

SAMPLE ASSOCIATION MAINTENANCE SCHEDULE

(1994-1995)

	Sep 94	Oct 94	Nov 94	Dec 94	Jan 95	Feb 95	Mar 95	Apr 95	May 95	Jun 95	Jul 95	Aug 95	Sep 95	Oct 95	Nov 95	Dec 95
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CLUBHOUSE

INSPECTION

- Furnace (note 1)
- HWH (note 2)
- Carpeting (note 3)
- Building Int & Ext (note 4)

		A													A		
		A													A		
		Q			Q			Q			Q				Q		
		SA						SA							SA		

REPAIR/REPLACE

- Replace Carpet
- Replace HWH
- Replace Furnace
- Paint Interior/Exterior
- Replace Furnishings

10/96	
10/94	
15/94	
10/99	
10/98	

FENCING

INSPECTION

- All Fences

		A													A		
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REPAIR/REPLACE

- Paint Wrought Iron
- Replace WI Wood Posts
- Paint Wood Fences
- Replace Wood Fences

5/94/99	
15/04	
5/94/99	
15/04	

EXTERIOR LIGHTING

INSPECTION

- Night Run (Current Electric)
- Street Light Functional Check
- Street Light Visual/Physical
- Inspect Rec Area Lighting

	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
		Q			Q			Q			Q			Q		
		SA						SA						SA		
		SA						SA						SA		

REPAIR/REPLACE

- Replace Pole Lights

20/05	
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PAVED SURFACES

INSPECTION

- Concrete Walks
- Driveways
- Streets

								A									
								A									
								A									

REPAIR/REPLACE

- Concrete Repairs
- Driveway Repair/Seal
- Streets Repair/Seal
- Major Driveway Repairs
- Streets Overlay

93/98	
93/97/01	
97/01	
93	
93	

TOWNHOUSE EXTERIORS

INSPECTION

- Wood Siding & Trim
- Stucco Walls
- Painted Surfaces
- Caulking & Windows

	SP	SP								A							
										A							
										A							
	SP	SP								A							

REPAIR/REPLACE

- Siding Leak Repairs
- Stucco Paint
- Stucco Waterproofing
- Wood Siding/Trim Paint

02	
99	
99	
94/99	

ROOFS & GUTTERS

INSPECTION

- Gutters & Downspouts
- Tile Roofs & Joints

		A													A		

REPAIR/REPLACE

- Gutters
- Downspouts
- Tile Roofs

25/02	
25/02	
5/97/02	

Comp Life & Yr of Action	Sep 94	Oct 94	Nov 94	Dec 94	Jan 95	Feb 95	Mar 95	Apr 95	May 95	Jun 95	Jul 95	Aug 95	Sep 95	Oct 95	Nov 95	Dec 95
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SWIMMING POOL

INSPECTION

Coping
Heater/Pump/Filter
Dec-O-Seal
Pool Surface

	A													A		
	SA						SA							SA		
	SA						SA							SA		
	A													A		

REPAIR/REPLACE

Coping
Filter
Heater
Pump
Pool Plaster

30/07
10/00
12/94
6/96/02
15/97

note 8														Replace		

LANDSCAPING

INSPECTION

Irrigation System Inspection
In-Ground Utility Boxes & Covers (Safety)
Pruning Requirements
Weed Abatement
Storm Drains & Catch Basins
V-Ditches & Catch Basins

Q			Q			Q			Q			Q			Q
Q			Q			Q			Q			Q			Q
A												A			
								A	A	A					
A												A			
A												A			

REPAIR/REPLACE

Irrigation Timers
Irrigation Backflows/Valves
Trees Pruned/Replaced
Shrubs/Ground Cover
Redevelopment (\$50k/yr)

10/97
10/98
5/93/98
5/93/98
94/95/96/97

LEGEND: A=Annual SA=Semi-Annual SP=Special
M=Monthly Q=Quarterly

- NOTES:**
1. Replace filters annually.
 2. Inspect & drain to remove build up and extend life.
 3. Schedule quarterly cleaning as necessary.
 4. Formal inspections are different than the monthly property checks performed by management.
 5. Street lighting is very critical to the security and safety of the homeowners. A routine maintenance contract with a lighting maintenance company is recommended by management for conducting this inspection & maintenance.
 6. Scheduled for '94 but may be delayed until early '95 due to other work in progress.
 7. All paving work in process Sept & Oct '94
 8. Pool heater checked by pool service. Advised that no urgent need exists for replacing heater. Can wait until spring of '95
 9. Urgent need for spot repair of wood siding, trim and joint seals where needed before rains begin.
 10. Lights should be addressed in '94. Money must be budgeted for improvements in lighting for security and safety.