

CLEARWATER HOUSING CO-OPERATIVE

MAINTENANCE POLICY

MEMBERS ARE REQUIRED TO COMPLETE A MAINTENANCE QUESTION FOR ANY REPAIRS COMPLETED FORMS TO BE LEFT AT THE OFFICE. IN CASE OF AN EMERGENCY THE MAINTENANCE COMMITTEE SHOULD BE CONTACTED IMMEDIATELY.

IF THE REPAIR REQUIRES A TRADESMAN TO ENTER THE UNIT THEN THE MEMBER MUST MAKE ARRANGEMENTS FOR SOMEONE TO BE HOME FOR THE REPAIR TO BE COMPLETED. SHOULD THE MEMBER NOT BE HOME AT AN ARRANGED TIME WITH TRADESPERSON THEN MEMBER WILL BE RESPONSIBLE FOR ANY EXTRA SERVICE CALL CHARGE.

SHOULD THE MEMBER COMPLETE ANY MINOR REPAIRS AND THE COST IS \$100.00 OR LESS THEN THIS COST WILL BE BOURNE BY THE MEMBER.

ANY REPAIRS DEEMED TO BE CAUSED BY THE MEMBER THE COST OF THIS REPAIR WILL BE BACK CHARGED BACK TO THE MEMBER.

ALL ELECTRICAL WORK AND/OR IMPROVEMENTS MUST BE APPROVED BY THE BOARD BY WRITTEN REQUEST (SEE ELECTRICAL POLICY).

TUB CAULKING WILL BE DONE AS NEEDED, BY THE MAINTENANCE COMMITTEE.

ALL CORRESPONDENCE FOR OUTSIDE REPAIRS ARE TO BE DIRECTED TO THE PROPERTY MANAGER – TEAMWORKS. THIS CORRESPONDENCE SHOULD BE PLACED THROUGH THE MAIL SLOT AT THE OFFICE BY WEDNESDAY AFTERNOONS A PACKAGE IS DELIVERED EACH WEEK TO PROPERTY MANAGER

Revised & Passed by the membership at AGM on July 11, 2022.

Revised by the Board of Directors on April 8th, 2014.

Passed by the Board of Directors on April 7th, 2011.