

Overland Cove (OC)
Homeowners Association (HOA)
Policy and Operating Procedure (POP)
Recessed Eave Light Bulb Replacement

1. **Purpose:** To establish the POP for OC Homeowners [or authorized lease tenants referred to as “Homeowner/tenant” from here forward in this document] regarding the recessed eave light bulb replacement.
2. **Scope:** This POP applies to all OC Homeowners/tenants that require recessed eave light bulb replacement due to light bulb failure.
3. **Policy:**
 1. To comply with Article V, Section 1 of the OC Protective Covenants, the HOA, Board of Directors (BOD) is responsible for replacement of recessed eave light bulbs for OC Homeowners/Tenants.
 2. The HOA will designate the type of recessed eave light bulb required for use in all OC Homeowners/Tenants eave lights.
 3. The HOA management company will conduct the daily management of this POP.
 4. The HOA BOD Functional Area Lead will provide guidance and directions to the HOA management company for execution of the POP. The BOD will apply the following standards for replacing the recessed eave light bulbs:
 - a. Ensure same type recessed eave light bulb is used for esthetics, curb appeal throughout the community. The approved light bulb is a **LED, PAR 20, 3000 Kelvin 50-Watt Equivalent**. [NOTE: During the current transition from incandescent lights to LED lights, community outside eave lighting may not be consistent).
 - b. Ensure bulb replacement maintenance is most economically completed. This may cause some delays in replacing burned out bulbs, especially certain high eave lights, when reported to the HOA management company or the Functional Area Lead.
 - c. If Homeowners/tenants decide to change their own bulbs themselves, they must use the HOA approved bulb provided by the HOA Functional Area Lead.

4. Procedures:

1. Bulb Replacement Maintenance

- a. Homeowners/Tenants will report to the HOA management company and/or Functional Area Lead and Co-Lead their needs for replacement of burnt-out eave light bulbs and provide the following information:
 - i). Home address
 - ii). Number of lights burnt
 - iii) Point of Contact (POC) phone number for maintenance repair coordination as needed
 - iv). Exact location of each burnt-out light bulb(s). (See Annex A)
- b. Reporting Contact Information;

The HOA management company (EREM):

EREM email: manager@ereminc.com Phone: (256) 880-1000

HOA Functional Area Lead and Co-Lead;

Wayne Lamon: Una67wde@comcast.net Phone: (256) 682-4002

Gilles Beaumont : gxbeaumont@gmail.com Phone : (251) 605-9432

2. The HOA Functional Area Lead will approve replacement of recessed eave lights when a request is received from an Overland Cove resident. If the Homeowner/tenant does not want to wait, they may replace their own bulbs using the HOA approved OC HOA light bulb. These lights bulbs are provided by the HOA Functional Area Lead and Co-Lead when requested by a resident for self-replacement.
3. In most cases, burnt eave lights should be replaced by an HOA volunteer within a week to ten days following a request.

5. Responsibilities:

1. OC HOA Functional Area Lead will:

- a. Provide guidance and direction for all recessed eave light bulb replacement and POP changes to the HOA management company.
- b. Provide the HOA management company approval to conduct bulb replacement when POP standards are met.
- c. Ensure the recessed eave light bulb replacement procedure is economically managed.
- d. Quarterly, report eave light bulb replacement status to the HOA Board.

- e. As needed, review the support contract with the HOA management company affecting the recessed eave light bulb maintenance.
- f. Provide self-help replacement bulbs to Homeowners/tenants.

2. OC HOA Management Company will:

- a. Coordinate all recessed eave light bulb replacement procedures IAW the POP.
- b. Immediately notify the HOA Functional Area Lead and Co-lead when a resident reports their eave light(s) are burnt out.
- c. Ensure all Homeowners/tenants have access to this POP.
- d. As requested by the HOA Functional Area Lead, review the support contract affecting the recessed eave light bulb replacement procedures.
- e. Ensure POP is followed and make all the necessary coordination with Homeowners/tenants when bulb replacements will happen.
- d. Provide the necessary budget information to the Functional Area Lead for the annual budget requirements.
- e. As required, report to the HOA Functional Area Lead the Homeowner/tenant self-help replacement light bulb information.

3. Homeowners/tenants requiring recessed eave light bulb replacement will:

- a. Read and comply with this POP.
- b. Report recessed eave light bulb replacement issues to the HOA management company, the HOA Functional Area Lead and Co-Lead.
- c. If desired, replace your own eave light bulb when burnt out, at your own expense, using the HOA approved bulb provided by the Functional Area Lead. See paragraph 4.3. above and ANNEX A.

ANNEX A

How to report eave light bulb(s) location

1. Looking at your home from the street, circle or write down the burnt-out lights from left-to-right; 1 2 3 4 5 as determined by your home lighting configuration. Some homes have five (5) eave lights, while others only have four (4).
2. When reporting status to the HOA management company and Functional Area Leads, state the number of the burnt-out bulb(s) and their numeric location using paragraph 1. above.
3. If you want to replace your burnt-out bulbs yourself, provide the HOA Functional Area Leads with your light bulb(s) requirement and address.
4. Questions?? Call the Functional Area Lead or Co-Lead listed above.