

**VILLAGE AT DEER CREEK TOWNHOMES ASSOCIATION
BOARD POLICY ON CONTRACTS AND REPAIRS**

Repairs:

Repairs fall in two categories, emergency and routine.

Emergency Repairs

An emergency is defined as damage to a home, which has suddenly occurred or has just been noted and, left unaddressed, will only worsen, resulting in immediate, or nearly immediate, serious damage to the home and/or the inhabitants.

In the event an emergency occurs the Management Company, if possible, after consultation with the president or the president's designee, is authorized by the Board to take whatever steps are required to resolve the emergency by either permanent repairs or temporary repairs until the Board can authorize further steps.

Routine Repairs

Routine repairs do not require immediate attention.

If the repair is exterior to a home, a member of the Board or the management company will be asked to examine the problem and make a recommendation as to the next step.

Should the problem be manifesting in the interior of the home, but is likely the result of an exterior problem and is small in nature (likely less than \$750 to repair), the association manager and the Board President, together, may make the determination(s) on the repair.

When the problem requires a more expensive repair, the manager will contact the President of the Board or the appropriate committee chair to discuss bids on the project. Once the bid (s) is available, the President or the Chair of the Committee will provide the information to the Board for approval.

Contracts:

Bids will be sought for certain work to be done in the development. If possible, specifications will be drawn to direct the bids.

Once the bids are received, the Board shall review and approve them or shall direct a member of the Board to do so on their behalf. However, final decisions on any contract of more than \$750 have to be approved by the Board and must be signed by either the President or the Manager. Contracts for less than \$750 may be approved by the Manager and the President.

Contracts for work to be done shall be signed only by the association manager or the Board President.

Invoices

All invoices are to be coded to a bid or accompanied by a copy of the bid.

Exceptions

Construction defect repairs are handled by the Repair Committee within the budget allowed for the year. All contracts must still be approved by the Board, with small repairs, such as caulking, requiring only the Chair of the committee's approval as long as it within the budgeted amount.

Initially approved by the Board 8/1/08. Revised 2/28/13

Policy will take effect 4/1/13

Authority for these actions rests in Section 9.14 and 9.15 for the Bylaws of the Village at Deer Creek Homeowners Association and within the Declarations, Article VIII, Section 1.
