**Refurbishment**

**Introduction**

After cottages have been vacated, it has been our policy to refurbish them where necessary before sale to new Residents. We have had changing standards and procedures over the years and it is necessary to clarify these for all concerned in order to reduce possible conflict.

We have also shown inadequate financial control over the refurbishment process and this is to be rectified with this policy.

**Specifications**

The relevant specifications for the refurbishment of cottages is as detailed in the relevant Specification Cott/1

**Assessment**

When a cottage comes on the market, the refurbishment proposal will be compiled by the Sales and Operations Manager in conjunction with the Financial Director, designated Board Member. These will form the Refurbishment Committee, and any other party relevant to the process may be invited on an *ad hoc* basis. The proposal would only include those items which would normally be for the Park’s account. The first assessment must take place before new purchasers are shown the property. As part of the proposal, a budget must be drawn up for the refurbishment to our current standard.

**Purchaser’s Requirements**

Once a refurbishment proposal and budget have been compiled, the cottage can be shown to prospective purchasers. We encourage new buyers to upgrade and modernise a cottage to standards higher than our basic standard, but these must be for their account. We would, however, discourage alterations that would make the cottage difficult to sell in the future and would involve significant cost to restore. Once these have been negotiated with the purchaser, a separate budget for these items must be compiled.

**Job Numbers**

A job number will be opened by the Accounts department for each refurbishment. Only costs associated with the particular refurbishment must be allocated to the job, and any credits received from purchasers for their individual requirements must also be allocated to the job.

**Commencement of Refurbishment**

Before any refurbishment is commenced, the budget must be examined and approved by the General Manager, Financial Director and designated Board Member.