

**Title:** Homeowner Project Half Payment

**Purpose:** To clarify the policy regarding Homeowner's wanting to pay half of an Association approved project to have it done in a timely manner.

**I. Circumstances in which a Homeowner May Want to Pay Half of a Project**

- a. If a Holiday Beech Villas Project is Board-approved.
- b. If this project will affect a Homeowner's unit.
- c. If the Homeowner would like the project done sooner for their unit than what is scheduled.

**II. If a Homeowner Pays for Half of a Board-Approved Project . . .**

- a. The work will be done by a Holiday Beech Villas approved contractor.
- b. The Homeowner will receive a form stating their name, unit, and work to be completed with the amount that will be owed to contractor.
- c. The Homeowner will sign abovementioned form, stating they are responsible for the first half of payment, once estimate is received.
- d. The Homeowner must pay their half to contractor before work starts.
- e. Holiday Beech Villas will be responsible for paying the remaining half when work has been completed upon satisfaction of Homeowner and Holiday Beech Villas.
- f. The project will be scheduled—in relation to the Holiday Beech project schedule—as a priority.
- g. No ongoing project will be put aside in order for said project to begin.
- h. The Homeowner will be responsible in paying their half of the project directly to said contractor.

**III. What Benefit is it to Holiday Beech Villas that a Homeowner Pay Half**

- a. A Homeowner who pays half the cost of a project to their individual unit saves the Holiday Beech Villas Association money, which in turn saves all Homeowners money, to which that money may be applied elsewhere.
- b. It enables the work needed to be done to be completed ahead of schedule.

**WORK COMPLETED WHERE HOMEOWNER PAYS ONE-HALF OF AMOUNT OWED**

Homeowner Name \_\_\_\_\_

Homeowner Unit \_\_\_\_\_

Work to be Completed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount that Homeowner will owe \$ \_\_\_\_\_

The signing of this document commits Homeowner to pay amount noted above for one-half of work listed, before work begins. Holiday Beech Villas will be responsible for paying the remaining balance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Homeowner Printed Name

\_\_\_\_\_  
Holiday Beech Villas Representative Signature

\_\_\_\_\_  
Holiday Beech Villas Representative Printed Name