

Crawford Falls Owners Association, Inc.

Board of Directors Policy

Mold in Crawford Falls Unit

Mold Observations

Occasionally individual owner or tenants may observe and communicate the existence of mold in Carpeting, on drywall, or on windows in individual owner units. In some cases, these individual(s) may contact the Crawford Falls Owners Association (CFOA) Board of Directors or CFOA Property Manager to resolve mold issues in individual owner units. This policy has been developed to assure the interface between the owners association (acting on behalf of all owners) and individual unit owners are clearly defined.

Background

Mold will grow in owner units at Crawford Falls, or other housing units in the greater Clemson Area, when the factors supporting mold growth are evident. The following factors, when existing with living quarters, can create local mold colonies.

1. High humidity, moisture conditions within the living unit
2. Damp carpeting, towels or other materials
3. Accumulated existence of dust/dead skin cells
4. Southern facing wall

“There is no practical way to eliminate all mold and mold spores in the indoor environment; the way to control indoor mold grow is to control moisture.”

“Reduce indoor humidity (to 30-60%) to decrease mold growth by: venting bathrooms, dryers, and other moisture-generating sources to the outside; using air conditioners and de-humidifiers; increasing ventilation; and using exhaust fans whenever cooking, dishwashing, and cleaning.”

“Clean and dry any damp or wet building materials and furnishings within 24-48 hours to prevent mold growth.”

Reference: <http://www.epa.gov/mold/moldguide.html>

Owner Responsibilities

The **Owner** shall recognize the following fundamental responsibilities:

1. **Owner** (or their tenants) are responsible for environmental conditions within their unit
2. The Crawford Falls Owners Association, through the CFOA Property Manager will work with a unit owner to resolve issues involving mold when it is determined that the source of moisture originates external to the **Owner** Unit.
3. The Crawford Falls Owners Association, through the CFOA Property Manager will work with the unit owner to define the cause of mold growth within the unit. If it is determined that the condition is created by owner or owner tenant, the assessment fee/ investigation will be borne by the **Owner**.

Owner Actions

Accordingly, actions necessary to address mold growth within an owners unit requires recognition of the conditions supporting mold growth, including communication of those conditions to owner tenants. Assistance in determining the cause of mold growth or mold remediation is the primary responsibility of the unit **Owner**.

Primary points of contact for the unit **Owner** may include, but not be limited to:

1. **Tenants:** Determine exact locations of the mold, and general condition of the unit (e.g. HVAC Operation)
2. **Certified Mold Assessment/Remediation Company:** For cases where the owner initiates a mold assessment for the condition in the owners unit. For such cases, the Crawford Falls Owners Association requests that the CFOA property manager be notified via phone call of owner initiated actions in this area.
3. **Owner Property Manager:** Investigate and correct any mold issues within the owners unit, on behalf of the owner.
4. **Crawford Falls Owners Association Property Manager:** For a fee, conduct a mold assessment to determine the cause of mold growth. If the moisture conditions are internally originated, these fees are paid by the **Owner**.

Note: When questioning responsibility for mold assessment and remediation, it is important to note that internally generated moisture/ other factors contributing to mold growth is the responsibility of the **Owner**.

CFOA Property Manager Responsibilities

The CFOA property manager acts on behalf of the interests of the Crawford Falls Owners Association, and takes actions to correct or oversee the correction of conditions with the Building Structure which may contribute to mold growth. The property manager may also provide initial advice to the unit owner on causes of mold growth.

Property Manager Actions

The **CFOA property manager** maintains awareness of owner mold assessment actions, when notified by the owner. In addition, the CFOA **property manager** develops the scope of services and provides oversight of qualified contractors in the assessment and remediation of conditions contributing to mold growth when the **source of moisture is external to the owners unit**.

Operating Experience

- We have dealt with a Crawford Falls Owner that expected the Owners association to resolve issues associated with mold growth within the owners unit. Following an assessment by qualified contractors, it was determined that the tenants created conditions that contributed to the mold growth within the unit. External moisture intrusion, as originally claimed, had not occurred.

- Simple solutions to prevent conditions contributing to mold growth include:
 - Wiring the bathroom fan and light on the same switch, to assure that the exhaust fan is operated any time a shower is taken.
 - Increase the undercut on bedroom doors to improve flow of return air to the ventilation unit
 - Changing the HVAC return air filters on a regular basis (e.g. 30 days)
 - Regular vacuuming of carpeted areas, including baseboards
 - Regular removal of any condensation on window frames, especially during cold weather months
 - Regular servicing and operation of the HVAC unit

Bottom Line

- The owner or tenant actions or inactions may contribute directly to mold growth within the unit
- The CFOA property manager may provide the owner insights and remediation actions on behalf of the owner. An appropriate fee may be negotiated with the owner to assist in resolution of the issue.
- The CFOA property manager, on behalf of the owners association will manage and correct any conditions when moisture originating external to the unit contribute to mold growth within the Owner Unit.

Owners do have the option of installing dehumidifiers in the laundry room and having them plumbed to the water line. This is an owner's expense.

This document may be updated and revised on an as needed basis based on a majority vote of the Board of Directors. The above policy is subject to change, based on experience by the Crawford Falls Board of Directors.

November 2018