

## **SCGIII Contingency Plan for after-hours emergency maintenance affecting common property or multiple units.**

Emergency maintenance may be required to prevent further damage of property or to ensure safety. Examples are plumbing failures, elevator problems, swimming pool issues, etc. Management will determine the urgency of the problem and respond as necessary. If management cannot be reached, any board member has authority to approve emergency maintenance affecting common property or unoccupied units. (Approved at 7/18 BOD meeting)

For issues within the confines of an owner's private dwelling the owner will arrange for their own emergency maintenance repair and notify management as soon as possible during office hours.

For anything affecting other units or common property, please use the following procedures:

1. Call the management number, (386)-427-3551 opt. #1, for the answering service.
2. If management cannot be reached, a board member will be contacted from a list provided.
3. Management or any board member will have the authority to request emergency maintenance.

### **Flooding or sewage backup:**

1. Management or a board member may authorize entry to an unoccupied unit to prevent further damage of property or ensure safety.
2. Water supply cutoff valves for each stack may be closed to prevent further damage. Occupants affected by the water shut off will be notified either verbally or with a notice on their entry door with an estimate of outage time.

### **Elevator malfunction:**

Call emergency services anytime someone is trapped in an elevator. Advise emergency services of the location when they arrive. Notify management. Elevator will be disabled until serviced.

### **Swimming Pool:**

If management determines the pool should be closed, management will arrange for proper closure signage as soon as possible.

**In all cases, if safety is threatened, take immediate action as required. Call the appropriate authorities.**