

PREVENTATIVE MAINTENANCE GUIDELINES AND APPLICATION

SCHEDULE FOR THE

ARROWHEAD BAY VILLAGE CONDOMINIUM ASSOCIATION

As trustees change from year to year, it can be difficult to keep track of various association responsibilities. One of the most important responsibilities is maintaining the buildings and grounds. Regular inspection and maintenance of buildings and grounds will keep the condominium association in good condition and help maintain its value. It is imperative we conduct maintenance and repair on a regular basis to keep small problems from becoming bigger and more costly. An inspection checklist and maintenance schedule for the trustees to follow will facilitate this process. The Association's Rules and Regulations reflect these maintenance provisions and must be followed by current and future trustees. (MANDATE)

The five basic maintenance programs to implement are: (1) Routine, (2) Preventative, (3) Emergency, (4) Requested or Corrective, and (5) Scheduled. The following list of areas should be considered when determining the appropriate maintenance program:

OUTSIDE AREAS

- The gutter and downspout system: Be sure gutters and downspouts are kept open and in good repair. (leaks)
- Driveways and walks should be checked for cracks, breaks, or erosion that may damage them. Cracks in concrete/asphalt can lead to further damage if not addressed.
- Fences, gates, bridges, and docks should be checked for condition of structure. Make repairs as needed.
- Check bricks for cracked mortar or loose joints.
- Check siding for loose or missing pieces.
- Check painted surfaces for paint failure (peeling, chipping, blistering, chalking), water damage, or mildew.
- Examine all trim for tightness of fit, damage.

BUILDING ROOFS

- Check for curled, damaged, loose, or missing shingles.
- Check the lower edge of roof sheathing for water damage.
- Examine all roofs flashing and flashing around chimneys, vent stacks, roof edges, and sky lights.
- Check the condition of the chimney cover cap.
- Check vents and louvers for free air movement.
- Check for damaged gutters, downspouts, hangers, and strainers. They should be free from leaks and rust and be cleaned on a yearly basis.
- Check roof areas for mold

LANDSCAPING

The management of landscaping services is also an important responsibility for the trustees to oversee. Effective landscaping provides a critical first impression for visitors and prospective buyers to our community association. The greater the detail of expectations included in the service contract, the less chance for confusion and miscommunication. Below is a required list of specifications:

- Mowing and edging all turf areas as necessary during spring through fall growing months.
- Mowing shall not remove more than one and one-half inches of the above ground grass. The turf shall be cut at a uniform height (no scalping or uneven cutting)..
- Raking of leaves to be performed as needed to maintain appearance.
- At the conclusion of mowing services, walks adjacent to work areas are to be swept or blown clean.

Turf Fertilization and Pest Control:

- All turf areas are to be fertilized yearly.
- Weed infestations are to be treated in a timely manner with appropriate herbicides or manual removal depending upon landscaper recommendation.
- Spot treatment to control soil pests is required on an as need basis.

Shrub and Ground Cover Beds:

- To be maintained weed free, as needed, using appropriate chemicals and manual weeding.
- Removal of flowering plants or shrubs shall not be done without prior approval of the trustees.
- Hedge and other type of shrubbery to be trimmed as necessary to maintain a manicured appearance.
- All shrubbery along concrete areas will be kept trimmed back to the concrete line. Shrubby will be kept free of vines.
- To be spot treated with appropriate insecticides and fungicides as necessary. Such treatments shall be coordinated with the trustees prior to application.
- All shrub and ground cover will be weeded on an as need basis and beds will be aerated once a month during the months of May through November.

Landscape Trees:

- The landscape contractor shall monitor for insect and disease infestations and notify the trustees in order to take corrective action
- During November through March, landscaping efforts will be concentrated on fallen leaf and dead tree limb removal. (fall cleanup)
- Tree pruning to be completed every five to seven years.

Debris, Trash and Litter:

- All debris resulting from landscape work by the contractor shall be removed before the contractor leaves the project.
- In using blowers for debris removal, the contractor shall not blow any material onto lawns, ground cover, bushes or other planted areas.

- All sidewalks curb lines, and concrete slabs shall be mechanically edged as needed to maintain a neat, clean appearance.

GENERAL PROVISIONS:

- The landscaping contractor shall provide adequate supervision to assure that all work will be done in accordance with these specifications.
- The landscaping services will be monitored by association trustees. Complaints regarding these services by unit owners are to be filed by utilizing the association complaint form and/or contact a trustee.
Owners should not instruct or make requests for action or performance by the contractor or employees. If an owner has any suggestions or requests regarding lawns or landscaping, please submit or discuss with a trustee.
- The negotiated contract shall be in force for twelve (12) months. The contract may be canceled by either party after providing sixty (60) days written notification.
- The contractor shall pay all payroll taxes and other related costs such as social security, employment insurance, workmen's compensation, etc.
- The contractor shall repair or replace any damaged project property resulting from negligence or overt acts by the contractor.
- The contractor shall accept responsibility for loss or damage to property, or bodily injury resulting from its negligent performance of service.
- The contractor and his employees shall exercise due care in parking vehicles and equipment in a manner that will not interfere with unit owners use of driveways and streets.
- The contractor shall not begin the operation of mechanical equipment before 7:30 a.m.