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«OWNER NAME\MAILING ADDRESS»

«TODAY'S DATE <MM/DD/YYYY>»

CLUB CORTILE TOWNHOME ASSOCIATION, INC.

Dear «OWNER'S NAME»,

You may assume that the association is responsible for any damage that is caused to your home by pipe or appliance leaks. Please be aware that infrastructure that services only your specific unit, is the owner's responsibility. You may review the townhome association budget to see what is covered under the association. The declaration for the townhome association also specifies the responsibility delegated to either the association or the owner.

We would like to make you aware that **the exterior drain outside your unit**, that is for drainage of the water heater, **is the responsibility of the owner**. Please make sure that you can locate this and that it remains visible. The drain should be flushed annually to prevent buildup that may cause the clogging and subsequent flooding of the unit.

You may obtain a copy of the association's documents at www.clubcortile.com.

On behalf of the Board of Directors,

MaryJo LoCascio, PCAM
Association Manager