

OCEAN HIGH CONDOMINIUM ASSOCIATION

Policy #8, 1999

SUBJECT: Housekeeping Inspection

1. Any member of the Board of Directors may conduct random housekeeping inspections. Unoccupied units representative of all units will be selected for inspection.
2. Records of housekeeping will be reviewed to determine the housekeeping activity performed, such as weekly, mini-deep clean, or deep clean, and the documentation of such activity and inspection.
3. The board member will use the Housekeeping Guidelines attached as a measure to determine whether the level of activity described has been performed and certified as inspected.
4. Deficiencies will be noted and brought to the attention of the manager who will be given the opportunity to respond. The results of the inspection and response by the manager will be discussed at the next board meeting.
5. Performance which satisfies or exceeds expectations will also be noted and discussed with the manager. Such inspections are in no way intended to be punitive, but are intended to facilitate owner/exchangee satisfaction.

APPROVED: Board of Directors
May 22, 1999