

4/4/13 Adopted as Policy

To: Daylesford Lake Homeowner

RE: Review of Work Order Procedure

In order to eliminate confusion as well as unnecessary expense to the Association, please review the following guidelines for submitting work orders.

1. Please review your condominium documents to determine if any problem you are experience falls under "homeowner responsibility." The Association will not absorb costs for problems that are Homeowner responsibilities.
2. If you feel your problem is the responsibility of the Association, please submit a work order request via email to the Property Manager at rosemarie@daylesford-lake.com. We will confirm receipt of your request via email and schedule the contractor or engineer as required.
3. Should the contractor or engineer determine that the problem is the responsibility of the Homeowner; the Homeowner will be charged for any and all costs billed by the contractor and/or engineer, including the inspection cost and any costs resulting if the Homeowner fails to keep any appointment. These charges will be billed to the Homeowner's association account and the Homeowner will receive a notice of the charges by mail.

Thank you for your cooperation.