

## **Memo: Courtyard Gutter Overflow and Installation of New Downspout**

To: Sharla Six, Interim Superintendent  
From: Heather Rivera, Interim Maintenance Director  
Date: November 18, 2024  
Subject: Resolution of Courtyard Gutter Overflow and Drainage Concerns

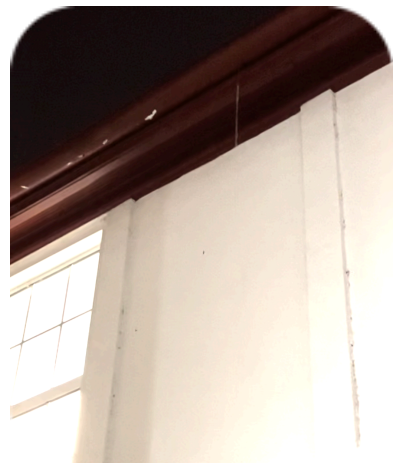
### **Overview of the Issue:**

During recent inspections, we identified a recurring problem with water overflow in the courtyard gutter system. The left end of the gutter was not equipped with a downspout, causing water to spill over the edges and leak through holes in the gutter. This has been an ongoing issue, as evidenced by:

- Ground erosion: Prolonged overflow has worn away the soil near the foundation, creating uneven ground and potential risks to the building's structural integrity.
- Wall staining: Water stains have developed on the lower portions of the building walls, further indicating long-term exposure to water overflow.

### **Corrective Action Taken:**

To address this issue, Hyland Roofers installed a new downspout that connects directly to the existing drainage system in this area. This downspout redirects water flow away from the building and the affected courtyard, reducing the likelihood of further erosion or water intrusion. Labor and materials cost approximately \$800 to install. Photos of the newly installed system are attached for reference.





#### Benefits of the New Installation:

- Improved Water Management: By directing water into the drainage system, the new downspout prevents uncontrolled overflow and reduces stress on the gutter system.
- Foundation Protection: The mitigation of ground erosion helps preserve the building's foundation and prevents long-term damage caused by pooling water.
- Wall and Structure Maintenance: Eliminating overflow minimizes water exposure to the building walls, helping to prevent stains, water intrusion, and potential structural damage.



#### Recommendation for Future Maintenance:

We will continue monitoring this area during heavy rains to ensure the new system operates as intended. Additionally, regular clearing of debris from gutters and downspouts will be essential to maintain optimal performance.

Please let me know if you have any questions or require additional details about the installation.