\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cooperative, Inc.

Maintenance and Site Improvement Request

 Policy

**Maintenance:**

Pursuant to the Community Rules, the ROC owns and is responsible to maintain all utilities on the lot. Maintenance of trees is also the responsibility of the ROC. If a homeowner is having an issue with a ROC owned utility or a tree, they should contact the Board of Directors (or Operations Manager) as soon as possible. If there is an emergency that requires immediate repair, please notify the Board of Directors immediately.

If a homeowner is experiencing plumbing or electrical problems inside the home the homeowner should contact their own vendor immediately. If that vendor determines that the issue is related to a ROC owned utility then the homeowner should contact the Board of Directors immediately. Unless an emergency, no work should be done on a ROC utility before authorization is given from the Board of Directors.

Homeowners shall not maintain utilities or trees (other than light trimming and pruning). Requests for maintenance should be brought to the Board of Directors using a **Maintenance and Site Improvement Request Form**. These requests should be delivered to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location). If the request is an emergency, please call\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

All requests for maintenance will be reviewed by the operations committee and then presented to the board at the next regularly scheduled meeting.

The Board of Directors will ensure that all requests receive a written response within 5 days of the board meeting.

**Site Improvements:**

All additions, sheds, fences, decks, etc. must be installed in accordance with the Community Rules. These site improvements must be approved by the Board of Directors. A written request using the **Maintenance and Site Improvement Request Form** must be submitted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location). You can also provide written requests forms by mailing them to the ROC or by email to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. All requests must include a detailed diagram of location, size, and dimensions of the proposed project in accordance with the Community Rules.

The Operations Committee will review the request, walk the location, and check to see if the proposed work will interfere with ROC utilities. The Operations Committee will make a recommendation to the Board of Directors in time for the next scheduled Board of Directors meeting. The Board of Directors will respond in writing to the homeowner within 5 days of the board meeting. A copy of the request, response, and any permits obtained will be placed in the homeowner’s file. The homeowner may use the ROC response to obtain a permit from the town. A copy of the permit will be placed in the homeowners file.

**Trees:**

The Board will have the trees in the park assessed at regular intervals to see if any of them present an immediate or potential hazard.

Hazardous or dead trees are a top priority. The dropping of pinecones, acorns, sap, and twigs is not considered hazardous.

Homeowners may submit a **Maintenance and Site Improvement Request Form** to the Board to inspect, remove, trim, or replace trees. Although homeowners may submit requests, the Board of Directors is not required to grant permission for all requests. Priority will be given to hazardous trees.

The Board of Directors may consult the assistance of an arborist to render a professional opinion on the health of the tree.

The ROC will bear the cost of trimming or removing unhealthy trees as the budget permits. All other requests may be approved at the cost of the homeowner. Homeowners may not begin requested work until written approval is obtained from the Board of Directors.

If a homeowner receives approval to remove a tree, the work must be completed by a professional. The homeowner will provide proof of insurance listing the Cooperative as additional named insured for the work. Proof of insurance must be submitted to the Board of Directors before any work can begin.

This Maintenance Request and Site Improvement Policy was approved and adopted by the Board of Directors on \_\_\_\_\_\_\_\_, 20\_\_\_\_. The foregoing is a true and accurate account, attested by,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Secretary.