
B. Is this a ceiling leak? (if no, skip to C)	If so, what room?
1. Is water actively leaking from the ceiling or is it just wet?	
2. Describe the rate of the leak (dripping, pouring, etc)	
3. What is the proximity to a wall or window?	
4. Does the ceiling look bowed? Is the ceiling texture separating?	
5. Should the ceiling be punctured to alleviate pressure? (If yes, please do so)	
C. Is this a wall leak?	If so, what room?
1. Is the wall wet above a door or window, or below a door or window?	
2. At what height above the floor or window, or below a door or window?	
3. If it's wet below a window, is the windowsill wet? (if yes, refer to part A)	
4. Is the floor wet?	If so, does the wet area connect to a wall?
5. Is water ponding outside of your unit in the proximity of the leak?	