

QUEEN'S LANDING MAINTENANCE POLICY 2010

Introduction

Over the past several years the Board has given a lot of thought and effort into how to make our maintenance more efficient and beneficial to the Community. We've looked at everything from changing schedules, adding personnel, revising maintenance routines, and changing the overall responsibility of getting the work done. No matter what we come up with we still seem to be dealing with a maintenance system that does not deliver to the Community the best value for the dollar.

Currently, our maintenance is experiencing the need to move towards specialized contract work over our current quasi-policy of completing as much work as possible in house; this specialized approach is more aligned with virtually every other community in our area. The need to contract out is also supported by the natural aging of our buildings which requires the more comprehensive maintenance.

This program is designed to meet the ever increasing complexity of maintenance needs and intends to facilitate prompt response to maintenance issues within the community while maximizing the efforts of the General Manager and the Buildings and Grounds Committee. In establishing this policy, priority has been placed on: reducing the time required to fix a maintenance problem, reducing the total expense of repair, ensuring that all repair work is warranted, eliminating the liability of work done by the Association, and ensuring that all work is done by qualified and licensed workers. Also, this policy takes into account the mandate set forth by the Community to reduce the overall costs of such activities to the Association.

Program Overview

Queen's Landing Maintenance Policy 2010 employs a comprehensive plan to address the maintenance needs of the community. The plan is comprised of an On-Site Caretaker, General Contractor, Specialty Contractor, and a Preventative Maintenance scheme all working together to ensure the structural integrity of the Community for years to come.

The On-Site Caretaker is an employee of the Association responsible for everyday general care of the community and common grounds. The caretaker responds to tasks assigned by the General Manager which include but are not limited to: performing preventive maintenance in and around the clubhouse such as changing filters, lights, and ensuring good working order of the facility; maintaining the general appearance of the community including incidental painting, exterior lighting, and the like; responding to minor issues following adverse weather events; preparing community amenities for seasonal use; and assisting the General Manager in identifying deficiencies requiring maintenance attention.

To ensure the most qualified response to a maintenance issue, the General Manager shall select a contractor from a preapproved list of General Contractors. Contractors placed on the preapproved list must demonstrate the ability to perform all levels of building maintenance, be insured and bonded, warrant the work they perform, and pass a background check of the company and employees. The primary focus of the General Contractor is to respond quickly, complete the job efficiently, and at the

least amount of disruption to the residents as possible. Several contractors will be used in this process to make sure work is done at the best possible price. A minimum of three preapproved General Contractors are required to be on call 24 hours per day 7 days per week in order to respond in the event of an emergency.

Specialty Contractors are contractors attending to the repair or replacement of common elements identified in the Queen's Landing Reserve Study and which is funded by the community's reserve fund. Selecting contractors for this purpose follows established bidding procedures and policies of the Board.

The Preventative Maintenance scheme is an on-going program designed to identify and correct deficiencies in and around the buildings. The objective of the scheme is to prevent little problems from becoming big problems and provide a means of assessing the level of soundness of our buildings.

The plan also includes a quality control component designed to ensure the community is receiving the level of service and repair we expect. Jobs will be documented in pictures before, during, and after completion and randomly selected for inspection by qualified inspectors, when the Board feels this is necessary. An assessment of the quality of work will be submitted by the inspector to the General Manager.

Program

1. On-site Community Caretaker. The Association shall hire a part-time caretaker to oversee the general upkeep of the community and perform minor maintenance tasks as determined by the Board of Directors and General Manager (Attachment 1). The On-site caretaker shall:

- (a) Be an employee of the Association.
- (b) Perform general upkeep and caretaker duties along with incidental maintenance tasks within the Queen's Landing community.
- (c) Perform general cleaning, preparation, and shut-down of seasonal amenities
- (d) Routinely inspect and report deficiencies of common grounds, clubhouse, and buildings
- (e) Be willing and able to respond during non-scheduled work hours as determined by the General Manager
- (f) Be qualified to perform the duties as outlined in the On-site Community Caretaker Agreement.

2. Approved Contractors. The Board of Directors shall establish a list of pre-approved contractors to perform the maintenance needs of the Association. The list shall indicate if the contractor is a general contractor or a specialty contractor. All contractors shall be approved by the Board of Directors and meet the following requirements:

- (a) Be bonded and carry an appropriate amount of insurance suitable to the activities of the contractor and as may be required by the Association's master insurance carrier.
- (b) Possess appropriate licenses and permits for all employees.
- (c) Carry not less than One Million \$1,000,000 general liability and workers compensation insurance in increased limits of \$500,000 per accident/\$500,000 disease/\$500,000 diseasepolicy limit
- (d) Provide a minimum one year warranty for workmanship and manufacturer warranties for components and material used.
- (e) Successfully complete a contractor review by the Board of Directors

2.1 Contractor Review. To be considered for contract work at Queen's Landing, all contractors shall provide and possess, for the preceding five years, satisfactory ratings and or reviews for the following:

- (a) References: Provide at least three contact names and phone numbers of past and/or present customers
- (b) Better Business Bureau: Possess an A- or better rating
- (c) Have no negative reports on file with the Maryland Home Improvement Commission and associate agencies
- (d) Licenses: Ensure all required licenses and permits required by federal, state, and local agencies are current and in good standing.
- (e) Background Checks: Contractor shall provide criminal background checks for all on-site workers

3. General Contractor. The General Manager shall call a general contractor from the pre-approved list if a maintenance need is likely to be less than \$2,500 and of a general nature. If more than \$2,500, the provisions contained in 'Competitive Bidding', below, shall apply. These contractors shall be called on a rotation basis, so each will get a chance to work in Queens Landing. However, the general manager at his/her discretion may use one general contractor for continuity, on a particular job, if he/she feels it would better serve the Community. General Contractor duties (Attachment 2) include, but are not limited to:

- (a) Maintaining general lighting within the community, clubhouse, and recreational facilities
- (b) Repair or replacement of reported unit problems including leaks, cracks, and unit limited common elements and unit components under the responsibility of the Association
- (c) General maintenance of buildings, common elements, and limited common elements under Association responsibility

- (d) Preventative maintenance
- (e) Any item which may be deemed appropriate by the Board of Directors or General Manager
- (f) Be willing and able to be on call 24 hours a day 7 days per week.

4. Specialized Contractor List. If a specialized repair is required, the General Manager shall bid a specific project in accordance with established procedures. Contractors who are also General Contractors may be considered to meet the specialized maintenance needs of the community. These items include, but are not limited to:

- (a) Roof replacement
- (b) Specialized plumbing or electrical
- (c) Stucco repair
- (d) Street paving or repair
- (e) Foundation pouring or repair
- (f) Any item which may be deemed appropriate by the Board of Director or General Manager, in consultation with the Board of Directors

5. Competitive Bidding. If the cost of repair is over \$2,500 but less than \$5,000 and there are at least two pre-approved contractors on the list for a particular maintenance need, the General Manager shall request bids from the list and select the lowest bid to perform the job. If there is only one pre-approved contractor qualified for a particular job, the General Manager shall advertise for additional qualifying contractors and then contact at least two (2) to solicit a bid for the job. The lowest bid shall be selected to perform the job, assuming that other relevant factors are equivalent.

If the cost of repair is \$5,000 or more, the General Manager shall request at least three bids from the pre-approved contractor list or if there are not enough pre-approved contractors, from any contractor willing and qualified to perform the job. The recommended list of bids shall be presented to the Board for selection and approval and the winning contractor placed on the preapproved contractor list if not already on the list.

6. Quality Control. The Association shall use inspections and a comprehensive service and maintenance request system to track all work performed on Queen's Landing. Once per quarter a qualified inspector shall randomly select a minimum of three jobs, performed within the last 90 days, and submit a report of findings to the General Manager. To assist the inspector in assessing the quality of work, pictures shall be taken; of structural damage and designated areas, completed repairs during contract work and the finished result of the repair before concealing the with siding. Also once per quarter, a review of the time sheets of each job performed by a contractor shall be reviewed by the Maintenance and Grounds Committee. To complete the quality control process, residents will be provided a brief questionnaire

after completion of maintenance work performed by contractors in and around their unit. The Board will then be better able to assess the total performance of maintenance work done on Queen's Landing.

7. Preventative Maintenance. The Queen's Landing Preventative Maintenance Program shall identify existing maintenance issues that fall under the purview of the Association to repair or replace pursuant to the governing documents of the Condominium. The program shall use the services of a qualified contractor to:

- (a) Replace or repair damage to any portion of the roof system
- (b) Replace, repair, and clean gutters and associated components
- (c) Seal and secure all open flashing, DRYVIT/stucco, and cracks in the wall structure
- (d) Replace or repair all existing fixtures
- (e) Replace or repair all windows and doors
- (f) Remove all vegetation contacting or cause damage to the structure

A comprehensive preventative maintenance program is the key to the success of this maintenance policy. Identifying and stopping the adverse effects of our environment through preventative maintenance followed by specialized remedies of lingering problems will ensure the soundness of our community for years to come.

ATTACHMENT 1

ON-SITE COMMUNITY CARETAKER

AGREEMENT

THIS AGREEMENT, made this ____ day of _____ 20____, by and between Queen's Landing Council of Unit Owners, Inc (the "Association") and _____ (the "Employee").

RECITALS

WHEREAS, Association desires to retain the services of an Employee to perform general on-site upkeep and incidental repairs for the community known as Queens Landing, Chester, Maryland and,

WHEREAS, general maintenance refers to any task which improves the general soundness and appearance of the community, community grounds, and community buildings and,

WHEREAS, the Employee desires to provide the services to the Association as an Employee of the Association,

NOW, THEREFORE, in consideration of the mutual promises and covenants entered into and other good and valuable consideration, the sufficiency and adequacy of which are hereby acknowledged, the parties hereto agree to the following terms and conditions:

1.0 Scope of Work

1.1 Term - This Agreement is to cover general upkeep, caretaker duties, and minor repairs, as determined by the Association from _____ through

1.2 Scope - In addition to the scope of work identified herein, the Employee and the Association agree that the following Sections of addendum " A "are incorporated as though stated fully herein: Sections .

1.3 Contact Person - The Association appoints the General Manager as its point of contact on behalf of the Association. All communications shall go through the General Manager and the Employee unless otherwise agreed to in writing. Each party agrees to be bound by the instructions or directions given to the other party.

2.0 Compensation - In consideration for providing the services hereunder, the Association will pay the Contractor during the Term of this Agreement the mutually agreed upon sum of _____.

3.0. Employee - This Agreement shall be deemed to create and establish the relationship of employer and employee between the parties. More specifically:

3.1. The Association shall be responsible for paying all required federal and state taxes; in particular, the Association, will make or withhold payment of FICA (Social Security), unemployment insurance, federal or state income taxes, disability insurance or workers' compensation insurance.

3.2. In coordination with and under the direction of the General Manager, the Employee will determine the methods, details and means of performing the services under this Agreement and the order and sequence of completing its work tasks, except as expressly stated otherwise herein.

3.3. The Employee shall perform the services under this Agreement in a workmanlike manner and in accordance with industry standards and federal, state, and local codes.

3.4. The Association shall assure that all work performed by the Employee shall be in a competent, efficient and satisfactory manner. All documents, records, reports and manuals produced by the Employee during the performance of the services hereunder shall be presented to the General Manager upon completion and shall belong to and shall be the sole property of the Association.

4.0 Insurance - The Association shall carry General Liability, Employee Dishonesty (Crime/Fidelity), Directors and Officers Liability, and any other applicable policies that include the Employee as an additional insured as defined in the policies as "Who is an Insured".

5.0 Licenses – The Employee shall hold all necessary licenses required by law for the maintenance activity for which a license is required.

6.0. Termination - The Agreement may be terminated by either party upon thirty (30) days written notice of such termination to the other party. The Association, in its sole discretion, may also terminate this Agreement in the event the Employee fails to perform under the terms of this Agreement.

7.0 Attorney Fees/Costs - In the event that the Association shall be required to retain legal counsel and/or institute a legal proceeding in order to enforce this Agreement or for any other reason arising out of this Agreement and prevails, the Association shall be entitled to recover, and the Employee agrees to pay, the Association's actual legal costs, including but not limited to actual attorney fees, court costs, expert fees, private processor fees.

8.0 Confidential Information - The Employee shall hold as confidential and shall not disclose data or information relating to the activities of the Association or its administrators, officers, or employees unless such disclosure is consistent with state or federal law or regulation and such disclosure is expressly authorized by the Association President.

9.0 Notice - Notice by either party hereunder shall be deemed to have been given when mailed by certified mail, postage prepaid, addressed to the other party at the address shown below, or at such other address as either party may from time to time specify by written notice of such change of address given to the other party:

To:

To: Queens' Landing Council of Unit Owners, Inc.
500 Queen's Landing Drive
Chester, MD 21619

10.0 Maryland Law - This Agreement shall be interpreted and construed in accordance with the laws of the State of Maryland, without regard to any presumptions against the party who drafted or caused this Agreement to be drafted.

11.0 Forum - All disputes arising out of this Agreement shall be litigated in Queen Anne's County, Maryland.

12.0 Entire Agreement - This document and the attached addendum(s) constitute the entire Agreement between the parties hereto and may not be amended except by a writing signed by the parties hereto.

13.0 Counterparts - This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been executed by the Association and the Contractor as of the date first above written.

Witness: _____ Queen's Landing Council of Unit Owners Inc.

By: _____ Association Manager

Date: _____

Witness: _____

By: _____ Employee

Date: _____

Appendix A

General On-site Caretaker

1.0 General

The Employee shall receive all directions from the General Manager and perform general custodial upkeep of Queen's Landing common and limited common elements under Association responsibility. The employee shall possess a working knowledge of the community layout including but not limited to; utility service access points, boundaries, water inlets and outlets, buildings, emergency access points and perform minor repairs, as required, to areas under Association control.

The Employee shall possess a general knowledge of Queens Landing preventive maintenance program and make recommendations to the General Manager to ensure the care and upkeep of the community.

The employee shall respect all requests from residents and Board of Directors but shall not receive work orders directly from either residents or Board of Directors unless given prior authority from the General Manager. All activities shall be conducted in a professional manner at all times.

2.0 Duty Hours

(a) Normal duty hours are _____ a.m. to _____ p.m. _____.

The employee shall also be willing and able to respond during non-scheduled work hours as determined by the General Manager.

3.0 Duties shall include but not limited to:

- Duties will be coordinated with the General Manager.
- Perform general upkeep of common elements
- Setup and tear-down for community meetings
- Complete work orders assigned by the General Manager
- Unstop commodes and sink drains
- Police grounds and parking lots, pick up all trash, and sweep clubhouse sidewalks and curbs as necessary.
- Prepare community amenities for seasonal use and storage.
- Decorate the community for seasonal celebration.
- Replace all exterior light bulbs and interior clubhouse light bulbs as necessary
- Preventive maintenance – change clubhouse filters, A/C cleaning, replace smoke alarms, caulking as necessary
- Advise the General Manager in writing of all necessary replacement and equipment supplies items
- Be accessible by cell phone at all time while on duty

- Monitor the parking lot for vehicles without stickers, expired tags, inoperable vehicles, etc, and report the same to the General Manager
- Handle snow removal as directed by the General Manager
- Secure the clubhouse and all community buildings as directed by the General Manager
- Perform other services within the scope of this agreement as directed by the General Manager
- Keep maintenance shop clean and organized
- Pressure wash pool decks, furniture as necessary
- Keep drainage grills on grounds clear of leaves
- Clean gutters as needed

4.0 Qualifications

- Able to perform basic upkeep and caretaker duties
- Able to maintain positive, cordial, businesslike relationships with residents at all times
- Able to work cooperatively with other staff members
- Able to work without supervision
- Adhere to Association rules and regulations and conduct only Association work during duty hours.
- Accomplish all assigned tasks in a timely and efficient manner

5.0 Other

- The Employee shall maintain accountability of all tools and equipment owned by the Association.
- The Association's maintenance building and surrounding grounds shall be maintained in an orderly manner at all times.

ATTACHMENT 2

GENERAL MAINTENANCE CONTRACTOR AGREEMENT

THIS AGREEMENT, made this ____ day of _____ 20____, by and between Queen's Landing Council of Unit Owners (the "Association") and _____ (the "Contractor").

RECITALS

WHEREAS, Association desires to retain the services of the Contractor to perform general maintenance services for the community known as Queen's Landing Chester, Maryland and,

WHEREAS, the Contractor desires to provide the services to the Association as an independent contractor,

NOW, THEREFORE, in consideration of the mutual promises and covenants entered into and other good and valuable consideration, the sufficiency and adequacy of which are hereby acknowledged, the parties hereto agree to the following terms and conditions:

1.0 Scope of Work

1.1 Term - This Agreement is to cover general maintenance services for the Association commencing on _____ through _____ (This service Agreement shall not be for less than one years).

1.2 Scope - In addition to the scope of work identified herein, the Contractor and the Association agree that the following Sections of addendum "A" are incorporated as though stated fully herein: Sections _____.

1.3 Contact Person - The Association and Contractor shall each designate a point of contact regarding this Agreement. The Association appoints the General Manager as its point of contact. The Contractor appoints _____ as its point of contact. All communications shall go through the respective point of contacts unless otherwise agreed to in writing. Each party agrees to be bound by the instructions or directions given to the other party by their point of contact. Each party agrees to be bound by the instructions or directions received by their respective point of contact from the others' point of contact. Unless otherwise agreed to in writing, the point of contacts is to only take instruction or direction from the other point of contact.

2.0 Compensation - In consideration for providing the services hereunder, the Association will pay the Contractor during the Term of this Agreement in accordance with the invoicing of the services 14 provided and shall be billed on a time and material basis, unless otherwise specified. All invoices submitted for payment by the Contractor to the Association must include: the date and time of the invoiced work including the unit number or location where the work was performed; the labor hours

and amount thereof expended; and the type and quantity of material utilized. In addition, all manufacture warranties shall be included with the invoice. Properly documented invoices will be paid within thirty (30) days after the Association receives the invoice for payment.

3.0. Independent Contractor - At all times during the Term of this Agreement, the Contractor shall act as an independent contractor of the Association. This Agreement shall not be deemed to create a partnership or any other relationship between the parties other than as set forth in this Section 3.0. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the parties. More specifically:

3.1. The Contractor shall be responsible for paying all required federal and state taxes; in particular, the Association, will not make or withhold payment of FICA (Social Security), unemployment insurance, federal or state income taxes, disability insurance or workers' compensation insurance.

3.2. The Contractor will determine the methods, details and means of performing the services under this Agreement and the order and sequence of completing its work tasks, except as expressly stated otherwise herein.

3.3. The Contractor shall perform the services under this Agreement in a workmanlike manner and in accordance with industry standards.

3.4. The Contractor shall provide a minimum of one year warranty for workmanship and warranties for components and material or as appropriate.

3.5. The Association shall neither have nor exercise any control or direction over the methods by which the Contractor shall perform the services provided herein, its only interest being to assure that the work performed by the Contractor shall be in a competent, efficient and satisfactory manner. All documents, records, reports and manuals produced by the Contractor during the performance of the services hereunder shall belong to and shall be the sole property of Association.

4.0 Insurance - The Contractor shall carry all necessary insurance, including but not limited to general liability insurance in an amount not less than One Million dollars (\$1,000,000), and workers compensation insurance in increased limits amounts of \$500,000 per accident/\$500,000 disease//\$500,000 disease – policy limit. The Contractor shall provide evidence of such insurance upon the Association's request, and at no time shall these policies be allowed to lapse or change without notice to the Association.

5.0. Termination - The Association, in its sole discretion, may terminate this Agreement in the event 15 the Contractor fails to perform under this Agreement. Prior to terminating this Agreement, however, the Association will give the Contractor written notice of the reasons for termination and give the Contractor an opportunity to correct the deficient work. In the event the Contractor fails to adequately address the Associations concerns or adequately correct any deficient work in a timely manner as determined by the Association, the Association may terminate the contract. The contractor shall have the right to terminate this agreement for any reason with a thirty (30) day written notice.

6.0 Indemnification - The Contractor agrees to indemnify, defend and hold harmless the Association and all associated organizations within the community known as Queen's Landing Inc, their agents, servants and employees against all claims of loss, injury, damage, fine, penalty, cost or expense, or any action or suit for injury to, or death of any persons, or for damage to property resulting from or arising out of this Agreement.

7.0 Attorney Fees/Costs - In the event that the Association shall be required to retain legal counsel and/or institute a legal proceeding in order to enforce the Agreement or for any other reason arising out of this Agreement, the Association shall be entitled to recover, and the Contractor agrees to pay, the Association's actual legal costs, including but not limited to actual attorney fees, court costs, expert fees, private processor fees. In the event the Association fails to pay the Contractor for work performed without any justifiable reason therefore, the Contractor is entitled to receive fifteen percent (15%) of the principle amount owed as determined by a court of competent jurisdiction.

8.0. Confidential Information - The Contractor shall hold as confidential and shall not disclose data or information relating to the activities of the Association or its administrators, officers, employees or residents unless such disclosure is consistent with state or federal law or regulation and such disclosure is expressly authorized by the Association President.

9.0. Notice - Notice by either party hereunder shall be deemed to have been given when mailed by certified mail, postage prepaid, addressed to the other party at the address shown below, or at such other address as either party may from time to time specify by written notice of such change of address given to the other party:

To:

To: Queen's Landing Council of Unit Owners, Inc.
C/O General Manager
500 Queen's Landing Drive
Chester, MD 21619

10.0 Maryland Law - This Agreement shall be interpreted and construed in accordance with the laws of the State of Maryland, without regard to any presumptions against the party who drafted or caused this Agreement to be drafted.

11.0 Forum - All disputes arising out of this Agreement shall be litigated in Queen Anne's County, Maryland.

12.0 Entire Agreement - This document and the attached addendums constitute the entire Agreement between the parties hereto and may not be amended except by a writing signed by the parties hereto.

13.0 Counterparts - This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been executed by the Association and the Contractor as of the date first above written.

Witness: _____ Queen's Landing Council of Unit Owners Inc.

By: _____ Association Manager

Date: _____

Witness: _____

By: _____ Contractor

Date: _____

Under Review 10/17

Appendix A

General Maintenance Contractor

1.0 General

The contractor shall receive all directions from the General Manager and perform general maintenance of Queen's Landing buildings, common and limited common elements, and unit limited common elements under Association responsibility. The contractor shall possess a working knowledge of the community layout including but not limited to; utility service access points, boundaries, water inlets and outlets, buildings, units, and material unique to the Association.

The contractor shall be able to perform preventive maintenance on community buildings and make recommendations to the General Manager of areas needing repair or replacement.

Be respectful of all residents and board of directors but shall not receive work orders directly from either residents or board of directors unless given prior authority from the General Manager. All activities shall be conducted in a professional manner at all times.

2.0 Duty Hours

The contractor shall conduct maintenance activities as signed and at such times as not to inconvenience or disturb residents.

The contractor shall also be designated an emergency maintenance contractor and shall respond to such emergencies as common plumbing leaks, roof leaks, sewer back-ups, equipment malfunctions, etc, 24 hours a day, 7 days a week. In the event the contractor is unable to perform emergency service, the General Manager will arrange for emergency coverage with another preapproved general contractor.

3.0 Duties shall include but are not limited to:

- Work orders will be coordinated with the General Manager
- Complete work orders assigned by the General Manager within an agreed time frame plus weather days.
- Perform authorized requests for unit, common element, and limited common element maintenance
- Supply the tools necessary to accomplish assigned work orders
- Advise the General Manager in writing of all necessary replacement and equipment supplies items
- Carry a cell phone during working hours and at all times if designated an emergency maintenance contractor.
- Perform other services within the scope of this agreement as directed by the General Manager.

4.0 Scope of Services

- Carpentry – install windows, doors, door jambs, supports, decks, sub-floor, joists and supports

- Masonry – as it pertains to exterior stucco and brick walls
- Electrical – repair and install fixtures, diagnose any electrical problem under Association responsibility
- Plumbing – repair and diagnose leaks, water main serving one or more units, waste pipe servicing more than one unit, hose bibs, damage from plumbing related systems
- Windows and doors – repair or replace; screens, frames, glass and install windowpanes under Association responsibility
- Roof and skylights
- Troubleshoot any electrical, plumbing, and DRYVIT/stucco problems
- Maintain proper safety procedures as mandated by local codes
- Sheet rock repair
- Repair or replace fixtures as necessary
- All general maintenance for upkeep of property (excluding landscaping)
 - Re-stripe parking spaces and paint curbs for no park zones
 - Erect signage as necessary

5.0 Preventative Maintenance

The primary objective to the PM Program is maintaining the common elements of the buildings through a systematic process of identifying and repairing maintenance issues before becoming major repair or replacement items. Other objectives are:

- To provide continuous monitoring of the condition of the buildings
- To identify trends of common element failings
- To protect the unit owner from common element failings
- To provide education to unit owners of maintenance responsibilities
- To provide support in identifying unit owner maintenance issues
- To protect the cost of Association maintenance expenditures

5.01 Building Exterior Inspection

Inspection of the exterior serves to provide an overall assessment of the condition of the building based on the number and type deficiencies noted. Results shall be used in the planning of future building repair and replacement scheduling. Items include but not limited to:

- Unserviceable awnings 19
- Light fixtures
- Broken glass
- Stucco for cracks/holes/penetration
- Hose bibs
- Caulking
- TV cable placement
- Patios

- Rotting Wood frames
- Trash and debris
- Weep holes
- Gutters and Downspouts
- Dryer vent to the outside
- Roof shingles
- Roof vent boots
- Flashing

5.02 Building Interior Inspection

The intent of interior inspections is to identify maintenance issues pertaining to the common and limited common elements under Association responsibility of a unit. Inspections will primarily look for issues with windows, doors and door sills and bucks, water stains, and cracks and gaps in and around the foundation of the unit. Items include but are not limited to:

- Cracks in walls/floors
- Clogged drains: kitchen, bath, mechanical
- Toilets
- Loose flooring
- Door seals, moldings
- Door/slider mechanisms/seals
- Dryer vents
- Filters
- Mold
- Smoke detectors
- Water heaters
- Window seals, mechanisms
- Condensation lines
- Washing machine water supply lines
- Water supply line to icemakers
- Electrical - any not requiring removal of plates