

Exhibit C

Minor Repair & Replacement (MRR)

Site Maintenance Manager's Responsibilities and Process

1. **OBJECTIVE:** Define Site Manager's (SM) routine minor repair and replacement responsibilities and processes to ensure a proactive, responsive, accountable program to maintain and enhance Lake Forest's capital assets.
2. **INTENT:** Minor Repair and Replacement (MRR) tasks shall be self-performed by the SM as detailed in Exhibit A or otherwise reasonably included in the SM scope of work and, if approved by the Board, additional projects may be subcontracted to the SM and paid on an hourly basis per Section 1.D of the Site Maintenance Management Agreement. SM shall be responsible to identify, manage and complete MRR tasks and to maintain the condition and appearance of the community to an excellence standard. This responsibility of the SM excludes maintenance, repair and renovation of owner unit interiors and garages.
3. **IDENTIFICATION:** The SM is responsible to maintain and update the Minor Repair & Replace Maintenance List Report on a daily but at a minimum monthly basis.
4. **EVALUATION CRITERIA:** SM shall inspect and evaluate new minor maintenance issues and propose preliminary remediation plans and related costs for each. SM shall present the new issues along with the above recommendations to the Board President or designated Board Representative (collectively, BP) in a timely fashion. Working with the BP, the SM shall prioritize these new issues using priority criteria similar to the Maintenance Committee's maintenance priority criteria.
5. **EXECUTION:** SM shall schedule and coordinate execution of MRR tasks directly with effected parties and vendors as appropriate.
6. **COMPLETION GOAL:** It is the SM's responsibility to manage this process with the goal of completing MRR tasks in a timely fashion within (2) months of approval date or as otherwise agreed to by the BP. This goal may be extended depending on seasonal conditions.
7. **REPORTING:** SM shall present the Minor Repair & Replace Maintenance List Report at each regularly scheduled Maintenance Committee meetings the number of completed tasks, number of pending tasks, completion goal duration and budget balance.
8. **FUNDING LIMITS:** The Board President or designated Board Representative must approve tasks that exceed the following dollar limits.
 - a. Maximum expense amount per task: \$500
 - b. Maximum expense amount per year: Established in annual budget.
 - c. All tasks exceeding these limits shall be referred to the Board for review and approval, except in the case of emergency endangering life, property or safety in the complex.

REVISED: 04.23.2022

Board Approval Date: _____