

BEACHWOOD BAY ESTATES ALTERNATIVE MAINTENANCE POLICY

In an effort to expedite maintenance and repair work that falls under the responsibilities of the BBE Condo Association, the Board has established an alternative arrangement for unit owners who wish to contract their own maintenance or repair jobs.

This policy is intended for unit owners who do not want to wait for regular scheduled maintenance as established by priorities adopted by the Board. The procedures for unit owners who wish to avail themselves of this alternative maintenance policy are as follows:

1. Owner, meaning the unit Owner (or their designated agent), will identify the maintenance deficiency or needed repair.
2. The Owner will provide the Condo Association Board, or designated representative thereof, with a minimum of two estimates, preferably three, outlining the scope of the job, the estimated cost of materials and labor, and the person or entity to be performing the work. Such person(s) or entities shall be a professional; bonded, insured and licensed as required.
3. The Association will confirm that the specified work is in fact needed, and that the estimated cost is reasonable, and will also ascertain that the person or entity to perform the work is qualified and able to do the work in a timely fashion.
4. Upon the approval of the Association Board, the Owner will be free to do the work or sign a contract to have the work done. The Owner is responsible for supervising the work, and will directly pay the person or entity performing the work.
5. The Association will reimburse the Owner for the cost of the work, (wasn't there a cap per unit?) up to \$100 per month, interest free, commencing the month following the satisfactory completion of the work.

Additional stipulations: Additional work, change of scope, or costs exceeding 10% of estimate will need to be documented on a change order, and will require both Association Board and Owner approval.

The Association shall endeavor to provide to the Owner either an acceptance or rejection of the scope and cost of the job within 5 business days of receiving the completed Agreement Form and Estimate from the Owner.

Beachwood Bay Estates shall be named as a certificate holder by any entity or person performing work. The Association reserves the right to deny the Owner request and to complete the work within a reasonable time frame at a comparable cost by a person or entity of the Board's choosing.

The Association shall reimburse the Owner on a monthly basis until the maximum reimbursable cost of the job has been satisfied, unless the Unit on which the work was done is sold, in which case payments to the Owner will cease. Also, if the Unit Owner becomes more than 90 days delinquent in payment of monthly Condo Association assessments or other Condo Association obligations, the Agreement shall be considered void, and the Association shall no longer be obligated to make any further payments to the Owner.

The maximum dollar amount reimbursed on work performed under this policy will be a \$3000.00 per unit (not unit owner). The Association may place a cap on the total dollar amount of all jobs done per year.

If delinquency rates on dues rise to 30%, the board will suspend the program until delinquency rates are reduced.