

SEAL BEACH MUTUAL NO. TWELVE**Physical Property–Roof Leak Procedure**

1. **PURPOSE:**
To establish the procedure to be followed when a roof leak is reported.
2. **GENERAL INFORMATION:**
 - 2.1. Roof leaks and repairs are handled by the GRF Physical Property Department in coordination with the Service Maintenance Department.
3. **REPORTING:**
 - 3.1. Leaks are reported to the Service Maintenance Department by the resident/shareholder or a Mutual Director. Service Maintenance Department informs the Physical Property Department to record the leak in keeping with their department processes.
4. **REPAIRS:**
 - 4.1. Upon notice, the Physical Property Inspector will assess the leak to determine if the leak is the responsibility of the Mutual or the resident/shareholder.
 - 4.2. When the leaks the responsibility of the Mutual:
 - 4.2.1. The Physical Property Inspector may authorize a Service Maintenance Order (SRO) to complete the repairs and charge the costs to the Mutual.
 - 4.2.2. The Physical Property Inspector may assign the repairs on a work order to a qualified roofing contractor with instructions to invoice the costs to the Mutual upon completion and acceptance.
 - 4.2.3. If the leak is determined to be under warranty, the Physical Property Inspector will notify the contractor holding the warranty to make repairs covered by the warranty at no cost to the Mutual.
 - 4.3. When the leak is the responsibility of the resident/shareholder:
 - 4.3.1. The Physical Property Inspector will inform the resident/shareholder in writing that the leak is to be repaired at their sole cost.

Document History

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