

## MAINTENANCE

Members of a Co-op are responsible for the reasonable maintenance and orderly appearance of their private yards and walkways leading to their units. We also feel it is reasonable for members to do small and/or light repairs; i.e. change burnt out light bulbs, repairing small holes left by previous members, nailing down (if needed) the transitional strips between rooms, and shoveling and de-icing sidewalks in the winter, etc.

Country Lane Co-op has 60 units, and as all inspections are done on a volunteer basis, the Maintenance Committee is always looking for volunteer members willing to do any, or all of the following:

- be a phone volunteer to schedule inspections
- complete unit inspections with another member
- tracking maintenance work orders

All the information obtained during annual inspections is compiled to help assist with budget planning, repair scheduling, replacement reserve studies, and more.

The Co-op maintenance manager is responsible for the repair of mechanical and electrical systems to ensure their effective functioning, regular cleaning and spraying of the garbage enclosure and storage bins. He is also responsible for repair and improvements of the exterior and common rooms, plus much more.

A Maintenance Work Order is available to all members for repairs. These forms may be picked up at the front office, from the maintenance manager or inspection committee chair.

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