

Policy for unit repairs that are the responsibility of the cooperative

Purpose

1. That the process is followed in a consistent manner.
2. That the responsibility is fairly established for the unit owner as well as for the cooperative.
3. This pertains to responsibility of the association if it is required to pay for repairs.

Procedure

1. Shareholder notifies, in writing, the board president and the property manager. The notification should include the extent of the damage, along with the time frame that the damage was incurred.
2. The property manager contacts the shareholder to observe the damage and to arrange for an appropriate contractor to inspect and identify the cause.
 - a. At this point it may be determined that the damage is not the cooperative's responsibility but the unit owner's.
 - b. If the damage is determined to be the cooperative's responsibility, the property manager will work with the board to ensure that the cause is corrected.
3. Once the cause of the damage has been corrected, the property manager will obtain a quote for the unit repairs from a preferred contractor. After board approval, the repair work will proceed.
4. If the shareholder disputes the conclusion of the original contractor concerning the cause of the damage, he/she can have another contractor assess the damage. The board, after hearing evidence from both sides, will make a final decision.

Any expense incurred during this part of the process may be the shareholder's responsibility, if the cause of the damage is determined not to be the cooperative's responsibility.
4. If the shareholder wants to have the repairs to the unit made by a contractor other than the buildings preferred contractor, he/she must get two bids and the board will determine which bid they will accept.

Adopted 12/14