

## **Current Hamlet Maintenance Request Protocol**

1. Reserve Study findings due shortly.
2. Board deliberations begin upon receipt of above.
3. Maintenance must be in the current budget or special reserve account for maintenance to scheduled.
4. Log of requests maintained by Property Manager with
  - 4.1. Date of request
  - 4.2. Ranked priority assignment by PM
  - 4.3. FIFO
5. Each paying and current homeowner account may request 1/43 of account balance ranked and prioritize as above.
6. Board will review at quarterly meeting to commit funds for next quarter's use
7. The Board votes to confirm and accept budget expenditure upon Treasurer and Property Manager recommendations
8. The Board may assess payment of Maintenance work to the requesting Lot Owner upon the commitment the lot's portion of the annual maintenance budget and the lot's percentage contribution to the Hamlet Reserve Accounts since 2007.
9. Upon determination of the Board of a need for immediate repair as the result of a ranking of #1 by the property management team.
10. The ranking priorities are:
  - 1) Immediate
  - 2) Urgent
  - 3) Function need impairment
  - 4) Cosmetic
  - 5) Not responsibility
  - 6) Contracted
- 11.