

Emergency Repairs Policy

- 1) In the event that a repair to the Property is discovered and the party reporting the needed repair believes that the repair warrants the level of “Vital Repair”, the Brother will report the supposed Vital Repair to the Worshipful Master.
- 2) If the Worshipful Master concurs that the needed repair warrants the status of Vital Repair, the Master will notify the Chairman of the Trustees Board.
- 3) The Trustees Board will review the reported Vital Repair and obtain repair quotes.
- 4) If the majority of the Board of Trustees concurs that the Vital Repair mandates immediate attention in order to prevent further destruction of the Property or is necessary to maintain operational use of the Property in a safe and healthy manner, the repair will be deemed an Emergency Repair; and if the Board believes that sufficient repair quotes have been obtained to ensure fiscal responsibility;
 - a. If the repair quote deemed acceptable by the Board is less than or equal to one thousand dollars, the Board is authorized to affect the repair without further approval by the Master of the Lodge or the Brethren.
 - b. If the repair quote deemed acceptable by the Board is greater than one thousand dollars, but less than or equal to two thousand five hundred dollars, the Board will present their findings, including all quotes, to the Master for approval.
 - i. If the Master concurs with the findings of the Board, the Board is authorized to affect the repair without further approval of the Lodge.
 - ii. If the Master disagrees with the findings of the Board, he may table the item, order the Board to reinvestigate the matter, or call an emergency meeting of the officers of the Lodge to make a determination as to what action, if any, should be taken.
 1. If a determination is made that the repair is Vital and warrants Emergency status, the Master will instruct the Board of Trustees to affect repair without further approval of the Brethren.

- c. If the repair quote deemed acceptable by the Board is greater than two thousand five hundred dollars, the Board will present their findings, including all quotes, to the Master.
 - i. If the Master concurs that the repair warrants Emergency Repair status, he MUST call an emergency meeting of Lodge officers to make a determination as to the proper course of action concerning the repair.
 - ii. If the determination is made that the repair warrants Emergency Repair status the Master will order that the repair be undertaken without further approval of the Brethren.
- 5) If the majority of the Board of Trustees do NOT concur that the Vital Repair mandates immediate attention in order to prevent further destruction of the Property or is necessary to maintain operational use of the Property in a safe and healthy manner, then the Board will report their findings to the Master for further determination as to a course of action.
- 6) All expenditures for repairs authorized under this Policy must be reported at the next Stated Meeting of the Lodge along with explanation as to the determination of Vital or Emergency status.