**Step 1**

**Identify & decide if you need to implement EE- or other renovations for your building (for example by drafting a long-term-renovation-plan).**

**Useful tips for step 1:**

**-the long-term-renovation plan should be drafted for the period of next 3-5 years in cooperation by board members and building manager**

**-in the long-term-renovation plan should be included 3-5 most relevant EE-measures / renovations**

**-update and review the plan regularly and keep it always on the agenda of annual meeting of building association**

**-the plan shall be familiar for all residents in the building and approved by majority of participants of annual building association meeting. In many cases the legal majority means 50 % +1 approvals.**

**-discuss/decide funding options to implement planned measures**

**-consider to start gathering beforehand agreed renovation fee from apartment owners to collect initial funding and to have better loan terms**

**-take care, that all relevant documentation regarding the history of building has been documented and uploaded on the joint folder (for example provided by building manager company). This means structural drawings, documentation of all implemented renovations (both at common spaces and in private apartments) etc…**