

## **Oram Court Homeowners' Association**

### **Maintenance Procedures**

1. Association maintenance issues/repairs identified by homeowner.
2. Homeowner notifies OCHOA board of necessary repair.
3. Homeowner procures an insured vendor to bid on identified maintenance and/or repair.
4. Homeowner provides bids to OCHOA board.
5. OCHOA board approves expenditure.
6. Homeowner schedules and supervises repairs to completion.
7. Upon completion, vendor invoice is forward to OCHOA treasurer for payment.