

Mississippi Riverwood Associates, Inc.

Propane Sales Procedure

Procedure number 12	Version
Drafted by P&P Committee	Approved by the BOD on
Responsible person Treasurer	Scheduled review date

Responsibilities

Mississippi Riverwood Associates Inc. uses propane to heat its buildings, domestic hot water and swimming pool. MRAI buys propane in bulk and is stored in an onsite propane bulk tank. From this tank piping feeds certain buildings and equipment. As a service to its members propane can be obtained from MRAI and filled from the onsite bulk tank. The Board of Directors has the responsibility to approve the propane pricing and the responsibility to administer the propane sales procedure.

Procedure

- Pricing will be posted at the bulk tank filling site.
- Propane tanks are limited to 100 lb. in addition to the tanks on the RV. The owner is responsible for the handling of the 100 lb. tanks including delivery and pick from the bulk tank. All tanks shall be of approved type and inspected in accordance with Minnesota and Federal law.
- Prepayment is required before propane tanks will be filled. Checks should be deposited in the drop box located at site #100 and the tank left at the propane bulk tank. Each tank shall be marked with the owner's lot number. Your check is your receipt. If you prefer to pay cash, please pay the Workcamper in advance. The Workcamper will give you a receipt if you are paying with cash.
- Authorized and trained MRAI personnel will fill propane tank and deliver to lot marked on propane tank. MRAI personnel will not connect tanks to the RV.
- Member who wishes to fill propane tank on a motorhome should notify Workcamper on duty. The motorhome should be driven to bulk propane tank where authorized personnel will fill the propane tank. After the fill is complete the authorized person who filled the propane tank will calculate the cost and collect payment from the member.

- Member who wishes to have motorhome filled at their site should contact the Workcamper on Duty. Arrangements may be made with the Workcamper that when the bulk gas supplier fills the MRAI bulk tank, the truck will drive to member's site and fill a motorhome without paying an additional delivery fee. Pricing and details of the sale are between the supplier and the member. Pricing will not be at the bulk price paid by MRAI. (This is an arrangement between MRAI and the supplier and is subject to change without notice)

- If member needs an immediate propane fill and can't drive to MRAI bulk tank then the member must contact the gas supplier and make arrangements for a special delivery. A delivery charge will apply.

Authorization

By the Board of Directors

_____, President

Date _____