

Delavan Lake Assembly Construction Process

Emergency Repair Procedure:

An emergency repair is defined as a repair that renders the residence difficult to inhabit. These repairs would typically take place during Assembly Parks non construction period between July 1 and September 30 or between regularly scheduled Board Meetings. Failures such as HVAC, burst pipe, electrical problems, water pipe/well pump, gas leaks, tree damage and roof leaks are examples.

1. The Leaseholder must complete the Pre-Construction Checklist as completely as possible.
2. Contact the Caretaker. The Caretaker and a Board Member will perform an onsite inspection and may approve the repair. The Board Member will then inform the entire Board of the decision and return the Pre-Construction Checklist and any pictures of the repair area and road if applicable to the Board Secretary and the Building and Construction Committee. (Only if no permits are required)
 - a. If a Board Member is not available, the Caretaker can then approve the repair. The Caretaker will then contact the Board and make them aware of the situation.
3. The Board Secretary will distribute the repair documentation to the entire Board.
 - a. The Board will vote to approve the repair
 - b. The Secretary will inform the leaseholder
4. Repairs are to be made for the affected area only.
5. Repairs must be completed by an approved contractor.
6. The Building and Construction Committee will monitor and report on the progress of the repair until the repair is complete

In the unlikely event that your emergency repair requires a building permit and or county approval please contact a Board Member and the Caretaker and follow the **Building of a Home or a Major Remodeling Project process**

Non-Emergency Construction Approval Process:

Non-Emergency repairs are defined as repairs that do not require a building permit. The following are examples: Roof shingle repairs, window replacements, landscaping, tree removal, and storage sheds not in excess of 100 sq. ft.

1. The Leaseholder must complete the following:
 - a. Pre-Construction Checklist
 - b. Construction Speakers Request
 - c. Provide the contractors proof of commercial liability and workman's compensation insurance
2. Send the above along with any drawings or photos to the Board Secretary. The Board Secretary will then:
 - a. Send all the documentation to the Building and Construction Committee
 - b. Add the Speaker Request to the next Board Meeting.
3. The Construction Committee will review the repair
4. Monthly Board Meeting:
 - a. The Leaseholder will present the requested repair
 - b. The Construction Committee will make their recommendation
 - c. The Board will vote to approve or deny the repair
 - d. The Secretary will inform the leaseholder of the Boards decision
5. The Building and Construction Committee will monitor and report on the progress of the repair until the repair is complete

Building of a Home or a Major Remodeling Project:

A major project is defined as any project that requires a building permit and or county approval.

1. The Leaseholder must complete the following:
 - a. Pre-Construction Checklist
 - b. Construction Speakers Request
 - c. Provide the contractors proof of commercial liability and workman's compensation insurance
 - d. Drawings, surveys, landscape design. Etc.
 - e. Project timeline
2. Send the above to the Board Secretary. The Board Secretary will then:
 - a. Send the documentation to the Building and Construction and the Architectural Committees

- b. Add the Speaker Request to the next Board Meeting.
- 3. The Building and Construction and Architectural Committees will meet.
 - a. Review all drawing and documentation
 - b. Resolve any issues with the leaseholders
 - c. Ensure that any effected leaseholders have been consulted
- 4. Monthly Board Meeting:
 - a. The Leaseholder will present the requested construction
 - i. The leaseholder may bring their architect and construction lead to the Board Meeting to assist in the presentation
 - b. The Build and Construction and Architectural Committees will make their recommendation
 - c. The Board will vote to approve or deny the construction
 - d. The Secretary will inform the leaseholder of the Boards decision
- 5. The leaseholder is responsible to obtain all county permits prior to starting any construction.
- 6. The project must be completed during Assembly Parks open construction period of September 1 to June 30
- 7. The leaseholder is responsible to inform the Board of any project delays or time over runs
- 8. The Building and Construction Committee will monitor and report on the progress of the project