

# TECHNICAL COMMITTEE GUIDELINES

*Since we belong to a KO-OP, personal mileage will be reimbursed only with the prior approval of the Board of Directors. All expenditures must be okayed in writing by the Committee Chairman before monies are spent not to exceed five hundred (\$500) without Board approval. If NOT APPROVED in writing before the purchase, the buyer WILL NOT be reimbursed.*

The Committee may be composed of both KOFA members and non-members. Committee members should have an interest in providing the best possible technical support of KOFA owned communications / computer equipment within the constraints of budget and individual capabilities.

When working on member lots, work in teams of two when possible.

## AREAS OF RESPONSIBILITY

1. Lot Transfer Computers and Equipment
2. WiFi System Hot Spot in the clubhouse
3. KOFA KO-OP web page/events calendar
4. Cable TV
5. Sound System
6. Technical Training
7. Office Equipment

## RESPONSIBILITIES

1. Understand and follow the Technical Committee Policies and Procedures
2. Purchase and secure necessary equipment
3. Maintain park-owned technical equipment and systems
4. Assist KOFA members and guests in the use of park-owned equipment and systems
5. Work with the park managers to provide instructions to guests/members regarding the use of KOFA equipment
6. Address specific concerns to the Board liaison.
7. Make presentations to KOFA membership
8. Work with local vendors to acquire or modify service for the areas of responsibility
9. Provide technical training

Surplus Property Disposal will now be the responsibility of the Committee for those items on the Inventory list pertaining to the Tech 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

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Date

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Board Approval

\_\_\_\_\_  
Date

Reviewed February 2023