

# Process to Inspect and Remediate Balconies and Decks

## 1. Investigative Inspection

Investigative Inspection Services, Inc. (IIS) has been engaged to inspect all balconies and decks. They will commence the week of April 29<sup>th</sup>.

The balconies and decks will have a general inspection and detailed inspection. After the general inspection, a detailed inspection will then be performed on the decking concentrating on the areas with the greatest risk of moisture intrusion, damage, and the structural components.

- General Inspections: A General Inspection is a visual observation of all the buildings requested with particular attention paid to potential sites of moisture intrusion and improper details based on deck guidelines.
- Detailed Inspection: Based on the findings of the general inspection and any project documents, a more detailed visual inspection will be performed.

The full scope of work is included in this Appendix to this document.

## 2. Investigative Inspection Report

IIS will provide a detailed and comprehensive report of all inspection findings as follows.

- Survey observations from general inspection and detailed inspection.
- Investigative methodologies used in the inspections.
- Detailed photographs will be included as necessary and annotated to explain the findings.

The report will be provided to the Association as well as to the impacted unit owner.

## 3. Engineering Repairs and Remediation

Concurrent with the inspections, we will be contacting engineering firms to create the specifications for repairs and remediation. The goal is to have an engineering firm engaged by the QLCUO Board as soon as the inspection report is available.

The engineering firm will create the specifications and request for proposals for contractors to proceed.

## 4. Costs Assigned to Unit Owners – Investigative Inspection, Repairs, and Final Inspection

It is anticipated that the investigative inspection cost will be about \$150 per balcony or deck. That cost will be billed to the individual unit owner. The engineering/specification development cost will be borne by the Association. The repairs and final inspection will be borne by the unit owner.

## 5. Engaging a Contractor for Repairs, Remediation

Once the engineering firm has finalized the individual scope of repair or remediation, the project can be submitted to contractors for bidding. Given the required steps we do not anticipate being at this point until late summer. The contract bid will be broken down by unit so that unit owners can plan for this cost.

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### 6. If a Unit Owners Wishes to Engage a Contractor Independently

Some Unit Owners may wish to accelerate the repairs. Once the engineering firm has created the repair or remediation specifications, a unit owner may use that data to select their own contractor. The Unit Owner must submit an Architectural Change Request to the Covenants Committee for approval to proceed. However, once the Association has engaged a contractor, we will not be able to allow unit owners to proceed individually.

### 7. Final Inspection

Once the repair or remediation work has concluded we will need a final inspection sign-off. Final inspection will be at unit owner expense.

## APPENDIX

### IIS Scope of Work

#### Visual Assessment

- Overview of the deck
- Identifying signs of wear and tear.
- Sealants and flashings will be checked.
- Identify conditions that will need maintenance in the immediate future.
- Sections of vinyl soffits will require removal.

#### Structural Integrity Check

- Identify conditions that, in the professional opinion of the inspector, are significantly deficient.
- Identify systems and components that are not installed properly or according to recognized deck installation guidelines. IIS will be looking at best practices and improper workmanship.
- IIS will examine the posts, studs, beams, joists, metal connectors, fasteners, and decking materials.
- Assessing railings attachment points and associated blocking

#### Safety Features Inspection

- Verifying railing stability, loose railings, rotted blocking
- Stair connections
- Checking for secure fasteners and connectors
- Identify immediate safety concerns.

#### Material Condition Analysis

- Identifying wood rot or decay
- Checking for corrosion in metal components
- Checking for evidence of moisture intrusion, staining, and leaks

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- Identify deck conditions that have a high potential for moisture infiltration of leaks during normal rain events.
- Moisture meters may be utilized when access and materials permit their use.
- A video inspection scope may be utilized to view the interior of elements of the building.
- An infrared camera may be used to locate thermal anomalies indicating water intrusion in the deck membranes. This would need to be performed in the early morning or late evening.

### Interior Access

Interior access may be necessary to access some of the units. IIS will coordinate that with the owner in advance of the inspection. If interior moisture inspections are requested for the interior surface, that can be performed; however, it would be outside the scope of the RFP and would constitute a change order.