



FRANCISCAN OWNERS' ASSOCIATION



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Maintenance Allocation Policy Adopted by Board Motion on 1/24/2015

Allocation for maintenance shall be in the following categories;

1. Franciscan Lakeside Rental Program (FLRP). All maintenance actions that are specifically in support of the rental program and rental customers
2. Franciscan Owners' Association (FOA). All maintenance items that are on the FOA scope of work and would be incurred even if there is no rental program. Additionally, those items for which the FLRP is acting as a contractor for the FOA, such as the scheduled exterior painting in accordance with the approved paint plan.
3. Franciscan Owners' Association Reserve. All maintenance items that are specifically on the current year and/or approved reserve schedule.
4. Owners. All maintenance activity that is at the request of a specific owner for their specific unit and that would not be an FOA or FLRP expense.
5. Housekeeping. All housekeeping activity performed by the maintenance staff.

Hourly rates include employee base wage, benefits, management overhead, taxes and workman's compensation. The 2014/15 hourly rate is \$24 with annual adjustments as approved by the board of directors.