

LOT EVALUATION GUIDELINES

Since we belong to a co-op, personal mileage will be reimbursed only with the prior approval of the Board of Directors. Any expenditure over \$500 will need to be Board approved. All expenditures must be Okayed in writing by the Committee Chairperson before money is spent. This includes purchases with cash expenditures from petty cash. IF NOT APPROVED in writing beforehand, the Buyer WILL NOT be reimbursed.

1. Keep records of all committee meeting minutes.
2. New appraisal shall include any permanent improvements to the lot. Care needs to be taken in determining maintenance or improvement. **ALL LOTS MUST BE IN COMPLIANCE WITH KOFA RULES PRIOR TO TRANSFER. Any exceptions will be made on an individual basis only with final approval by the Board.** No appraisal shall be made until the Lot Transfer Committee authorizes that action, provides the Lot Evaluation Committee Form 3A and the Lot Development form to the respective committees.
3. In conjunction with Lot Development, evaluations will be completed and returned to the Lot Transfer Committee within four working days if no repairs or corrections are needed. If repairs or corrections are needed, evaluations from both Lot Development and Lot Evaluation Committees will be held by the Lot Evaluation Committee until such repairs or corrections are completed.
4. Fences:

Determine who the owner of each brick wall is. Some walls are totally owned, some are owned half and half by adjoining leaseholders. If there is no supporting document stating ownership of the brick wall, it is divided 50-50.

Note: All perimeter walls are owned by the Corporation.

 - A. Some walkway fences are owned by the lot and others are owned by the park.
 - B. No side or back decorative fence that is over six (6) feet will be counted. See the Lot Development Guidelines Fences #L.
 - C. Front wall and first twenty (20) feet of sidewall cannot exceed three (3) feet in height. Lattice, decorative fence is not to exceed six (6) feet in height.
5. Include decorative blocks, patios, cement slabs, sprinkler system and landscaping. **Telephone lines are not to be included.** Reimbursement is made according to receipts in the leaseholder's file. **Do not include gravel. Gravel is maintenance and should not be considered beyond the initial amount or last evaluation.** **The seller is responsible for making the gravel even with the cement for safety reasons.**

LOT EVALUATION GUIDELINES

- A. No broken patio blocks or decorative trim blocks will be counted.

- 6. Awnings, attached or free standing, are not to be counted. See the Lot Development Guidelines #D.

- 7. Electrical: Chairperson, or Vice-Chairperson, on the Maintenance Committee, **must** approve all electrical on the lot before turning the Lot Evaluation form into Lot Transfer.
Any infraction **must** be noted on the form.

- 8. Lot Development Committee will inspect lot for items that are out of compliance of park rules.

- 9. Sheds:
 - A. The evaluator must be able to enter the shed to make an evaluation.

 - B. Condition of flooring, walls, door, windows and frame, roof, trim and paint will be checked. **ANY REPAIRS OR CORRECTIONS WILL BE ITEMIZED ON THE EVALUATION FORM. LOT EVALUATION WILL CONTACT LEASEHOLDER AND ADVISE THEM OF THE REQUIRED REPAIRS OR CORRECTIONS. LOT EVALUATION WILL HOLD THE EVALUATION FORM UNTILL REPAIRS OR CORRECTIONS ARE COMPLETED BY LEASEHOLDER. (Park models are not included.)**

 - C. Any shed attached to park model will not be evaluated as part of lot improvements. Shed becomes part of park model.**

9. Lot Condition Form

- A. Final file copies **MUST BE IN INK!**

Committee Chairperson

Date

Board Approval

Date

LOT EVALUATION GUIDELINES

PROCEDURES

You will be given a blank Lot Evaluation form containing the name of the current leaseholder and the Lot #. Always have two (2) people do the evaluation together.

1. Get the shed keys and current folder from the office. Take the last evaluation with you to the lot.
2. Go to the lot and introduce yourself – they may be a leaseholder or guest. Let them know you're doing an evaluation.
3. Check to make sure that everything that is listed on the previous evaluation is still there.
4. Check condition of the shed (does it need paint, is the roof still good, etc.). Note if the lot needs gravel. Refer to the previous evaluation. Transfer the information to the new evaluation form. Any problems should be listed in the comments area. Check condition of the walls. Note ownership of the walls, if possible. **IF REPAIRS OR CORRECTIONS ARE NEEDED ON ANY INSPECTED ITEMS, LOT EVALUATION WILL CONTACT LEASEHOLDER AND ADVISE ON WHAT REPAIRS OR CORRECTIONS ARE NEEDED.** Lot Evaluation will hold the evaluation form, not returning to Lot Transfer until repairs are completed.
5. Transfer any information listed there to the new evaluation form.
6. Check current file for any receipts for improvements. Make sure they're only for the lot and improvements, not for maintenance and not for anything on a park model.
7. Transfer figures from NEW VALUE column on the old form to OLD VALUE column on the new form. List improvements in "VALUE ADDED" column. Add columns 1 and 2 together, put the figure in the NEW VALUE column. Check box if gravel is needed. Both people sign the form.
8. Once repairs or corrections, if needed, are completed give the completed evaluation form back to Lot Transfer and a copy to Maintenance who does their own inspection.