

## MAINTENANCE COMMITTEE GUIDELINES

*Since we belong to a KO-OP, personal mileage will be reimbursed only with the prior approval of the Board of Directors. Any amount over \$1,500, will need to be Board approved. All expenditures must be approved in writing by the Committee Chairperson. This includes purchases with cash expenditures from petty cash. If **NOT APPROVED** in writing before the purchase, the buyer **WILL NOT** be reimbursed.*

1. The Maintenance Committee will be responsible for, and monitor the making of minor repairs on electrical systems, water lines, septic systems, and all other common properties of SKP KOFA KO-OP Retreat, Inc.
2. Work Orders will be filled out by the originator and turned into the office, for work needing to be done in the park.
3. All repairs, modifications, and new installations will comply with Yuma County codes.
4. All excavations will be barricaded when workers are not present.
5. Only personnel authorized by the Maintenance Chairman will do internal work on transformers and meter boxes. A minimum of two (2) people will be present when this type of work is performed.
6. Maintenance Committee Chairman will update Maintenance Manual records on, but not limited to:
  - A. Cooler repairs
  - B. Septic system maintenance
  - C. Major equipment replacement, dates, costs, and suppliers
7. All bids for work should be channeled through the Maintenance Committee Chairman or the Liaison.

Surplus Property Disposal will now be the responsibility of the Committee for those items on the Inventory list pertaining to the Maintenance Committee. If the Committee, with Board approval, decides that an item of property is surplus, they shall allow all Leaseholders in the Park to bid on its purchase. Notices are to be placed on the bulletin board for one week prior to disposition. If there is no acceptable Leaseholder bid after one week, the Committee, with Board approval, shall allow all Guests in the Park one week to bid on the purchase. Bidding shall be appropriate to the item being sold.

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Committee Chairperson

\_\_\_\_\_  
Date

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Board Approval

\_\_\_\_\_  
Date

Reviewed: February 2024