

Evergreen Village Cooperative, Inc.
ROC Lot Maintenance/ Site Enhancement Policy

Lot Utility Maintenance

Homeowner Agreements:

It is the responsibility of all Homeowners to maintain their own homes, maintain the care and upkeep of the lot and keep water and wastewater connections to the home in good working order. Members and residents are responsible to report any and all known concerns or issues with Cooperative owned water, sewer or electrical service or connections to the home immediately through the **Property Manager**. Any dying or/dangerous trees should also be reported to the **Property Manager**.

- If there is an emergency that requires immediate repair, homeowners should call the emergency line immediately.
- If a homeowner is experiencing plumbing or electrical problems inside the home and at any time that they are unsure of where the problem is coming from, the homeowner should contact **Property Management** to determine where the responsibility lies.
- Homeowners shall not maintain utilities or trees (other than light trimming and pruning). Requests for maintenance should be submitted in writing to **Property Management** for consideration and response.

Property Management Agreements:

- **Property Management** is responsible to log requests for maintenance, inspect the issue or concern and take corrective action necessary.
- **Property Management** shall use a known preferred vendor for maintenance or if required seek competitive bids according to the ROC Procurement Policy. If bids are procured, **Management** will provide the results to the **ROC Board of Directors** for the final decision. **Property Management** may submit a recommendation along with the final bid responses for consideration.
- **Property Management** is responsible for providing updates to **the Board** through the **Monthly PM report and also to inform the Board of Directors** immediately of emergencies and items that may need further **Board of Directors** approval per Cooperative Bylaws.

Board of Directors- Governance/Agreements:

- The **Board of Directors** shall appoint one person to be the on-site contact in the event that **Property Management** needs assistance from someone on-site for assistance.
- The **Board of Directors** shall be responsible for ensuring that all work is inspected before payment.
- The **Board of Directors** is responsible to ensure that the agreements of the Members/non-members and **Property Management** are upheld in relation to lot maintenance requests.
- The **Board of Directors** ensures that all emergency repairs, work and payment are reported to the members as in accordance with the Bylaws.

Site Enhancements

Homeowner Agreements:

Homeowners are required to seek permission before making any significant changes to the lot. **Homeowners** are also required to seek approval before removal, planting or replacing any trees on the lot. Requests for changes to the lot or tree plans should contain the specific plans and should contain the type and size of materials or tree. There is no need to make requests or seek permission to plant flowers, bushes and decorate with ornamental type enhancements. Driveway care and maintenance is the responsibility of the homeowner and if the driveway is in need of repair due to aging or damage caused by infrastructure failures please report it to the Property Manager in writing.

- ⇒ All requests for improvements shall be made in writing and delivered to: the Office Drop Box or to **delivered to the Property Manager through the online portal.**
- ⇒ Forms for significant site improvements are available at the office.
- ⇒ Homeowners are required to hire contractors who are insured and proof of insurance should be provided.

Property Management Agreements:

Property Management will collect all requests and log them on the monthly PM report. **Property Management** will review the request to:

- ⇒ Review to ensure that the request is in accordance with the Community Rules.
- ⇒ Follow up with the homeowner with any clarifying questions.
- ⇒ Inspect the lot for impact on the ability to maintain the lot or concerns that would impact the neighboring lot or home.
- ⇒ Seek signed approval from the **Board of Directors** based on the review and inspection.
- ⇒ Upon approval or denial of the request- notify the homeowner.
- ⇒ Provide a copy of the signed approval to the homeowner.
- ⇒ Keep a copy/record of the request with approval on file.

Board of Directors- Governance Agreements

- ⇒ Review **Property Management** recommendation of proposal and vote to approve.
- ⇒ Sign the approval if necessary for local Permit approval.
- ⇒ Keep record of the approval in the corporate minutes and a copy of any approval in the homeowner file.

NOTE: The Board of Directors has all final authority on decisions regarding maintenance requests and site improvements.

This Site Maintenance/Enhancement Policy was approved and adopted by the Board of Directors on June 20, 2022. The foregoing is a true and accurate account, attested by,

Barbara Massarano _____, Secretary.

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Secretary