

**POLICY MANUAL**  
Wind Meadows Corporation, Racine, WI

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Subject:	Revision Date:	February 1, 2020
	Issue Date:	June 1, 1988

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The allocation of maintenance expenses in PSA's I, II, III, V, VI and VIII requires a determination of who is responsible for the cost of the work performed. Each PSA group may have their own belief of reasonableness and fairness. Thus, general definitions of types of maintenance and a payments schedule are necessary.

- I. Each PSA Director shall review the Allocation of Maintenance Expenses and recommend amendments to the Board of Directors.
- II. The Allocation of Maintenance Expenses POL.017 may be revised from time to time by the PSA Directors subject to Board approval.
- III. Allocation of Maintenance expenses shall include general definitions of various types of maintenance work that may occur.
- IV. The cost for the maintenance work may be allocated directly to the unit owner, budgeted as a line item, or funded from reserves. In some situations, the expense is shared equally between the unit owner and the PSA Group.
- V. All vendors providing maintenance services will provide a certificate of insurance with a minimum liability coverage of \$1,000,000.

REFERENCES

See individual Allocation of Maintenance Expenses POL.017.  
BOD Minutes 1/28/85.  
BOD Minutes 2/27/89.