

<b>POLICY TITLE – MANAGEMENT &amp; MAINTENANCE OF CO-OP OWNED SITES</b>
<b>POLICY SECTION – PROPERTY &amp; ENVIRONMENT</b>
<b>POLICY NUMBER - 01</b>
<b>DATE OF ORIGIN – DECEMBER 2009</b>
<b>APPROVED BY - HMCI BOARD OF DIRECTORS - 11/15/2017</b>
<b>REVIEW/REVISION DATE 3/7/2017</b>

**POLICY STATEMENT** – The Board of Directors (BOD) of Holiday Manor Co-Op Incorporated (HMCI) is committed to maintaining and improving HMCI owned sites/lots to insure their appearance is in accordance with the Board approved Construction and Beautification guidelines.

**PURPOSE** – The purpose of the policy is to identify the procedures and practices to be used in maintaining and improving Co-op owned sites on an ongoing basis and prior to any change of ownership of the properties.

**PRINCIPLES**

1. The Co-op Board of Directors takes responsibility as the landlord of all HMCI owned sites.
2. The Co-op will be responsible for maintenance and repair of these sites, inclusive of infrastructure supports to the point of the hook up connection i.e. water, sewer and electrical lines.
3. Any vacated site will be upgraded to the HMCI guidelines.
4. Sites will be upgraded prior to a sale of any site.
5. The site’s availability for occupancy, once upgraded, will be posted in the office and laundry room.
6. The cost of the upgrade will be added to the share price to the sale.

**PROCEDURES**

1. An annual review of all Co-op owned sites (occupied and non-occupied) will be conducted by assigned representative of the Beautification Committee and the Manager.
2. A master list will be maintained in the Co-op office.
3. A list of sites requiring the most immediate need for improvement will be prioritized and submitted to the Board of Directors.
4. The aforementioned list will include a detailed description of the work required for each site, recommendations regarding materials and labor required and a target date for completion.