



**1401 THRUSH PLACE
ST. LOUIS, MO 63144
314-961-3066**

Mold Prevention Plan

Policy Statement

For Brentwood Forest Condominium Association (BFCA) to minimize the risk of mold in the community, the following policy for prevention has been implemented.

Whenever a unit owner or unit occupant discovers a suspected water leak or mold in their unit, the unit owner shall take all efforts to stop the leak and remove moisture in a timely manner. Owners are responsible for the cost to correct the issue and repair any damage to their unit and its contents. If damage is sustained to an insurable level, owners should contact their personal insurance policy carrier for further guidance.

Whenever a unit owner or unit occupant discovers a suspected water infiltration that may originate from a common element (i.e. roof, siding, foundation, etc.), the unit owner shall contact the BFCA Office (314-916-3066) to report their discovery as soon as possible.

Tenants, please contact the owner of your unit to report any exterior or interior water infiltration concerns immediately so they may be properly and timely addressed.

The following guidelines for the prevention and remediation/clean-up of moisture and mold are designed to promote the protection of the building components and living environments in the community.

Prevention

Controlling moisture is the key to mold control. Water leaks or other moisture issues in the units should be addressed by the unit owner immediately. Water infiltration in common areas and originating from the exterior should be reported to the community manager immediately.

Owners and Occupants must take the following preventative measures to monitor the conditions of their Units and buildings and to promote a dry environment, including, but not limited to:

- Address all plumbing issues as a priority.
- Monitor for condensation and wet spots in the interior of their unit so that sources can be identified as soon as possible.
- Report drainage or standing water issues around the buildings to the BFCA Office.
- Inspect and perform maintenance including the cleaning of all heating, ventilation and air conditioning (HVAC) drip pans and condensations line so they flow properly and are unobstructed.
- Ensure all appliances such as dryers that can produce moisture are properly vented.
- Perform all maintenance and inspections on the unit.
- Maintain humidity levels that are below 60% relative humidity.



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- Review all musty/moldy odors that may indicate “hidden mold.”

Procedure

1. In the event of water infiltration discovered in the interior of the unit, the unit owner should contact the BFCA Office immediately so that the Association is aware, owner should locate and secure the water source, and attempt to capture or remove all moisture and humidity from building.
2. For water events discovered in the interior of a unit, the unit owner must engage a properly certified restoration and repair contractor as soon as possible so that all affected areas are dried and the leak remedied. If the owner fails to address the water event, the Association may elect to act on behalf of the owner at the owner’s expense following the guidelines set forth in the Declaration.
3. If the water event discovered that are suspected to originate from a common element (i.e. roof, siding, foundation, etc.), in addition to the foregoing steps above, the unit owner must immediately contact the BFCA Office so that the Association may take appropriate action to stop the water infiltration from the exterior.
4. Owner should monitor repairs and, where appropriate, conduct an indoor air quality analysis, to ensure the issue has been properly corrected.

Remediation

The goal of remediation is to restore satisfactory building conditions. The cause of the water accumulation in all situations must be addressed and corrected to prevent mold. Removal and cleaning of contaminated materials while preventing the spread of fungi and dust to clean areas is key to the remediation process.

All involved parties need to ensure that the proper professionals are engaged as needed to ensure remediation occurs in compliance with all federal and state guidelines and industry standards under the specific circumstances of the specific event.

Owners and Occupants should continue to monitor and inspect repairs and materials to avoid reoccurrence.