



**Green Valley Villas West  
Condominium Association**  
460 South Paseo Quinta  
Green Valley, Arizona 85614  
(520)393-7891, [www.villaswest.org](http://www.villaswest.org)

### STORM RECOVERY PROCESS

#### Stage 1

1. This is the stage you need to report any leaks and damage you incur. Continue to report with each rain.
2. It would be wise for you to contact your insurance so that they can help you during this process as well as, charges that our insurance will not cover such as living expense, betterments, and improvements.
3. Mitigate damage as best you can. You may contact the office to get one of our contractors or you may call in another contractor of your choice. If you choose to use your own contractor and are required to pay out of pocket, forward all invoices to our office for submission to our insurance company and reimbursement.

#### Stage 2

1. Remediation (2-3 days)
  - a. All furnishings and items must be moved out of the affected areas. If you have kitchen cabinets that reach the ceiling in the kitchen, these must be emptied. If you have damage to any cabinets, these must be emptied. If your kitchen cabinets are not damaged and they do not reach the ceiling, you should be fine without doing anything with these.
  - b. Contractor will come in and remove all damaged drywall, flooring, cabinetry, and insulation. If mold is found it will also be removed. The resident is asked to vacate the unit until the demo is complete.
  - c. A negative air flow fan will be set up and must run for 24 hours to clean and purify the air.
  - d. The area that is affected will be contained and belongings will be draped to protect from damage.
  - e. After 24 hours, the contractor will return to remove the fan and seal off the area of demo.
  - f. If there is an issue with the electric outlets, please notify the contractor that these need to be checked.

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*Packing, Moving, and Storage is not covered under this claim. You are welcome to hire one of our staff to help or ask the contractor if they are able to help for an additional charge. During this time, we are allowing owners to store items on their patios or rent a pod to place in your parking space*

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#### Stage 3

1. Roof replacement.
  - a. During this stage you will receive a new roof. There will be quite a bit of noise and activity. The roofer will be placing a trailer near your unit for them to use for removal of damaged roofing materials.
  - b. All damaged roofing material will be removed and replaced. During this time, it can get loud and "messy."
  - c. Your unit will receive coat of primer and 2 coats of foam, new scuppers and all roof penetrations will be sealed.
  - d. Your unit will receive a layer of primer and 2 coats of Elastomeric coating

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*During the process of replacing your roof there will be noise and a mess. Vehicles in danger of getting overspray will be covered. Your patio items should be moved under the patio roof so that they can protect these items. The roofers, once complete, will make sure the area is cleaned and things are put back to original. If you find overspray or other issues, please let the office know so we can address the issues. There is a chance that your ceiling might show "nail pops," please let the office know if this happens so we can schedule repair of this issue.*

***We are asking our residents to not interfere with the roofers or their progress. If a problem arises, please let us know.***  
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#### Stage 4

1. Interior Reconstruction (3-5 days)
  - a. All plastic will be removed
  - b. The contractor will come in and re-insulate the damaged area.
  - c. New outlets and electrical fixtures will be installed if needed
  - d. Sheetrock will be hung, taped, and textured
  - e. Walls and ceiling will be painted
  - f. Install cabinetry (Our insurance will not cover above average cabinetry so if you requested special cabinetry, please have it on standby for installation)
  - g. Flooring will be installed. We will return to original condition which means we will be replacing with the laminate peel and stick. Once again, anything above this will be covered by your insurance or must be paid for out of pocket.
  - h. The area should be left clean by the contractor
2. Move furnishings and items back in.
  - a. If you need help moving items, once again you may hire one of our crew members or the contractor to help with this.

### **Welcome Back Home!**

The following items will be covered under this claim:

1. Testing for asbestos and all equipment associated with the abatement of asbestos (protective gear, dump fees, test fees, etc.)
2. Electrical circuit testing
3. Vacuuming, negative air scrubber and ducting for water direction
4. Abatement and Containment, this includes the cleaning of the air and protecting items from the dust and debris.
5. Removal of insulation and drywall
6. Install plastic barriers to cover the areas that have received demo.
7. Reconstruction--Detach and Reset Cabinetry, install backsplash, prime and paint, replace door jamb and casing, replace insulation and drywall
8. The claim will cover the cost of average/basic cabinetry, countertops, and flooring if damaged.
9. Please forward all payments made, estimates and invoices to the office for submission to the insurance for payment or reimbursement.

**\*\*\*The insurance will not cover any improvements or betterments\*\*\***