



Oak Harbor Owner's Association

Property Maintenance Policy

Maintenance Committee

October 19, 2021

In an effort to cut the cost of maintenance, Oak Harbor/Tanglewood Shores POA Board of Directors formed a maintenance committee on September 9, 2021 during the monthly meeting. It shall consist of four members. Cody Rogers, Jim Baker, John Garvin, and Jim Skains. The head of the committee is Cody Rogers.

The responsibility of the Maintenance Committee shall be outlined in this document and presented to the Oak Harbor/Tanglewood Estate Owners Association board of directors for consideration as property management policy.

1. All properties managed by the association shall be inspected, repaired, and maintained by the Maintenance Committee.
2. All inspections, repairs and maintenance shall be performed by the volunteers of the Maintenance Committee unless the Committee agrees that an outside contractor is needed. Any repairs that are estimated by the Maintenance Committee to be over \$200.00 will be brought before the board of directors as a proposal and must be approved before any work begins.
3. Outside contractors shall be required to bid. Three bids shall be taken. Bids shall be presented to the board for consideration, and one shall be approved.
4. All inspections, repairs, and maintenance activities shall be reported to the board at the monthly meeting by the head of the committee.
5. All properties managed by the Association shall be inspected by the Maintenance Committee once a month. Results of the inspections shall be reported to the board at the monthly meeting by the head of the committee.
6. All maintenance activities performed by the Maintenance Committee shall be recorded using the Maintenance Committee Form. The committee shall be responsible for the control and storing of all documents pertaining to Maintenance Committee activities.
7. Any cost of materials under \$200.00 used for Maintenance Committee activities may be reimbursed to committee member upon request and at which time all receipts are presented.
8. No repairs of any kind on properties managed by the Association may be performed without the knowledge of the Maintenance Committee.