

## **IMPROVEMENT/UPGRADE POLICY**

If a repair or replacement is being done in a Member's townhouse, the Member has the option of upgrading the replacement item by paying any additional cost incurred directly to the vendor/contractor.

If an invoice is received by Highlands from the vendor, the member will be billed and the payment must be made with the next month's carrying charge payment.

Management must approve any changes prior to the improvement or upgrade being installed.