

FIRST HYLAND GREENS ASSOCIATION WORK ORDER

This Work Order is made between First Hyland Greens Association (FHGA) and

_____ (hereafter "Contractor").

Contractor proposing to do work for FHGA agrees to comply with the following requirements:

1. Submit a proposal detailing the work to be done to the FHGA Board prior to commencing any work.
EXCEPTION: (see paragraph 6 below)
 - a. The proposal must specify:
 - i. The scope of the work to be done (e.g., replace 4 fence posts, 12 fence pickets).
 - ii. Location of the work to be done (e.g., posts V1, V2, and V7).
 - iii. Estimate of time and materials needed to complete the work to include specific items needed (e.g. 3 ea 6" x 6" x 10' cedar fence posts, 1 bag Quickcrete concrete).
2. After a proposal has been received by the Board, the Board will review the proposal and designate a Board officer to visit the site of the proposed work for evaluation and to determine if the proposal meets the needs of the situation and complies with the Board requirements listed above.
3. Following the site visit, if the estimated work is less than \$500.00, the Board officer will sign a work order with the Contractor.
4. When the work is complete in accordance with the agreed upon details, the Contractor will contact the Board and submit a bill for payment.
5. A Board member will visit the site and verify the work was completed in a satisfactory manner. If approved, the Board member will notify the Treasurer to pay the bill. If disapproved, the Board member will notify the Board President of what actions are necessary to complete the work in a satisfactory manner. Payment will only be made after approval has been sent to the Treasurer.
6. Emergency Situations: In the event of an urgent situation where there is risk of immediate harm to people, property, or the environment, the following steps must be followed:
 - a. Any Board member being made aware of an emergency situation will attempt to contact Board officer to get authorization to proceed.
 - b. With Board officer approval, a Contractor may be contacted to take necessary measures to stabilize the situation (e.g., use bracing to prevent fence from collapsing).
 - c. After the situation is stabilized, normal procedures will be used to effect any needed repairs/replacements.

CONTACT CHANGES: Any changes to the proposal (such as use of different materials, need for additional labor hours, etc.) must be agreed upon by both the Contractor and the Board.

Contractor

Date

First Hyland Greens Association

Date

The procedure on the previous page was approved by the First Hyland Greens Board of Directors.

The original minutes are signed by the Secretary and are held as part of the First Hyland Greens Association's records. For security reasons the signature is not shown on this electronic copy.

John Van Royen
Secretary – First Hyland Greens Association

April 14, 2009

Date Approved by Board