PH&L COMMUNITY ASSOCIATION

LOFTS AT PLAYA VISTA

PARK HOUSES AT PLAYA VISTA

MAINTENANCE MANUAL

DOCUMENT LEGEND

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PREFACE

WHY DOES YOUR COMMUNITY NEED THIS MAINTENANCE MANUAL?

What purpose does this Maintenance Manual serve? It defines for the Board of Directors and the Property Manager what Building and Landscape Components ("Component(s)") and Common Areas need to be maintained, how to maintain them and when to maintain them. Property values should be maximized if this Maintenance Manual is properly implemented.

This Maintenance Manual contains maintenance recommendations, including timetables and procedures with which each Task and Inspection needs to be performed to preserve the economic life of each Component and the Common Areas. We have designed this Maintenance Manual for ease of use. We understand that some people who are helping to implement this Maintenance Manual might not be experienced in the maintenance or construction field. Therefore, we want to ensure that this Maintenance Manual can be easily used by those with a limited construction background. Property Managers and Board Members will also find this Maintenance Manual will save them time and trouble. We have streamlined every process so that with a simple half-hour training session almost anyone can understand and implement this Maintenance Manual.

Our emphasis has been on "Preventive Maintenance." Preventive Maintenance is much more cost effective to the Association than a simple program of corrective maintenance; wherein Components are simply fixed or repaired after they break. These Preventive Maintenance Programs are recommendations. You must get to know your maintenance personnel and ensure that they are familiar with Preventive Maintenance and not just repairs and/or construction. Actual onsite conditions may dictate more accurate schedules as Components mature.

Look at this Maintenance Manual as the "Bible" for your Community. It contains information that must be preserved during the life of the Association. It also serves as a service history of your Association. Just as your automobile must have certain services at certain odometer readings for its warranty to be effective, so must the Components and Common Areas of your Association be serviced at regular intervals and records updated to maximize your property values. This Maintenance Manual also makes for a safer and healthier place to live.

WHY DO YOU HAVE TO IMPLEMENT THIS MAINTENANCE MANUAL?

What will happen if we do not implement this Maintenance Manual? This Maintenance Manual was prepared by the Builder to help the Association define those areas that need to be maintained and to make it easier to maintain those areas by providing maintenance schedules.

All Builders want the Communities that they build to succeed. To that end excellent Builders make sure that they work closely with an excellent Property Manager and transfer all of the necessary information which will help the Community succeed, such as this Maintenance Manual.

WHAT HAPPENS IF THIS MAINTENANCE MANUAL IS NEITHER IMPLEMENTED NOR UTILIZED?

If this Maintenance Manual is not implemented the chances are greater that Preventive Maintenance will not be employed and the Community will end up replacing major Components "before their time". This is an expensive result of the lack of regularly planned maintenance and should be avoided at all cost. Look at the Reserve Study Analysis to get an idea of the cost of replacing Components and it becomes clear that you should strive to maintain each Component as long as possible.

If you are the Property Manager or the Director overseeing the Buildings, Landscaping, and Common Areas of your Association please take the time to carefully review this Maintenance Manual. You will be amazed at the amount of information and helpful guides herein. On the other hand, please be aware that if this Maintenance Manual is never used and simply sits on a shelf somewhere then you are not exercising your duty as a responsible caretaker of your Association.

This Maintenance Manual needs to be revised and updated as changes in schedules or conditions change. This Maintenance Manual is designed to be updated at least annually. Please read it carefully and thoroughly to become familiar with its contents.

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The contents of this Maintenance Manual are provided for informational and educational purposes only to the Association for which it has been written.

While the information is obtained from sources believed to be reliable, the accuracy, timeliness and/or completeness cannot be assured and is provided on an "as is" basis without any warranties of any kind.

Although every attempt has been made to ensure the accuracy of the information, ProTec Building Services, Concert Park South Venture LLC, and PH&L Community Association assume no responsibility for any errors, omissions, or losses arising from any actions based on this information.

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ACKNOWLEDGMENT AND ACCEPTANCE OF MAINTENANCE MANUAL

PLEASE NOTE THAT THIS MAINTENANCE MANUAL IS ONLY A GUIDELINE AND MAY NOT ADDRESS ALL ITEMS OR MATTERS WHICH MAY NEED TO BE INSPECTED, CORRECTED, REPAIRED, MAINTAINED AND/OR REPLACED, OR THE FREQUENCY OF SAME.

THE PROPERTY MANAGER AND/OR THE ASSOCIATION SHOULD DO THE FOLLOWING:

- ENGAGE COMPETENT PROFESSIONALS TO INSPECT, REPAIR, OPERATE AND MAINTAIN THE BUILDING COMPONENTS, LANDSCAPING, COMMON AREAS AND EQUIPMENT.

- ENGAGE COMPETENT PROFESSIONALS TO ALTER, AMEND OR MODIFY THE CONTENTS OF THIS MAINTENANCE MANUAL, AS THEY DEEM NECESSARY TO PRESERVE AND ENHANCE THE APPEARANCE, CONDITION AND VALUE OF LOFTS AT PLAYA VISTA AND PARK HOUSES AT PLAYA VISTA AND ITS VARIOUS ELEMENTS.

IT IS MANDATORY THAT YOU FAMILIARIZE YOURSELF WITH THIS MAINTENANCE MANUAL AND PERFORM THE MAINTENANCE, AS SPECIFIED.

AS EVIDENCED BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE RECEIPT OF THIS MAINTENANCE MANUAL AND ALSO THAT YOU HAVE RECEIVED THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS AND RESERVATION OF EASEMENTS FOR LOFTS AT PLAYA VISTA AND PARK HOUSES AT PLAYA VISTA AND UNDERSTAND ITS MAINTENANCE RESPONSIBILITIES:

_____

FOR PH&L COMMUNITY ASSOCIATION

_____

DATE

SECTION 3

INTRODUCTION AND INSTRUCTIONS

The purpose of this Maintenance Manual is to ensure that necessary Building, Landscape and Common Area Maintenance is being performed in a timely fashion that will help to ensure the longest possible lifespan.

Historically there has never been a definitive way to document for the Board of Directors what Common Areas needed to be maintained, how to maintain them and when to maintain them. Without this knowledge, Associations wasted money on unnecessary tasks while other Components prematurely failed. The result of this is called "deferred maintenance," wherein the Buildings, Landscape and Common Areas experience a slow but gradual deterioration and eventual disintegration.

With Preventive Maintenance, the Association can achieve the absolute best possible cost effectiveness and at the same time keep the entire Community looking great. It is so much more cost-effective to keep Components from deteriorating than having to replace them prematurely upon failure. As an example, consider the local gas and electric utility company that has to read the utility meters monthly. If the hinges of a utility closet door become “frozen” due to a lack of lubrication, the meter reader can easily pull the door jamb off the wall, given the leverage supplied by the three foot wide door. The cost to repair and paint this one door jamb will be in the hundreds of dollars, yet routine lubrication costs only a few dollars per year.

This Maintenance Manual will help you and your Association in three (3) important ways:

- CONTRACTOR’S MONTHLY INSPECTION CHECKLISTS
  By utilizing the Contractor Monthly Inspection Checklists contained herein, you will ensure that all of the Common Area Components in your Community will be checked for maintenance at least once per year. In the process of inspecting, the Maintenance Technicians will observe situations before they become problems.
- SERVICE HISTORY
  All work that is performed should be recorded by the Maintenance Technician onto an appropriate Maintenance Log Sheet and saved in the back of the Maintenance Manual. The Property Manager collects all Contractor Monthly Inspection Checklists and Maintenance Log Sheets from the Contractors so that a history of maintenance and repairs is established.
- LIST OF EXISTING PRODUCTS, CONTRACTORS AND OTHER INFORMATION
  Contained within this Manual is valuable information specific to your Community (paint colors, stucco colors, subcontractors, etc.) for ease of reference. Considerable time and energy is saved, compared to locating this information from multiple sources.

INSTRUCTIONS

ESTABLISH A BUILDINGS AND LANDSCAPE TEAM

The first step in establishing a Preventive Maintenance Program for your Association is to set up a team of people to help administer it. This "Team" should consist of the following people:

BUILDINGS MAINTENANCE TEAM –

- PROPERTY MANAGER: The Property Manager is the person who oversees the Buildings and the Landscape Team and is integral to the success of each.
- BOARD MEMBER LIAISON: The central Team Member is the Board Member who is the "Building Liaison". He or she is the person from the Board who will oversee, coordinate and prioritize the operations of the Building Maintenance Contractor and who will lead the Annual Building Maintenance planning effort.
- BUILDING MAINTENANCE CONTRACTORS: The Maintenance Contractors may include a Building Maintenance Contractor, Lighting Maintenance Contractor and Painting Maintenance Contractor. This/these Contractor(s) are the other central Team Member(s) who works directly with the Property Manager and the Board Liaison to coordinate the Tasks and Inspections that are performed each month. Maintenance Tasks may be consolidated depending on the capability of the Building Maintenance Contractor. He may be able to assume the Tasks and Inspections of the Lighting Maintenance and Painting Maintenance Contractors.
- RESERVE STUDY ANALYST: The Reserve Study Analyst is the person who reviews the Reserve Study each year and re-writes it every three years. If there is an issue that arises then the Team can often turn to the Building Reserve Study Analyst (Building Consultant) for information and direction.

LANDSCAPE MAINTENANCE TEAM -

- PROPERTY MANAGER: The Property Manager is the person who oversees the Buildings and the Landscape Team, and is integral to the success of each.
- BOARD MEMBER LIAISON: The central Team Member is the Board Member who is the "Landscape Liaison". He or she is the person from the Board who will oversee, coordinate and prioritize the operations of the Landscape Maintenance Contractor and who will lead the Annual Landscape Maintenance planning effort.
- LANDSCAPE MAINTENANCE CONTRACTOR: The Landscape Maintenance Contractor is the other central Team Member who works directly with the Property Manager and the Board Liaison to coordinate the Tasks and Inspections that are performed each month.
- LANDSCAPE ARCHITECT/CONSULTANT: This is the Team Member who consults with the Board of Directors when issues arise which require professional expertise. The Landscape Architect also coordinates the formation of the Annual Landscape Plan.

ESTABLISH A BUILDINGS AND LANDSCAPE PLAN

Once the Team has been established it is necessary to ensure that all of the Team Members not only know what each of their responsibilities are but also to know how the whole program works. Listed below are the steps to take after the Buildings Team and the Landscape Team have been established.

- ESTABLISH THE BUILDINGS AND LANDSCAPE TEAM: The Team should include the Property Manager, the Board Liaison, the Consultant, and the Maintenance Contractor.
- SHARE INFORMATION AND STRATEGY: Have a Team Meeting and distribute the Task Inspection Schedules and Contractor Monthly Inspection Checklists, which include the Tasks and Inspections that are to be performed.
- ESTABLISH JOB DESCRIPTIONS: Make sure that each Team Member knows exactly what is expected of him or her. It is best to write these responsibilities down so that there is no misunderstanding.
- REVIEW TASKS AND INSPECTIONS: The entire Team should review the Task Inspection Schedules and Contractor Monthly Inspection Checklists to ensure that they are viable and cost effective. If a Task or Inspection schedule needs adjustment, make the correction during the next update process.
- CONTRACTOR RESPONSIBILITY: At the end of each month, the Maintenance Contractor must return the Contractor Monthly Inspection Checklist with their signature to the Property Manager. The Maintenance Contractor should make a special note of any problems or situations that are observed. If necessary, the Contractor should review the situation with the Property Manager and the Board Liaison immediately and recommend a course of action. If necessary the Consultant should be notified of the situation.
- PROPERTY MANAGER TO COLLECT AND FILE INSPECTION CHECKLISTS: At the end of each month, the Property Manager receives the Contractor's Monthly Inspection Checklists and Maintenance Log Sheets, if appropriate. The Property Manager then makes copies for the next Board meeting. The Property Manager should address each concern noted on the Monthly Inspection Checklist by the Maintenance Contractor.
- TEAM WALKTHROUGHS: The Buildings Team should perform a Quarterly Walk-Through. The Landscape Team should conduct a Monthly Walk-Through.

These guidelines provide an outline to ensure the success of the Preventive Maintenance Program. Each Team's responsibilities vary so the above guidelines should remain flexible to adapt to the individual Community's needs.

SCOPE OF THIS PUBLICATION

With any endeavor that involves combined efforts and group interests, an organized plan goes a long way in achieving common objectives and accomplishing the tasks at hand. This Maintenance Manual is intended as a first step toward helping your Association establish a meaningful Preventive Maintenance Program. When combined with expert advice from Specialists and Consultants, Associations will help optimize asset life and preserve the Community's original aesthetic appeal. These guidelines are recommendations and are not all inclusive. This material should be reviewed and if needed revised appropriately under the direction of the Board of Directors and their Consultants, at least annually. As with any Association, the sole responsibility for the operation and welfare of Lofts at Playa Vista and Park Houses at Playa Vista rests with the actions and decisions of its Board of Directors.

PREVENTIVE MAINTENANCE

Preventive Maintenance Programs are designed to maximize the life of Community assets while helping to promote cost-effective management. This approach is not designed to handle immediate emergency situations. Rather, implementation of the guidelines contained in this Maintenance Manual, combined with consistent Consultant input, should minimize their occurrence. Any increase in normal maintenance procedures may be indicative of a problem requiring the attention of the Property Manager, to determine by inspection if unfavorable conditions exist.

INSPECTIONS

In the following Sections, the word "inspect" means to examine and to report any visually discernible Component breakdown.

An inspection is limited to what is visually accessible at the time of the inspection. The Inspector shall perform the procedure, where applicable, listed after the item. It is imperative that any demolition, removal and/or disassembly of parts of property or mechanical equipment shall not be considered routine inspection. If this type of inspection is so warranted, further evaluation by a Specialist is recommended. Inspection reports may be in a checklist format that includes some written narrative. When conditions warrant, the reports may contain recommendations for correction of problems, provided there is an industry-wide standard of repair. A recommendation for repair need not include specific procedures. If the repair involves any alteration to the building requiring a permit, the Consultant should be notified. In all conditions, the manufacturers recommended maintenance and repair procedures shall be followed.

LIMITATIONS

This Maintenance Manual is intended as an information source for the Board of Directors to utilize in their management of the maintenance of the Community. The following program covers anticipated day-to-day conditions but may not cover every maintenance situation that may arise. The information and schedules used for Preventive Maintenance operations must be continuously reviewed, modified and updated by the Board of Directors at least annually to meet the ever-changing maintenance needs of the Community. The information contained in this Maintenance Manual is only one source for the Board of Directors to consult in managing these maintenance obligations. It is the responsibility of the Board of Directors to use whatever sources are available to them to preserve and protect the physical assets of the Community including adopting procedures, which address the maintenance concerns and obligations.

The data and directions contained in this Maintenance Manual are based on average conditions and completion of regular inspections and maintenance for these Components. Acts of God, unusual weather conditions, vandalism, unusual wear or abuse have not been given consideration in preparing this Maintenance Manual, and should be repaired as "emergency" repairs.

EFFECTIVE IMPLEMENTATION

A Preventive Maintenance Program is highly dependent upon a diligent and conscientious effort by the Association Board of Directors that is supplemented with Professional Consultant input. A system of checks and balances should be developed that will ensure compliance and make provisions for any necessary adjustments.

The following strategy is recommended to the Board of Directors in order to facilitate effective implementation of their Associations' Preventive Maintenance Program:

- CONTRACT WITH QUALIFIED MAINTENANCE CONTRACTORS: The hiring of licensed and insured Maintenance Contractors for these important roles assures that qualified personnel will be performing maintenance for the Property, and that all essential minor repairs will be accomplished through a systematic inspection program.

- EMPLOY PROFESSIONALS ON A CONSULTANT BASIS: At least annually, assessments of the buildings and landscaping will provide timely information. Adjustments to both the Task Inspection Schedules and Contractor Monthly Inspection Checklists and subsequent funding of reserve accounts should result from these annual assessments. Qualified professionals, preferably with project familiarity, will best serve the interests of the Association.

- MAINTAIN CONTRACTOR COMPLIANCE SUMMARY SHEET: In the next Section there is a Contractor Compliance Summary Sheet, which is the most efficient way to ensure that the Maintenance Contractors are performing the Tasks and Inspections according to the specifications in this Maintenance Manual. The Property Manager simply checks off each month in the pertinent box after reading the Checklists. This is the only task required of the Property Manager.

- SCHEDULE AND CONDUCT AN ANNUAL AUDIT OF THE INSPECTIONS: Review the Contractor Monthly Inspection Checklists completed by the Maintenance Contractors. An annual visual walk-through of the Community will assess compliance with the established Preventive Maintenance Program and it's effectiveness. Maintenance Contractor performance should also be evaluated.

- UPDATE AND REVISE THE MAINTENANCE MANUAL TASK INSPECTION SCHEDULES AND MONTHLY INSPECTION CHECKLISTS: A clear picture of the Association's maintenance needs evolves over time as the result of consistent reports and follow-up. Maintenance procedures and scheduling will need to be reviewed annually by the Building, Landscape and other appropriate Consultants. As the structures and amenities age, changes may need to be made to the Task Inspection Schedules and Contractor Monthly Inspection Checklists.

- KEEP MSDS FOR ALL CHEMICALS BROUGHT AND USED/STORED ON-SITE

SECTION 4

MAINTENANCE RESPONSIBILITIES AND COMPLIANCE

OVERVIEW OF MAINTENANCE RESPONSIBILITIES

Each Maintenance Contractor has a set of Monthly Inspection Checklists to fill out and return to the Property Manager at the end of each month. The Maintenance Contractor who is performing work for the Association should do these Inspections. These Inspections are not designed to be stand-alone. It is not cost effective for a Contractor to only come out to the Association to perform Inspections. These Inspections are very easy to perform and will not require much time from the Maintenance Contractor to perform and should be done when the Maintenance Contractor is doing his contracted maintenance work at the Community.

The Task Inspection Schedules are general guidelines to enable the Maintenance Contractor and the Teams to understand and have control over the maintenance work that is being performed at the Community. Each Task Inspection Schedule should be looked at as flexible. The Task Inspection Schedules should form the starting point, the basis for the initial maintenance work for each Maintenance Contractor.

After the contract is assigned to the Maintenance Contractor, a note should be kept in the Maintenance Manual of any variation in the contract work with the Task Inspection Schedule enclosed herein. At the end of the first year, the Maintenance Manual will be updated and at that time the Task Inspection Schedule should be updated to conform to what is actually being done at the Community.

Maintenance Contractors should include in their bids and contracts that they will perform certain monthly Inspections as part of their contract. A time-line for Inspections is provided.

MAINTENANCE SCHEDULING INSTRUCTIONS

INSTRUCTIONS FOR THE PROPERTY MANAGER:

- Read this Maintenance Manual and ask questions about its implementation from the Builder or ProTec Building Services.
- If you are still unsure of how to implement this Maintenance Manual, request an Implementation Seminar.
- When putting any of the above maintenance contracts out to bid make sure that each bidder has the same set of specifications.
- Extract or copy the specifications from this Section of the Maintenance Manual and give a set to the bidding Building Maintenance Contractors and to the bidding Landscape Maintenance Contractors.
- Let each bidder know that they will be responsible for a certain number of Inspections of their area of work each month. Request that they review the Contractor Monthly Inspection Checklist. These Inspections can be done very quickly within the scope of work of their Maintenance Contract.
- If, during the course of bidding the maintenance work, the Maintenance Contractor adds or subtracts from the specifications that a note is made about the change of scope. This will affect the Contractor Monthly Inspection Checklists and Task Inspection Schedules in this Maintenance Manual. At the end of the year, these changes will need to be entered into the Maintenance Manual.
- Give the selected Maintenance Contractor copies of his Task Inspection Schedules and Monthly Inspection Checklists, which should mirror the scope in that Maintenance Contractor's Contract with the Association.
- At beginning of each month, the Maintenance Contractor will fax you notification that his Tasks and Inspections have been completed. At this time, the Maintenance Contractor will also notify you of any abnormalities in his work.
- Enter your initials in the box that corresponds to that Maintenance Contractor in your Contractor Compliance Summary Sheet that follows.
- At the end of the year, review the Contractor Compliance Summary Sheet with the Board of Directors.
- Print out a new Contractor Compliance Summary Sheet for the next year.
- Work with the Board Liaisons, your Consultants and prepare an Annual Maintenance Plan to present to the Board of Directors.
- Retain a Building Consultant once every year with expertise in Community Association Maintenance to audit Lofts at Playa Vista and Park Houses at Playa Vista compliance with the Task Inspection Schedules and Monthly Inspection Checklists spelled out in this Maintenance Manual.

INSTRUCTIONS FOR THE MAINTENANCE CONTRACTORS:

- Review the Task Inspection Schedule and Contractor Monthly Inspection Checklist that the Property Manager has given to you.
- If you have any questions, contact the Property Manager as soon as possible. The Property Manager will find the answer for you.
- The Task Inspection Schedule and Contractor Monthly Inspection Checklist should mirror what you have bid on and what is in the scope of work of your Maintenance Contract.
- Perform the Tasks and Monthly Inspections.
- Call or fax the Property Manager once per month to give an update and progress report on your Maintenance Program.
- Sign your name or initials to each Inspection that is spelled out in the Maintenance Manual and fax the signed monthly copies to the Property Manager, keeping a signed copy for your records.

INSTRUCTIONS FOR BOARD LIAISON, BUILDINGS TEAM:

- Read this Maintenance Manual and ask questions about its implementation from the Builder, the Property Manager or ProTec Building Services.
- If you are still unsure of how to implement this Maintenance Manual request an Implementation Seminar.
- Have the Property Manager make and give to you, a copy of the Building Components Section.
- Request that the Property Manager provide you with a 3-ring binder to hold the Building Components Section along with other documents, contracts and information about the buildings at Lofts at Playa Vista and Park Houses at Playa Vista.
- Request that the Property Manager provide you with copies of the Building Maintenance Contracts.
- Review the Monthly Maintenance Log Sheets and Monthly Inspection Checklists for each Maintenance Contractor.
- Work with the Property Manager to prepare an Annual Maintenance Plan to present to the Board of Directors.
- Retain a Building Consultant once every year with expertise in Community Association Maintenance to audit Lofts at Playa Vista and Park Houses at Playa Vista compliance with the Task Inspection Schedules and Contractor Monthly Inspection Checklists spelled out in this Maintenance Manual.

INSTRUCTIONS FOR THE BOARD LIAISON, LANDSCAPE TEAM:

- Read this Maintenance Manual and ask questions about its implementation from the Builder, the Property Manager or ProTec Building Services.
- If you are still unsure of how to implement this Maintenance Manual, request an Implementation Seminar.
- Have the Property Manager make and give to you a copy of the Landscape Components Section.
- Request that the Property Manager provide you with a 3-ring binder to hold the Landscape Components Section along with other documents, contracts and information about the landscaping at Lofts at Playa Vista and Park Houses at Playa Vista.
- Review the Monthly Inspection Checklists and Monthly Maintenance Log Sheets from the Landscape Maintenance Contractor.
- Work with the Property Manager to prepare an Annual Maintenance Plan to present to the Board of Directors.

INSTRUCTIONS FOR THE ANNUAL AUDIT OF YOUR MAINTENANCE MANUAL'S IMPLEMENTATION:

- Once a year a qualified Building Consultant with expertise in Community Association Maintenance must perform a compliance audit to ensure that this Maintenance Manual is being implemented properly.
- A report on the findings of the audit will be delivered to the Property Manager who will then distribute the report to the Board of Directors of Lofts at Playa Vista and Park Houses at Playa Vista.

INSTRUCTIONS FOR ANNUAL UPDATE OF THE MAINTENANCE MANUAL:

- During the course of the year the Property Manager and both Teams should keep notes on any changes in the Task Inspection Schedules and Contractor Monthly Inspection Checklists that are made.
- During the annual audit the Consultant should review these changes.
- Changes should be entered into the Maintenance Manual database and any amended Task Inspection Schedules or Contractor Monthly Inspection Checklists should be printed and given to the necessary Team.

CONTRACTOR COMPLIANCE SUMMARY SHEET YEAR _____

		Landscape Maintenance	Building Maintenance	Roof Maintenance	Lighting Maintenance	Painting Maintenance
Inspection	**JANUARY**					
Task Sheet						
Inspection	**FEBRUARY**					
Task Sheet						
Inspection	**MARCH**					
Task Sheet						
Inspection	**APRIL**					
Task Sheet						
Inspection	**MAY**					
Task Sheet						
Inspection	**JUNE**					
Task Sheet						
Inspection	**JULY**					
Task Sheet						
Inspection	**AUGUST**					
Task Sheet						
Inspection	**SEPTEMBER**					
Task Sheet						
Inspection	**OCTOBER**					
Task Sheet						
Inspection	**NOVEMBER**					
Task Sheet						
Inspection	**DECEMBER**					
Task Sheet						

SECTION 5

MAINTENANCE CONTRACTOR'S SCOPE OF WORK

The following Section contains the Inspection Schedules for the Building Maintenance Contractor, Landscape Maintenance Contractor, and all other applicable Maintenance Contractors. It recommends the frequency of performing Preventive Maintenance Tasks and Inspections (when and how they should be scheduled) based on a weekly, monthly and yearly period.

These items should be a part of the Annual Operating Budget. However, funds should be held in a reserve account for repair and/or replacement of Components when required (See Section 12, "Reserve Study Analysis").

Task Inspection Schedule for the

Building Maintenance Contractor

Activity	Frequency
Check operation of the Access Entry Panels (Lofts)	Monthly
Inspect all Address Numbers for loose, missing, obscured condition	Monthly
Inspect Air Conditioning Drain Lines for rust marks on all buildings	Twice Yearly
Check for debris near Air Conditioning Condensing Units on roofs (Lofts)	Twice Yearly
Clean and protect all Common Area building Awnings	Monthly
Inspect all Domestic Backflow Prevention Devices	Monthly
Inspect Below Grade Walls for condition and moisture	Twice Yearly
Inspect Metal Benches for painting needs	Quarterly
Inspect Block Wall Planters for water problems or physical damage	Monthly
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	Monthly
Perform Boiler Storage Tank inspection and cleaning (Lofts)	Monthly
Perform monthly inspection of Boilers (Lofts)	Monthly
Check status of all CO Sensors and Controllers	Monthly
Perform visual inspection of all Drain Systems	Quarterly
Inspect Concrete Driveway for repair needs	Twice Yearly
Inspect Dryer Vent Terminations on residence building walls	Twice Yearly
Check state of Emergency Backup Batteries and Chargers	Monthly
Check all Exit Signs for proper operation	Monthly
Inspect Fire Extinguisher Cabinets for vandalism and repair needs	Twice Yearly

Perform Annual Fire Extinguisher recharge service	Yearly
Inspect utility Garage Lighting and control devices	Weekly
Inspect Rain Gutter and Downspout connections and cleanliness	Yearly
Inspect Handicap Parking Spaces for cleanliness and paint needs	Quarterly
Inspect Interlocking Pavers for movement and cleaning needs	Monthly
Inspect Mailbox Faces for damage and lubrication needs	Quarterly
Inspect all Metal Gates and Fences	Monthly
Inspect Parking Spaces for cleanliness and repair needs	Monthly
Verify an annual Pest Control program is being implemented	Yearly
Make sure Scupper Roof Drains are clear of debris (Park Houses)	Quarterly
Make sure Roof Drains are clear of debris and grates are in place	Quarterly
Inspect Scored and Colored Concrete for repair or cleaning needs	Quarterly
Perform inspection of Sewer Laterals	Twice Yearly
Inspect all Sidewalk Surfaces and provide report to Management	Twice Yearly
Inspect all Signs for vandalism and replacement needs	Quarterly
Inspect Soffit Vents to verify screens are intact and clean (Lofts)	Yearly
Inspect Storage Rooms for cleanliness and painting needs	Twice Yearly
Test function of Sump Pump Level Alarms	Monthly
Check Sump Pumps for proper operation	Monthly
Check all Surveillance Cameras for cleaning needs	Monthly
Clean Trash Chutes and check intake door operation (Lofts)	Weekly
Inspect Trash Rooms for damage, cleaning and paint needs	Weekly

Inspect Metal Utility Closet Doors for repair and paint needs	Quarterly
Inspect Vehicle Entrance Gates and operators for repair/paint needs	Monthly
Verify operation of all confined-space Ventilation Equipment	Weekly
Inspect Volume Relief Expansion Tanks	Monthly
Inspect Waterproof Deck coatings for re-coating needs	Yearly

Task Inspection Schedule for the

Elevator Maintenance Contractor

Activity	Frequency
Perform monthly Elevator service	Monthly

Task Inspection Schedule for the

Fire Suppression Maintenance Contractor

Activity	Frequency
Check Fire Alarm Panel for trouble indications	Monthly
Perform Quarterly Fire Sprinkler System Inspection and Flow Test	Quarterly

Task Inspection Schedule for the

Lighting Maintenance Contractor

Activity	Frequency
Activate and inspect all Common Area Light Fixtures	Monthly
Activate and test all Common Area Lighting Controls	Quarterly

Task Inspection Schedule for the

Painting Maintenance Contractor

Activity	Frequency
Inspect Entry Doors to each residence for refinishing needs	Twice Yearly
Inspect all Wood Fascia for damage and painting needs	Twice Yearly
Inspect Metal Garage Doors for damage and painting needs	Twice Yearly
Inspect Gas Meters for damage, painting needs and proper ID tag	Twice Yearly
Inspect all Metal Handrails for rust and painting needs	Twice Yearly
Inspect all Metal Vents and Flashing	Yearly
Inspect Protection Poles for damage and painting needs	Quarterly
Inspect all Metal Railings for rust and painting needs	Twice Yearly
Inspect Residence Entry Gates for function and painting needs (Park Houses)	Monthly
Inspect all Metal Siding (Park Houses)	Twice Yearly
Inspect Metal Stair Stringers (Lofts)	Twice Yearly
Inspect all Building Stucco for cracks and moisture problems	Twice Yearly
Inspect Metal Trellises (Park Houses)	Twice Yearly
Inspect Wood Trellises (Lofts)	Twice Yearly
Inspect all Metal Utility Boxes for painting needs	Twice Yearly

Task Inspection Schedule for the

Roof Maintenance Contractor

Activity	Frequency
Inspect all Roof Flashing components for damage and paint needs	Yearly
Perform Roof inspection on all buildings	Yearly

Task Inspection Schedule for the

Vapor Monitoring Company

Activity	Frequency
Perform monitoring of the Methane Gas Mitigation System	Quarterly

Task Inspection Schedule for the

Landscape Maintenance Contractor

Activity	Frequency
Inspect Bamboo for appearance problems	Monthly
Inspect Block Wall Planters for plant, soil or irrigation problems	Weekly
Inspect Groundcover for appearance and health	Weekly
Inspect Irrigation Backflow Prevention Devices for leaks	Monthly
Inspect Irrigation Control Valves for leaks and proper operation	Weekly
Inspect Irrigation System for leaks and proper operation	Weekly
Inspect Irrigation Control Timeclocks for proper operation	Weekly
Inspect Landscape Drains for debris and proper flow	Weekly
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	Monthly
Inspect Shrubs for appearance and health	Weekly
Inspect Sidewalks for landscape debris and tree root problems	Weekly
Inspect Succulents for appearance problems	Monthly
Inspect Trees for overgrowth and/or surface root problems	Monthly
Inspect all climbing Vines for overgrowth and attachment	Monthly

SECTION 6

CONTRACTOR MONTHLY INSPECTION CHECKLIST

The following Contractor Monthly Inspection Checklists are intended as guidelines for the month-to-month routines of the selected Maintenance Contracts of the Community. These Checklists are not all encompassing and must be reviewed and updated by the Board of Directors and their hired Consultants at least annually. A monthly visual review and walk-through with the Property Management Company and appropriate Consultant is strongly recommended to assess maintenance effectiveness and Maintenance Contractor performance.

In order to ensure maximum efficiency and performance from your Maintenance Contractors, it is imperative that the Building Components (Section 7) and Landscape Components (Section 8), in their entirety, be provided to each Maintenance Contractor along with the following Monthly Inspection Checklists.

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of January

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Metal Benches for painting needs	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Perform visual inspection of all Drain Systems	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Inspect utility Garage Lighting and control devices	
Inspect Handicap Parking Spaces for cleanliness and paint needs	
Inspect Interlocking Pavers for movement and cleaning needs	
Inspect Mailbox Faces for damage and lubrication needs	
Inspect all Metal Gates and Fences	

Inspected by _____ Date _____

Inspect Parking Spaces for cleanliness and repair needs	
Make sure Scupper Roof Drains are clear of debris (Park Houses)	
Make sure Roof Drains are clear of debris and grates are in place	
Inspect Scored and Colored Concrete for repair or cleaning needs	
Inspect all Signs for vandalism and replacement needs	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	
Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Metal Utility Closet Doors for repair and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of January

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of January

Activity	Comments
Check Fire Alarm Panel for trouble indications	
Perform Quarterly Fire Sprinkler System Inspection and Flow Test	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of January

Activity	Comments
Activate and inspect all Common Area Light Fixtures	
Activate and test all Common Area Lighting Controls	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of January

Activity	Comments
Inspect Protection Poles for damage and painting needs	
Inspect Residence Entry Gates for function and painting needs (Park Houses)	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Vapor Monitoring Company

or the month of January

Activity	Comments
Perform monitoring of the Methane Gas Mitigation System	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of **January**

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of **February**

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Inspect utility Garage Lighting and control devices	
Inspect Interlocking Pavers for movement and cleaning needs	
Inspect all Metal Gates and Fences	
Inspect Parking Spaces for cleanliness and repair needs	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	

Inspected by _____ Date _____

Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of **February**

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of **February**

Activity	Comments
Check Fire Alarm Panel for trouble indications	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of **February**

Activity	Comments
Activate and inspect all Common Area Light Fixtures	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of **February**

Activity	Comments
Inspect Residence Entry Gates for function and painting needs (Park Houses)	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of **February**

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of March

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Inspect Air Conditioning Drain Lines for rust marks on all buildings	
Check for debris near Air Conditioning Condensing Units on roofs (Lofts)	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Below Grade Walls for condition and moisture	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Inspect Concrete Driveway for repair needs	
Inspect Dryer Vent Terminations on residence building walls	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Inspect Fire Extinguisher Cabinets for vandalism and repair needs	
Inspect utility Garage Lighting and control devices	

Inspected by _____ Date _____

Inspect Interlocking Pavers for movement and cleaning needs	
Inspect all Metal Gates and Fences	
Inspect Parking Spaces for cleanliness and repair needs	
Perform inspection of Sewer Laterals	
Inspect all Sidewalk Surfaces and provide report to Management	
Inspect Storage Rooms for cleanliness and painting needs	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	
Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of March

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of March

Activity	Comments
Check Fire Alarm Panel for trouble indications	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of March

Activity	Comments
Activate and inspect all Common Area Light Fixtures	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of March

Activity	Comments
Inspect Entry Doors to each residence for refinishing needs	
Inspect all Wood Fascia for damage and painting needs	
Inspect Metal Garage Doors for damage and painting needs	
Inspect Gas Meters for damage, painting needs and proper ID tag	
Inspect all Metal Handrails for rust and painting needs	
Inspect all Metal Railings for rust and painting needs	
Inspect Residence Entry Gates for function and painting needs (Park Houses)	
Inspect all Metal Siding (Park Houses)	
Inspect Metal Stair Stringers (Lofts)	
Inspect all Building Stucco for cracks and moisture problems	
Inspect Metal Trellises (Park Houses)	
Inspect Wood Trellises (Lofts)	
Inspect all Metal Utility Boxes for painting needs	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of **March**

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of **April**

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Metal Benches for painting needs	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Perform visual inspection of all Drain Systems	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Inspect utility Garage Lighting and control devices	
Inspect Handicap Parking Spaces for cleanliness and paint needs	
Inspect Interlocking Pavers for movement and cleaning needs	
Inspect Mailbox Faces for damage and lubrication needs	
Inspect all Metal Gates and Fences	

Inspected by _____ Date _____

Inspect Parking Spaces for cleanliness and repair needs	
Make sure Scupper Roof Drains are clear of debris (Park Houses)	
Make sure Roof Drains are clear of debris and grates are in place	
Inspect Scored and Colored Concrete for repair or cleaning needs	
Inspect all Signs for vandalism and replacement needs	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	
Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Metal Utility Closet Doors for repair and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of April

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of April

Activity	Comments
Check Fire Alarm Panel for trouble indications	
Perform Quarterly Fire Sprinkler System Inspection and Flow Test	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of April

Activity	Comments
Activate and inspect all Common Area Light Fixtures	
Activate and test all Common Area Lighting Controls	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of April

Activity	Comments
Inspect Protection Poles for damage and painting needs	
Inspect Residence Entry Gates for function and painting needs (Park Houses)	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Vapor Monitoring Company

or the month of April

Activity	Comments
Perform monitoring of the Methane Gas Mitigation System	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of **April**

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of May

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Perform Annual Fire Extinguisher recharge service	
Inspect utility Garage Lighting and control devices	
Inspect Rain Gutter and Downspout connections and cleanliness	
Inspect Interlocking Pavers for movement and cleaning needs	
Inspect all Metal Gates and Fences	
Inspect Parking Spaces for cleanliness and repair needs	
Verify an annual Pest Control program is being implemented	

Inspected by _____ Date _____

Inspect Soffit Vents to verify screens are intact and clean (Lofts)	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	
Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	
Inspect Waterproof Deck coatings for re-coating needs	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of May

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of May

Activity	Comments
Check Fire Alarm Panel for trouble indications	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of May

Activity	Comments
Activate and inspect all Common Area Light Fixtures	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of May

Activity	Comments
Inspect all Metal Vents and Flashing	
Inspect Residence Entry Gates for function and painting needs (Park Houses)	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Roof Maintenance Contractor

or the month of May

Activity	Comments
Inspect all Roof Flashing components for damage and paint needs	
Perform Roof inspection on all buildings	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of May

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of June

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Inspect utility Garage Lighting and control devices	
Inspect Interlocking Pavers for movement and cleaning needs	
Inspect all Metal Gates and Fences	
Inspect Parking Spaces for cleanliness and repair needs	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	

Inspected by _____ Date _____

Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of June

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of June

Activity	Comments
Check Fire Alarm Panel for trouble indications	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of June

Activity	Comments
Activate and inspect all Common Area Light Fixtures	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of June

Activity	Comments
Inspect Residence Entry Gates for function and painting needs (Park Houses)	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of June

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of July

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Metal Benches for painting needs	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Perform visual inspection of all Drain Systems	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Inspect utility Garage Lighting and control devices	
Inspect Handicap Parking Spaces for cleanliness and paint needs	
Inspect Interlocking Pavers for movement and cleaning needs	
Inspect Mailbox Faces for damage and lubrication needs	
Inspect all Metal Gates and Fences	

Inspected by _____ Date _____

Inspect Parking Spaces for cleanliness and repair needs	
Make sure Scupper Roof Drains are clear of debris (Park Houses)	
Make sure Roof Drains are clear of debris and grates are in place	
Inspect Scored and Colored Concrete for repair or cleaning needs	
Inspect all Signs for vandalism and replacement needs	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	
Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Metal Utility Closet Doors for repair and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of July

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of July

Activity	Comments
Check Fire Alarm Panel for trouble indications	
Perform Quarterly Fire Sprinkler System Inspection and Flow Test	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of July

Activity	Comments
Activate and inspect all Common Area Light Fixtures	
Activate and test all Common Area Lighting Controls	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of July

Activity	Comments
Inspect Protection Poles for damage and painting needs	
Inspect Residence Entry Gates for function and painting needs (Park Houses)	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Vapor Monitoring Company

or the month of July

Activity	Comments
Perform monitoring of the Methane Gas Mitigation System	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of July

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of August

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Inspect utility Garage Lighting and control devices	
Inspect Interlocking Pavers for movement and cleaning needs	
Inspect all Metal Gates and Fences	
Inspect Parking Spaces for cleanliness and repair needs	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	

Inspected by _____ Date _____

Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of August

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of August

Activity	Comments
Check Fire Alarm Panel for trouble indications	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of August

Activity	Comments
Activate and inspect all Common Area Light Fixtures	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of August

Activity	Comments
Inspect Residence Entry Gates for function and painting needs (Park Houses)	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of August

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of **September**

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Inspect Air Conditioning Drain Lines for rust marks on all buildings	
Check for debris near Air Conditioning Condensing Units on roofs (Lofts)	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Below Grade Walls for condition and moisture	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Inspect Concrete Driveway for repair needs	
Inspect Dryer Vent Terminations on residence building walls	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Inspect Fire Extinguisher Cabinets for vandalism and repair needs	
Inspect utility Garage Lighting and control devices	

Inspected by _____ Date _____

Inspect Interlocking Pavers for movement and cleaning needs	
Inspect all Metal Gates and Fences	
Inspect Parking Spaces for cleanliness and repair needs	
Perform inspection of Sewer Laterals	
Inspect all Sidewalk Surfaces and provide report to Management	
Inspect Storage Rooms for cleanliness and painting needs	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	
Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of **September**

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of **September**

Activity	Comments
Check Fire Alarm Panel for trouble indications	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of **September**

Activity	Comments
Activate and inspect all Common Area Light Fixtures	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of **September**

Activity	Comments
Inspect Entry Doors to each residence for refinishing needs	
Inspect all Wood Fascia for damage and painting needs	
Inspect Metal Garage Doors for damage and painting needs	
Inspect Gas Meters for damage, painting needs and proper ID tag	
Inspect all Metal Handrails for rust and painting needs	
Inspect all Metal Railings for rust and painting needs	
Inspect Residence Entry Gates for function and painting needs (Park Houses)	
Inspect all Metal Siding (Park Houses)	
Inspect Metal Stair Stringers (Lofts)	
Inspect all Building Stucco for cracks and moisture problems	
Inspect Metal Trellises (Park Houses)	
Inspect Wood Trellises (Lofts)	
Inspect all Metal Utility Boxes for painting needs	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of **September**

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of October

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Metal Benches for painting needs	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Perform visual inspection of all Drain Systems	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Inspect utility Garage Lighting and control devices	
Inspect Handicap Parking Spaces for cleanliness and paint needs	
Inspect Interlocking Pavers for movement and cleaning needs	
Inspect Mailbox Faces for damage and lubrication needs	
Inspect all Metal Gates and Fences	

Inspected by _____ Date _____

Inspect Parking Spaces for cleanliness and repair needs	
Make sure Scupper Roof Drains are clear of debris (Park Houses)	
Make sure Roof Drains are clear of debris and grates are in place	
Inspect Scored and Colored Concrete for repair or cleaning needs	
Inspect all Signs for vandalism and replacement needs	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	
Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Metal Utility Closet Doors for repair and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of October

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of October

Activity	Comments
Check Fire Alarm Panel for trouble indications	
Perform Quarterly Fire Sprinkler System Inspection and Flow Test	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of October

Activity	Comments
Activate and inspect all Common Area Light Fixtures	
Activate and test all Common Area Lighting Controls	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of October

Activity	Comments
Inspect Protection Poles for damage and painting needs	
Inspect Residence Entry Gates for function and painting needs (Park Houses)	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Vapor Monitoring Company

or the month of October

Activity	Comments
Perform monitoring of the Methane Gas Mitigation System	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of **October**

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of November

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Inspect utility Garage Lighting and control devices	
Inspect Interlocking Pavers for movement and cleaning needs	
Inspect all Metal Gates and Fences	
Inspect Parking Spaces for cleanliness and repair needs	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	

Inspected by _____ Date _____

Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of November

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of November

Activity	Comments
Check Fire Alarm Panel for trouble indications	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of November

Activity	Comments
Activate and inspect all Common Area Light Fixtures	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of November

Activity	Comments
Inspect Residence Entry Gates for function and painting needs (Park Houses)	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of **November**

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Building Maintenance Contractor

or the month of **December**

Activity	Comments
Check operation of the Access Entry Panels (Lofts)	
Inspect all Address Numbers for loose, missing, obscured condition	
Clean and protect all Common Area building Awnings	
Inspect all Domestic Backflow Prevention Devices	
Inspect Block Wall Planters for water problems or physical damage	
Verify Boiler Recirculating Pumps are active and within limits (Lofts)	
Perform Boiler Storage Tank inspection and cleaning (Lofts)	
Perform monthly inspection of Boilers (Lofts)	
Check status of all CO Sensors and Controllers	
Check state of Emergency Backup Batteries and Chargers	
Check all Exit Signs for proper operation	
Inspect utility Garage Lighting and control devices	
Inspect Interlocking Pavers for movement and cleaning needs	
Inspect all Metal Gates and Fences	
Inspect Parking Spaces for cleanliness and repair needs	
Test function of Sump Pump Level Alarms	
Check Sump Pumps for proper operation	
Check all Surveillance Cameras for cleaning needs	

Inspected by _____ Date _____

Clean Trash Chutes and check intake door operation (Lofts)	
Inspect Trash Rooms for damage, cleaning and paint needs	
Inspect Vehicle Entrance Gates and operators for repair/paint needs	
Verify operation of all confined-space Ventilation Equipment	
Inspect Volume Relief Expansion Tanks	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Elevator Maintenance Contractor

or the month of December

Activity	Comments
Perform monthly Elevator service	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Fire Suppression Maintenance Contractor

or the month of December

Activity	Comments
Check Fire Alarm Panel for trouble indications	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Lighting Maintenance Contractor

or the month of **December**

Activity	Comments
Activate and inspect all Common Area Light Fixtures	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Painting Maintenance Contractor

or the month of December

Activity	Comments
Inspect Residence Entry Gates for function and painting needs (Park Houses)	

Inspected by _____ Date _____

Contractor Monthly Inspection Checklist for the

Landscape Maintenance Contractor

or the month of **December**

Activity	Comments
Inspect Bamboo for appearance problems	
Inspect Block Wall Planters for plant, soil or irrigation problems	
Inspect Groundcover for appearance and health	
Inspect Irrigation Backflow Prevention Devices for leaks	
Inspect Irrigation Control Valves for leaks and proper operation	
Inspect Irrigation System for leaks and proper operation	
Inspect Irrigation Control Timeclocks for proper operation	
Inspect Landscape Drains for debris and proper flow	
Inspect all Landscape Light Fixtures for cleanliness and effectiveness	
Inspect Shrubs for appearance and health	
Inspect Sidewalks for landscape debris and tree root problems	
Inspect Succulents for appearance problems	
Inspect Trees for overgrowth and/or surface root problems	
Inspect all climbing Vines for overgrowth and attachment	

Inspected by _____ Date _____

SECTION 7

BUILDING COMPONENTS

This Section, listing the different types of Building and Hardscape Components, is to be used as a reference by the Building Maintenance Team. Do not view these recommendations as all-inclusive. A specific manufacturer recommendation for maintenance or warranty should always take precedence over the general recommendations contained in this Maintenance Manual. These recommendations are designed to safeguard Components from untimely depreciation and the subsequent expenses of replacing the Component.

Refer to the documentation in this Section to learn more about each Component, such as where the Component is located, what it looks like, how to maintain it, when to maintain it and what may happen if it is not maintained adequately. The working documents are the Task Inspection Schedules and Contractor Monthly Inspection Checklists found in Section 5 and Section 6.

MAINTENANCE CONTRACTORS REQUIREMENTS

LICENSES

The Maintenance Contractor must hold all licenses required by law for the aspects of work to be done, such as a State Contractor's license. Maintenance Contractor agrees to purchase any other licenses, permits and/or approvals required by Local, State, or Federal Government regulations pertaining to this maintenance work.

INSURANCE

The Maintenance Contractor shall provide, at his expense, a Comprehensive General Liability insurance policy in a minimum amount of $1,000,000.00 combined single limit, naming the Association as additionally insured, as well as the Maintenance Contractor as additionally insured. The Maintenance Contractor shall also provide, at his expense, Workers' Compensation Insurance covering the Maintenance Contractor's employees in conformance with the State Workers' Compensation Laws. Copies of certificates of such insurance shall be furnished to the Association upon request and such coverage shall not be canceled except upon thirty (30) days written notice given to the Association.

WORK FORCE / DRESS CODE

All employees shall be competent and qualified and shall be United States citizens or legal residents. The Maintenance Contractor shall be responsible for ensuring that all employees wear the proper uniform. All employees' hair, beard and dress shall be maintained in a well-groomed manner. Each employee shall have safety boots or shoes in good condition. All workers shall wear shirts with long or short sleeves and with the Contractor's Maintenance Company name or other identifying marks on the shirt. Fluorescent safety vests should be worn while working next to streets or parkways.

POWER AND UTILITIES

The Association shall provide water and electricity necessary for the performance of the Maintenance Contract ("Contract").

EXISTING UTILITIES

Any work done on the Property which may affect existing utility improvements shall not commence until the affected utility company has been notified by the Maintenance Contractor. All work which may affect existing utility improvements must be performed in strict conformance with such utility company direction, specifications and/or supervision. The Association shall be notified of any such work impacting existing utility improvements prior to commencement of such work.

EMERGENCY NUMBERS

The Maintenance Contractor shall provide, at all times throughout the duration of the Contract, emergency telephone numbers which can be called to report emergency conditions at any time that the Maintenance Contractor's representatives are not immediately available at the Property. Emergency numbers shall include a primary and alternative telephone number which together will ensure that the Maintenance Contractor's representatives are immediately notified. The emergency number(s) shall be used to contact a responsible representative of the Maintenance Contractor who can take the necessary action required to alleviate an emergency condition which threatens to cause damage to the Property.

MAINTENANCE LOG

The Maintenance Contractor shall keep a Monthly Maintenance Log (record of maintenance) outlining all Routine and Extra work performed. The Maintenance Log shall be kept up to date, clearly showing the date of entry, who entered the information, and a complete record of maintenance performed. The Maintenance Log must be made available to the Association at any time.

EXTRA WORK ORDERS

The Association may, from time to time, require additional Maintenance services which shall only be authorized by the Association as stipulated in the Contract and upon execution of Extra Work Orders which shall be considered as part of the Contract.

- The Maintenance Contractor agrees that any services performed, which are not authorized by the Association as stipulated in the Contract, may result in non-payment by the Association.
- The Association shall not be obligated to pay for Extra services that are not supported by a written Extra Work Order signed by the Association.
- The Maintenance Contractor shall submit invoices for Extra Work separately from their regular Monthly Maintenance Billing and shall detail:
  1) Services performed;
  2) Amount for services and;
  3) Authorized representative who ordered or authorized services.

CORRECTION NOTICE

The Association shall give the Maintenance Contractor forty-eight (48) hours notice to correct any problem or defect discovered in the performance of work required under the Contract. The Maintenance Contractor shall not accept any deduction or offset unless such Notice is given.

QUARTERLY WALK-THROUGH

Maintenance work shall be reviewed each month by the Association in order to confirm adherence to the specifications contained herein. The Quarterly Walk-Through shall be requested of the Association by the Contractor a minimum of five (5) working days prior to the anticipated Walk-Through date. The Quarterly Walk-Through, followed by satisfactory completion of any or all punchlist items generated thereof is a required prerequisite for payment of monthly invoice(s).

Access Entry Panels (Lofts)

Guest entry into the Lofts Buildings is controlled by remote Access Entry Panels. Guests use these panels to contact the individual Residents. Residents can allow access by pressing the proper button on their telephone to unlock the gates.

Access Entry Panels (Lofts)

Maintenance Suggestions

Check surface of panels for damage or corrosion. Check continuity of buttons and wiring. Check gate release mechanisms. Immediately repair any problems so that Guest access to the buildings is not compromised.

Timetable

Check operation of all access panels monthly.

Potential Results of Deferred Maintenance

Residents will expect that the access panels will work properly at all times. This is the main entry method for Guests and a system that fails to properly notify an Residents of Guests, or that fails to open the entry gates as designed, will frustrate Residents and suggest that the Association is not performing necessary maintenance and repair.

Address Numbers

Address Numbers are required by civil emergency services. They need to be intact and visible at all times. Address numbers with adjacent light fixtures have been installed.

Address Numbers

Maintenance Suggestions

Check the buildings for loose or missing numbers or numbers obscured by landscape materials. Repair or replace as required. Clean, apply protectant or paint as needed. Occasional night lighting checks will help determine if all lights are operating properly.

Timetable

Inspect address numbers two (2) times each year. Check lighting components for proper operation at least monthly.

Potential Results of Deferred Maintenance

Missing or damaged address numbers, or numbers covered by plant growth, will affect the speed with which emergency service personnel can respond. In the case of a life threatening emergency, getting to a victim sooner usually results in better results. Guests trying to find an individual residence will also be hampered by inadequate address numbers.

Air Conditioning Condensation Drain Line

The Air Conditioning System (if installed) in each residence is connected to a secondary condensation drain line which terminates on an exterior wall. During times of high humidity, and if the primary drain line is clogged or damaged, condensation water could be discharged from this pipe while the air conditioner is operating.

Air Conditioning Condensation Drain Line

Maintenance Suggestions

Identify the different locations where these terminations occur and inspect each location on each building. Water discharge from the pipe indicates a problem with the equipment inside the residence. Report this to the Property Management Company so that the Owner can be notified.

Timetable

Inspect buildings two (2) times each year. One inspection should occur during the hottest summer months, when air conditioning activity is most frequent. The other inspection should occur six (6) months after the first.

Potential Results of Deferred Maintenance

Rust or corrosion stains on the wall below the secondary drain pipe indicates a problem with the drain pan, a component of the air conditioning system within the residence. The mineral deposits associated with the discharge water can leave permanent stains on stucco, wood, metal and window glass. The Property Management Company should notify the Owner of the problem immediately. Repair of the air conditioning system components is the Owner's responsibility. The Owner can be held responsible for repairs to the exterior of the building.

Air Conditioning Condensing Units (Lofts)

The Air Conditioning Condensing Units on the roofs of the Lofts Buildings, along with the electrical components and refrigerant lines, are the maintenance responsibility of the Owner. The Association is responsible for keeping the roof clean.

Air Conditioning Condensing Units (Lofts)

Maintenance Suggestions

The Association must keep the roof clean. Clean as necessary to remove all loose debris from the roof so that it does not blow onto any condensing unit during operation.

Timetable

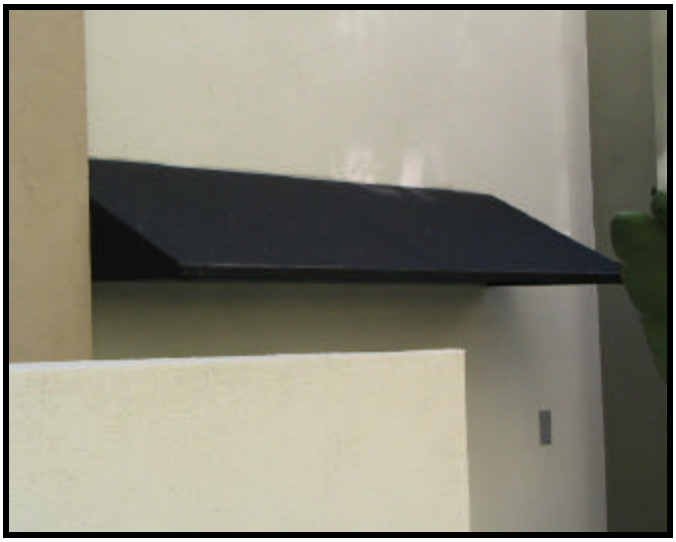
Clean the roof as needed (at least once each year) to remove trash and debris that may clog air intake areas.

Potential Results of Deferred Maintenance

If dirt and debris is allowed to remain in contact with the coil air intake area, restriction to airflow across the coil will result in a loss of system capacity, high operating pressures and excessive operating costs.

Awnings

The Awnings are fabric over a metal frame. Maintenance is required to keep them clean and retain the original color/appearance. Routine maintenance will extend the time between replacements.



Awnings

Maintenance Suggestions

Clean fabric as needed. Some cleaning methods may remove part of the water repellant. If needed, recoat fabric with an air-curing fluorocarbon water repellant treatment.

Timetable

Clean awnings regularly, before dirt and other substances accumulate on and become embedded in the fabric.

Potential Results of Deferred Maintenance

Dirt embedded in the fabric will damage the fabric, shortening its lifespan and causing an early replacement expense.

AWNING CLEANING

Some of the most frequently asked questions about awning fabrics concern care and cleaning. By following a few simple care and cleaning steps, the fabric will maintain its good looks for many years.

Because most fabrics are woven, they are also highly breathable, which is why they dry quickly with only air exposure. It's also important to know that some awning fabrics are treated with a fluorocarbon finish, which enhances water repellency. This finish requires replenishment after vigorous cleaning.

Dirt on the fabric can lead to mildew growth, which makes regular cleanings important. No set timetable exists for when the fabric should be cleaned, and the local environment has a great deal to do with determining cleaning frequency. Cleaning is required less frequently in a dry environment than in a humid one with heavy foliage.

Cleaning
One of the best ways to keep your awning fabrics looking good and to delay the need for deep or vigorous cleanings is to hose fabrics off on a monthly basis with clear water. This practice will help prevent dirt from becoming deeply imbedded in the fabric and eliminate the need for more frequent vigorous cleanings. In most environments, a thorough cleaning will be needed every two to three years.

If you are cleaning fabrics while still on a frame, follow these simple steps:

- Brush off loose dirt.
- Hose down.
- Prepare a cleaning mixture of water and mild, natural soap (no detergents).
- Use a soft bristle brush to clean.
- Allow soap to soak in.
- Rinse thoroughly.
- Air dry.

If an awning is suitable in size for a washing machine, these steps should be followed:

- Use only natural soaps. No detergent.
- Wash and rinse in cold water.
- Air dry. Never put fabrics in a dryer

Professional Cleaners
You may have access to professional cleaning firms that service awnings. In evaluating the services of a professional firm, you should inquire about a firm's experience in working with awning fabrics and knowledge of cleaning and re-treatment requirements.

Stain Chart
For those occasions when stains may occur, below are some recommended cleaning methods:

STAIN	Recommended Cleaning Solutions
BEER	liquid detergent, white vinegar
BERRY	liquid detergent / ammonia (3-6% water)
BLOOD (DRIED)	detergent / ammonia (3-6% water)
BUTTER	volatile solvent (acetone)
CHARCOAL, PENCIL MARKS	vacuum, then liquid detergent
CATSUP OR MUSTARD	liquid detergent
CHEWING GUM	volatile solvent (acetone)
CHOCOLATE	liquid detergent, ammonia water
COFFEE	detergent, white vinegar, volatile solvent (acetone)
COLA	liquid detergent
CRAYON	paint, oil or grease remover
EGG (RAW)	liquid detergent
GRAPE JUICE	liquid detergent
GRAVY	liquid detergent
GREASE (CAR)	volatile solvent (acetone)
INK (PERMANENT, INDIA, BALLPOINT)	paint remover, volatile solvent (acetone), detergent
IRON RUST	oxalic or citrus acids, water
LIPSTICK	paint, oil or grease remover
MASCARA	paint remover, volatile solvent (acetone), detergent, water
MILDEW	1/2 cup of bleach and 1/4 cup natural soap per gallon of water
MILK	liquid detergent
NAIL POLISH	volatile solvent (acetone)
OIL	volatile solvent (acetone)
ORANGE DRINK	liquid detergent, water
PAINT (LATEX) WET	liquid detergent, water
PAINT (LATEX) DRIED	paint, oil or grease remover
PAINT (OIL OR LACQUER)	paint, oil or grease remover

STAIN	Recommended Cleaning Solutions
SHOE POLISH (LIQUID)	volatile solvent (acetone)
SHOE POLISH (WAX)	apply heated iron over towel, volatile solvent (acetone)
SUNTAN LOTION	Pine Power® or pine oil detergent
TEA	liquid detergent
TOMATO JUICE	liquid detergent
TREE SAP	turpentine, liquid detergent
URINE	liquid detergent, white vinegar
VOMIT	detergent, water, white vinegar
WATER COLOR	liquid detergent, water, white vinegar
WAX (CANDLE)	apply heated iron over towel, volatile solvent (acetone)
WINE	liquid detergent / ammonia (3-6% water), white vinegar

Backflow Prevention Devices

Backflow Prevention Devices protect the domestic water supply from contamination by creating a barrier in the water system, keeping contaminants from being back-siphoned into the system.

Backflow Prevention Devices

Maintenance Suggestions

Visually inspect all backflow prevention devices for leaks, vandalism or other damage.

Timetable

Inspect all backflow devices for leaks, vandalism or damage monthly. A yearly certification by a licensed Backflow Prevention Contractor is required by the authority having jurisdiction.

Potential Results of Deferred Maintenance

Damaged or clogged backflow prevention devices can reduce the amount of water flowing to other devices, reducing water pressure to buildings or irrigation systems. Malfunctioning devices can allow contaminated water to siphon back into the domestic water supply.

Below Grade Walls

Below Grade Walls have been treated to help eliminate moisture transmission through the wall. Inspect these walls to determine if any problems exist.

Below Grade Walls

Maintenance Suggestions

Inspect below grade walls for joint separation and excessive moisture transmission through the wall. Joint separations or cracks larger than one-eighth inch (1/8") should be monitored to determine if settling or movement is continuing. Once settling has stopped, repair cracks and waterproofing as needed.

Timetable

Inspect below grade walls for structural problems and moisture transmission two (2) times each year, once during the rainy season and once during the dry season. These inspections will provide baseline information to determine the extent of any future moisture transmission problems.

Potential Results of Deferred Maintenance

Minor structural problems can be repaired at minor cost if identified early. Problems left unrepaired will increase and the repair need will grow in scope and cost.

Benches

Metal benches have been installed in the Common Area for use by Residents. All metal components will require periodic painting to maintain protection from moisture and subsequent corrosion.

Benches

Maintenance Suggestions

Remove any graffiti immediately to prevent reoccurrence. Inspect the metal for corrosion. Prep and paint as needed. Irrigation water will accelerate surface decomposition and create moisture intrusion and corrosion problems. Advise the Property Management Company if this is occurring so that the Landscape Maintenance Contractor can be notified.

Timetable

Inspect for collision damage and graffiti whenever there is a maintenance presence on the property. Inspect for corrosion at least every three (3) months. If benches are being irrigated by the sprinklers every day, more frequent inspections may be required. Inspections should occur at least weekly if vandalism or adolescent activity is high.

Potential Results of Deferred Maintenance

Vandalism or graffiti, left unattended, will lead to continuing activity. Repair or remove immediately. Minor corrosion problems in the metal will soon spread, so keep corrosion problems to a minimum through a sensible painting maintenance program.

Block Wall Planters

Block Wall Planters have been installed to create elevated planting areas or allow for planting areas over structural concrete surfaces.

Block Wall Planters

Maintenance Suggestions

Inspect planter walls for leaching which could indicate excessive watering. Inspect walls and cap for collision damage, vandalism and graffiti.

Timetable

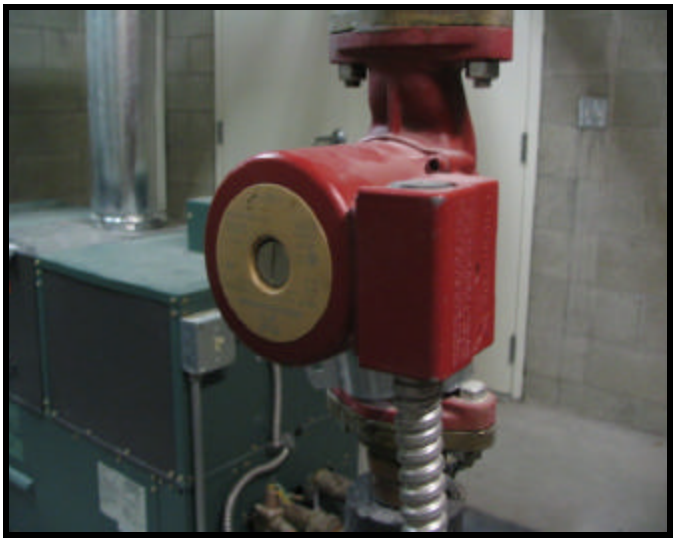
Inspect all components of planter walls at least monthly. Increase the frequency if damage by vandalism or poor landscape maintenance practices appears constant.

Potential Results of Deferred Maintenance

Block wall planters are usually installed in high traffic or prominent display areas. They should be maintained at an acceptable level since most Residents will see them on a daily basis.

Boiler Recirculating Pumps (Lofts)

Boiler Recirculating Pumps have been installed to provide positive recirculating water pressure for the hot water lines for the Lofts Buildings.



Boiler Recirculating Pumps (Lofts)

Maintenance Suggestions

Check the recirculating pumps to verify that they are running without excessive noise and the output pressure and temperature do not exceed maximum limits (125 psi and 240 degrees). Check all electrical connections. Check for leaks.

Timetable

Perform basic check monthly. In addition, re-oil the pump and motor annually (if required) with SAE 30 oil.

Potential Results of Deferred Maintenance

Pump failure will stop the recirculation of the hot water throughout the buildings. All the cold water in the hot water pipes would need to be run out before the hot water would reach the residences, resulting in a tremendous waste of water and energy.

Boiler Storage Tank (Lofts)

A Storage Tank has been installed to maintain a supply of domestic hot water generated by the Boilers for the Lofts Buildings.

Boiler Storage Tank (Lofts)

Maintenance Suggestions

Verify that the nameplate on the tank is readable and has not been altered, defaced or removed. Inspect he boiler storage tank for damage to pipes and/or insulation. Look for any leaks. Look for electrolysis at all dielectric fittings. Open drain cock at bottom of tank and drain ten gallons, or until sand and sediment are not in evidence.

Annually, drain and flush the tank, remove coil and inspect for excessive lime buildup on copper tubes, and check magnesium anode rods for excessive pitting.

Timetable

Inspect tank monthly for leaks and surface damage. Drain sediment from bottom of tank.

Flush tank every six (6) months.

Flush tank, check immersion coils and anode rods annually. Increase frequency of anode rod inspection if replacement is required more often than annually. Clean or replace as needed.

Potential Results of Deferred Maintenance

Performing routine maintenance as outlined above will keep operating problems to a minimum and allow the tank to reach it's full service life. Sacrificial anodes protect the metal parts of the tank from corrosion and electrolysis. Replace when severely pitted or early tank failure will occur.

Boilers (Lofts)

Boilers have been installed to provide hot water to the Lofts Buildings. Hot water is constantly circulated through the use of recirculating pumps and closed loop piping systems.

Boilers (Lofts)

Maintenance Suggestions

Monthly Inspection Items:

1. Inspect pilot and main burner flame and firing rate.
2. Inspect and operate all controls and gas valves.
3. Visually inspect system for water leaks.
4. Oil pump motor and bearing assembly, if oil cups are provided.
5. Disconnect pump from header and check condition of pump impeller. Check condition of bearing by attempting to move impeller from side to side. Replace any parts showing wear.
6. Check pump coupler for wear and vibration.

Additional Annual Inspection Items:

7. Remove top of heater and inspect heat exchanger for soot and examine venting system.
8. Remove rear header and inspect for scale deposits.
9. Check flow switch paddle.
10. Clear all debris and combustible materials from area.

Timetable

Perform Monthly Maintenance Items 1-6 each month. Manufacturer indicates this should take fifteen (15) minutes or less. Perform Annual Inspection Items 7-10 at least once each year (if mineral content of water is high (hard water), more frequent inspection and cleaning may be required).

Potential Results of Deferred Maintenance

Poor pilot and/or main burner flame will cause poor performance, resulting in additional operating costs. Failure of a control device or valve will cause the heater to stop, eliminating the hot water supply. Heat exchanger tubes clogged by mineral deposits will reduce flow through the boiler and create a low water pressure condition.

CO Control System

Carbon Monoxide (CO) Detectors and Controllers have been installed in the garage to sense the presence of excess amounts of carbon monoxide and activate blowers that create a negative pressure situation in the garage, pulling in fresh air though vents connected directly to the outside.

CO Control System

Maintenance Suggestions

Perform any required activation and/or calibration tests.

Timetable

Monthly function tests will assure that the devices are working properly. The manufacturer also recommends annual cleaning of the sensor with a soft bristle attachment of a vacuum cleaner.

Potential Results of Deferred Maintenance

These devices sense for carbon monoxide and activate blowers when concentrations become too high. Without testing, malfunctioning sensors may not be obvious. Concentrations of carbon monoxide in confined areas can cause loss of consciousness and eventually death.

Drainage

Drains divert and carry excess amounts of irrigation and rain water away from sensitive areas. The Building Maintenance Contractor needs to provide inspections of the drain openings and grates and verify that any subsurface pipes are clear.

Drainage

Maintenance Suggestions

Schedule and conduct periodic inspections to insure that the drains are free flowing, not filled with debris, and that grate covers are intact and not clogged.

Timetable

Drain inspections and flushing/jetting should be conducted at least three (3) times a year, once in the fall, once during the rainy season and once during the spring.

Potential Results of Deferred Maintenance

Clogged and stopped drains cause flooding and have the potential to cause water damage. Premature replacement expenses and safety concerns could compound the floodings' initial inconvenience.

Driveway

The Driveway is privately owned and maintained by the Association. The driveway surface is made of concrete. Irrigation water needs to be adjusted off of all concrete surfaces as much as possible.

Driveway

Maintenance Suggestions

Inspect the concrete driveway surface, looking for cracks and water staining. Wide cracks should be filled immediately to prevent water intrusion. Look for any evidence of excessive or chronic irrigation runoff (water patterns on the concrete). All irrigation must be adjusted so that it does not throw water onto adjacent concrete surfaces. Report all problems to the Property Management Company so the proper Maintenance Contractor can be notified.

Timetable

Inspection should occur every six (6) months and can be performed by the Building Maintenance Contractor. Seal any large cracks immediately and report any discovered problems to the Property Management Company.

Potential Results of Deferred Maintenance

Water is the primary enemy of concrete. Irrigation water must be kept off of concrete surfaces. Cracks in the surface will allow water to get into the substrate and either start a delaminating process or cause soil expansion, resulting in the concrete surface "heaving" (lifting vertically). This heaving will create trip and fall hazards and will leave areas of the concrete unsupported, allowing additional cracking to occur. Replacement is usually the only repair option.

Dryer Vent Terminations

The Dryer Vent Termination is a waterproof eyebrow vent with a moving damper cover integrated into the housing. The purpose of the damper is to allow exhaust from the dryer to exit the pipe (positive pressure pushes the damper door open), while keeping birds and rodents out whenever the dryer is not being used.

Dryer Vent Terminations

Maintenance Suggestions

Inspect each vent termination for damage and painting needs. Inspect each damper assembly to verify that the door moves freely and is not pinched by the housing or stuck from lint collection.

Timetable

Perform these inspections two (2) times each year. One inspection should occur in late spring after the windy spring storms have stopped (small objects, tree branches, etc. blown by strong winds can distort the housing, causing the door to bind). The second inspection should occur in late summer when lint collection can become a problem (due to increased dryer activity).

Potential Results of Deferred Maintenance

THE OWNER IS RESPONSIBLE FOR KEEPING THE DRYER VENT DUCT FROM THE DRYER TO THE EXTERIOR VENT CLEAR OF LINT COLLECTIONS.

The Association is responsible for the termination caps since they are on the exterior of the wall surface. If the damper doors becomes inoperative, lint will collect in the ducts. Excessive lint or inoperative doors will cause moisture to collect in the ducts, potentially leading to moisture intrusion problems inside the residence. If the problem is a lack of maintenance on the damper doors, the Association may be held responsible for interior repairs.

Elevators

Elevators have been installed to provide Residents easy access to their residences. Periodic inspections are performed by local authorities to assure minimum standards are being maintained. Periodic maintenance is a required part of elevator use and should be performed by your Elevator Maintenance Contractor.

Elevators

Maintenance Suggestions

The Elevator Maintenance Contractor needs to perform monthly test and inspection of the elevators and all related components. The Elevator Maintenance Contractor will be aware of all requirements.

Timetable

The Elevator Maintenance Contractor is to perform routine maintenance checks monthly, which includes cleaning of sensitive components and filters. Maintenance intervals exist for lubrication at six (6) months, fan replacements at 3-8 years, Bus Capacitor replacements at 8-15 years and oil replacement at five (5) years.

Potential Results of Deferred Maintenance

Failure of an elevator car could require Residents to use the stairs, creating difficulties for some Residents and frustration for all Residents. In a true emergency, the Fireman's Recall System and emergency phone inside the cars need to function properly to save lives and provide assistance.

Emergency Battery Backup System

Emergency power is provided by Uninterruptible Power Supply (UPS) devices that go online in the event of a power failure. The UPS is designed to keep emergency lighting on for ninety (90) minutes in order to safely evacuate the buildings.

Emergency Battery Backup System

Maintenance Suggestions

Each month, check condition of batteries and battery chargers.

Every six months, inspect all fans to verify proper operation.

Every year, inspect power connections for tightness (tighten as needed). Check all wiring for damage (relocate or repair as needed). Exercise all input circuit breakers. Check the torque of each battery connection (torque to 70 in/lbs.).

Consult the Operations and Maintenance Manuals provided by the installing Contractor for additional information.

Timetable

Perform monthly, semi annual and annual inspections as listed above.

Potential Results of Deferred Maintenance

Exit lights and emergency lights are required to assist Residents in a life-threatening emergency. Inoperative lighting during an emergency situation can increase the danger to Residents. The UPS provides the power to operate these devices and must be functional at all times.

EMERGENCY BATTERY MAINTENANCE

Your batteries are the most critical single element in your emergency power or lighting system

It's just good business practice to maintain all your equipment. Maintenance of equipment that you rely on in cases of emergency may also be a matter of **Life Safety**. In most jurisdictions there are mandatory requirements related to batteries used in these devices.

EMERGENCY LIGHTING -

The NFPA Life Safety Code 101, Section 5-9 "Emergency Lighting" states in part:

"5-9.3 Testing and Maintenance: Whenever or wherever any device, equipment, [or] system… is required for compliance with the provisions of this Code, such device, equipment, [or] system… shall thereafter **be permanently maintained** unless the Code exempts such maintenance." … and

"31-1.3.4 Any equipment requiring test or periodic operation to assure its maintenance **shall be tested or operated** as specified elsewhere in this Code or as directed by the authority having jurisdiction." … and

"31-1.3.5 Systems shall be **under the supervision of a reliable person** who shall ensure that proper tests are made at specified intervals and have general charge of all alterations and additions." … and

"31-1.3.7 Periodic Testing of Emergency Lighting Equipment: A **functional test** shall be conducted on every required emergency lighting system at thirty (30) day intervals for a minimum of thirty (30) seconds. An annual test shall be conducted for the 1 ½ hours duration. Equipment shall be fully operational for the duration of the test. **Written records** of testing shall be kept by the Owner for inspection by the authority having jurisdiction."

BATTERY REPLACEMENT –

The NFPA Life Safety Code 101 also states:

"5-9.2.4 Battery operated emergency lights shall use only **reliable types of rechargeable batteries** provided with **suitable facilities for maintaining them** in properly charged condition. Batteries used in such lights or units shall be approved for their intended use and shall comply with NFPA 70, National Electrical Code®."

Entry Doors

Complete painting of the exterior surface of the Entry Doors to each residence is the maintenance responsibility of the Association. Repair of normal surface damage, touchup painting and maintenance of the weatherstripping or smoke seal on the exterior side of the door is the responsibility of the Owner.

Entry Doors

Maintenance Suggestions

Inspect each residence entry door for damage to the door or surface finish. Inspect the finish on the door jamb and stucco trim as well. Schedule painting or varnishing as needed.

Timetable

Perform inspections two (2) times each year. Report any damage outside of normal wear and tear to the Property Management Company.

Potential Results of Deferred Maintenance

Damage to the finish can lead to water intrusion and the formation of corrosion or dryrot, reducing the lifespan of the door or jamb.

Exit Signs

Emergency-activated Exit Signs exist along all fire egress routes. They are required by Fire Code and help Residents find exits in the event of fire or power outages.

Exit Signs

Maintenance Suggestions

Visually inspect light fixtures for damage. Check for secure attachment to J-box. Repair or replace as necessary. If red test light is on, fixture is receiving A/C power. Pressing the "Test" button should activate the emergency circuit, providing a visual indication that the fixture is functioning as designed.

Timetable

According to the National Fire Protection Agency (NFPA) "Life Safety Code Handbook": "A functional test should be conducted on every required emergency lighting system at a thirty (30) day interval for a minimum of thirty (30) seconds. An annual test shall be conducted for 1 1/2 hours duration. Equipment shall be fully operational for the duration of the test. Written records of the testing shall be kept by Owner for inspection by the authority having jurisdiction."

Potential Results of Deferred Maintenance

Exit lights and emergency lights are required to assist Residents in a life-threatening emergency. Inoperative lighting during an emergency situation can increase the danger to Residents.

Fascia

Wood Fascia exist on the buildings. Its main function is to support the outer edges of the roof, but it is also a decorative architectural element and a part of the trim package of the buildings. It is painted to both protect the underlying wood surface and provide one of the main color elements of the design.

Fascia

Maintenance Suggestions

Initial inspection can usually be done from ground level. South and west facing sides of the buildings will need painting more often than the north and east sides due to additional solar and weather exposure. Look for faded and/or missing paint, cracking and checking of the wood surface, and discoloration.

Timetable

Inspect building fascia every six (6) months, paying particular attention to the south and west facing building sides.

Potential Results of Deferred Maintenance

If paint is allowed to deteriorate, the underlying wood surface will be exposed to moisture and the excessive drying effects of sunlight. Cracking, checking, twisting and dryrot can occur, making the wood unusable and requiring replacement.

Fire Alarm Control Panel

The Fire Alarm Control Panel is a system-indication and troubleshooting panel which monitors fire sensing appliances and notifies by bell, horn, strobe light and/or phone call when a potential fire condition exists.

Fire Alarm Control Panel

Maintenance Suggestions

Check fire alarm control panel for trouble indications. Perform testing and maintenance in accordance with the guidelines set forth by the National Fire Protection Agency (NFPA). All repairs are to be performed by a certified Fire Suppression Maintenance Contractor.

Timetable

Check panel, locks and displays each time there is a maintenance presence (at least monthly). Clean as needed. Schedule an annual certification with the Fire Suppression Maintenance Contractor as required by the NFPA. Schedule a five-year certification as required by the NFPA.

Potential Results of Deferred Maintenance

Failure of the fire alarm control panel during an actual fire emergency could cause loss of life and property. False alarms caused by lack of maintenance will cause Resident frustration. The Fire Department will charge the Association for responses to multiple false alarms.

Fire Extinguisher Cabinets

The Fire Extinguisher Cabinets protect the fire extinguishers from vandalism and theft. The cover is glass and is easily broken to access the extinguisher in the event of an emergency.

Fire Extinguisher Cabinets

Maintenance Suggestions

The cabinet housings are metal and will need periodic refinishing or rust removal. Check to verify that they are firmly attached to the wall. Check glass cover to verify condition. Replace if broken, cracked or missing. Check locking system for function. If needed, keys to the cabinets can be acquired from the Fire Suppression Maintenance Contractor.

Timetable

Check cabinets two (2) times each year while performing inspections for related components on residence buildings. Additionally, inspect cabinets anytime work or inspections are being performed in the area.

Potential Results of Deferred Maintenance

Broken cabinets or covers, or cabinets that are loosely attached to the wall, will invite theft of the fire extinguisher. If the fire extinguisher is missing during a fire emergency, valuable time will be lost while another location is accessed. Cabinets in need of repair will look unsightly and suggest that proper maintenance of safety and security components is being deferred.

Fire Extinguishers

The Fire Extinguishers installed in the Common Areas are required by local Fire Code. Maintenance of the extinguishers is also required by Code. Their main function is to provide the first line of defense in fighting a fire.

Fire Extinguishers

Maintenance Suggestions

General inspection of the extinguisher is performed by the Building Maintenance Contractor. The fire extinguisher itself needs to be inspected and re-charged annually by a certified Fire Suppression Maintenance Contractor.

Timetable

The fire extinguisher is marked with an inspection tag each time it is serviced. This tag indicates the month and year the extinguisher was last charged, along with the company that performed the inspection. The Property Manager needs to contact a qualified service Contractor in advance of the expiration date to schedule the annual inspection/re-certification.

Potential Results of Deferred Maintenance

An improperly serviced fire extinguisher may fail to operate when needed in the event of a fire emergency. Valuable time will be lost, potentially resulting in increased property damage and loss of life.

Fire Sprinkler Systems

The buildings are protected by a Fire Suppression Sprinkler System. Warning bells are located on the exterior of the buildings. Sprinkler heads are located at strategic positions throughout the Common Area and the interior of the residences. The system is pressurized, with gauges and valves installed at key locations to monitor system performance.

Fire Sprinkler Systems

Maintenance Suggestions

See Table 2-1 "Summary of Sprinkler System Inspection, Testing and Maintenance" from the National Fire Protection Agency (NFPA) for testing and maintenance requirements.

Timetable

Monthly, quarterly, annual and five-year tests or inspections are required by code. NFPA 25 indicates the required frequencies.

Potential Results of Deferred Maintenance

Fire sprinkler systems must be 100% operational at all times in order to provide the level of protection for which they were designed. Inoperative or malfunctioning systems can threaten lives and property.

Fire Sprinkler Systems

Critical Inspection - Testing - Maintenance Timetable

Every	Week
Fire Pump	Run

Every	January	February	March	April	May	June	July	August	September	October	November	December
Control Valve	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Alarm Valve	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Gauges	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Backflow Preventer Assembly	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Fire Department Connection	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect

Every	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Hydraulic Name Plate	Inspect	Inspect	Inspect	Inspect
Alarm Device	Test	Test	Test	Test
Main Gauge	Test	Test	Test	Test

Annual Certification	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Hangers / Sway Bracing	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Piping	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Sprinkler Heads	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
All Valves	Maintain	Maintain	Maintain	Maintain	Maintain	Maintain	Maintain	Maintain	Maintain	Maintain	Maintain	Maintain
Fire Pump	Test	Test	Test	Test	Test	Test	Test	Test	Test	Test	Test	Test

5-Year Certification	2012	2017	2022	2027	2032	2037	2042	2047	2052	2057	2062	2067
Gauges	Test	Test	Test	Test	Test	Test	Test	Test	Test	Test	Test	Test
Sprinkler Heads	Test	Test	Test	Test	Test	Test	Test	Test	Test	Test	Test	Test
Alarm Valve	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect
Check Valve	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect	Inspect

minimum inspection/testing frequencies, responsibilities, test routines, and reporting procedures but does not define precise limits of anomalies where maintenance actions are required.

1-10 Testing.

1-10.1 All components and systems shall be tested to verify that they function as intended. The frequency of tests shall be in accordance with this standard. Following tests of components or portions of water-based fire protection systems that require valves in order to be opened or closed, the system shall be returned to service upon verification that all valves are restored to their normal operating position. Plugs or caps for auxiliary drains or test valves shall be replaced.

1-10.2 During all testing and maintenance, water supplies including fire pumps shall remain in service unless all impairment procedures contained in Chapter 11 are followed.

1-10.3 Test results shall be compared with those of the original acceptance test (if available) and with the most recent test results.

1-10.4 The types of tests required for each protection system and its components are detailed in the appropriate chapter.

1-10.5 Specialized equipment required for testing is defined in the appropriate chapter.

1-10.6* When a major component or subsystem is rebuilt or replaced, the subsystem shall be tested in accordance with the original acceptance test required for that subsystem.

Exception: Sprinkler systems in accordance with 2-4.3.

1-11 Maintenance.

1-11.1 Maintenance shall be performed to keep the system equipment operable or to make repairs. As-built system installation drawings, original acceptance test records, and device manufacturer's maintenance bulletins shall be retained to assist in the proper care of the system and its components.

1-11.2 Preventive maintenance includes, but is not limited to, lubricating control valve stems; adjusting packing glands on valves and pumps; bleeding moisture and condensation from air compressors, air lines, and dry pipe system auxiliary drains; and cleaning strainers. Frequency of maintenance is indicated in the appropriate chapter.

1-11.3 Corrective maintenance includes, but is not limited to, replacing loaded, corroded, or painted sprinklers; replacing missing or loose pipe hangers; cleaning clogged fire pump impellers; replacing valve seats and gaskets; restoring heat in areas subject to freezing temperatures where water-filled piping is installed; and replacing worn or missing fire hose or nozzles.

1-11.4 Emergency maintenance includes, but is not limited to, repairs due to piping failures caused by freezing or impact damage; repairs to broken underground fire mains; and replacement of frozen or fused sprinklers, defective electric power, or alarm and detection system wiring.

1-12 Safety. Inspection, testing, and maintenance activities shall be conducted in a safe manner.

1-12.1 Confined Spaces. Appropriate and legally required precautions shall be taken prior to entering confined spaces such as tanks, valve pits, or trenches.

1-12.2 Fall Protection. Appropriate and legally required equipment shall be worn or used to prevent injury from falls to personnel.

1-12.3 Special Hazards. Precautions shall be taken to address any special hazards, such as protection against drowning where working on the top of a filled embankment or a supported, rubberized fabric tank, or over open water or other liquids.

1-12.4* Hazardous Materials. Any person performing inspection, testing, or maintenance on any system covered within the scope of this document shall consult with the owner or owner's representative in order to be fully knowledgeable of the hazardous materials being used or stored on the premises. Appropriate and legally required equipment shall be used where working in an environment with hazardous materials present.

1-12.5* Electrical Safety. Extra care shall be taken where testing or maintaining electric motor-driven fire pump controllers.

Chapter 2 Sprinkler Systems

2-1 General. This chapter provides the minimum requirements for the routine inspection, testing, and maintenance of sprinkler systems. Table 2-1 shall be used to determine the minimum required frequencies for inspection, testing, and maintenance.

Exception: Valves and fire department connections shall be inspected, tested, and maintained in accordance with Chapter 9.

2-1.1 Impairments. The inspection, testing, and maintenance of the automatic sprinkler systems can involve or result in a system that is out of service. The procedures outlined in Chapter 11 shall be followed where such an impairment to protection occurs.

2-1.2 Notification to Supervisory Service. To avoid false alarms where a supervisory service is provided, the alarm receiving facility always shall be notified by the owner or designated representative as follows:

(a) Before conducting any test or procedure that could result in the activation of an alarm

(b) After such tests or procedures are concluded

2-1.3 Records. Records shall be maintained in accordance with Section 1-8.

2-2 Inspection.

2-2.1 Sprinklers.

2-2.1.1* Sprinklers shall be inspected from the floor level annually. Sprinklers shall be free of corrosion, foreign materials, paint, and physical damage and shall be installed in the proper orientation (e.g., upright, pendant, or sidewall). Any sprinkler shall be replaced that is painted, corroded, damaged, loaded, or in the improper orientation.

Exception No. 1: Sprinklers installed in concealed spaces such as above suspended ceilings shall not require inspection.*

Exception No. 2: Sprinklers installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.

2-2.1.2* Unacceptable obstructions to spray patterns shall be corrected.

Table 2-1 Summary of Sprinkler System Inspection, Testing, and Maintenance

Item	Activity	Frequency	Reference
Gauges (dry, preaction deluge systems)	Inspection	Weekly/monthly	2-2.4.2
Control valves	Inspection	Weekly/monthly	Table 9-1
Alarm devices	Inspection	Quarterly	2-2.6
Gauges (wet pipe systems)	Inspection	Monthly	2-2.4.1
Hydraulic nameplate	Inspection	Quarterly	2-2.7
Buildings	Inspection	Annually (prior to freezing weather)	2-2.5
Hanger/seismic bracing	Inspection	Annually	2-2.3
Pipe and fittings	Inspection	Annually	2-2.2
Sprinklers	Inspection	Annually	2-2.1.1
Spare sprinklers	Inspection	Annually	2-2.1.3
Fire department connections	Inspection		Table 9-1
Valves (all types)	Inspection		Table 9-1
Alarm devices	Test	Quarterly	2-3.3
Main drain	Test	Annually	Table 9-1
Antifreeze solution	Test	Annually	2-3.4
Gauges	Test	5 years	2-3.2
Sprinklers — extra-high temp.	Test	5 years	2-3.1.1 Exception No. 3
Sprinklers — fast response	Test	At 20 years and every 10 years thereafter	2-3.1.1 Exception No. 2
Sprinklers	Test	At 50 years and every 10 years thereafter	2-3.1.1
Valves (all types)	Maintenance	Annually or as needed	Table 9-1
Obstruction investigation	Maintenance	5 years or as needed	Chapter 10

2-2.1.3 The supply of spare sprinklers shall be inspected annually for the following:

(a) The proper number and type of sprinklers

(b) A sprinkler wrench for each type of sprinkler

2-2.2* Pipe and Fittings. Sprinkler pipe and fittings shall be inspected annually from the floor level. Pipe and fittings shall be in good condition and free of mechanical damage, leakage, corrosion, and misalignment. Sprinkler piping shall not be subjected to external loads by materials either resting on the pipe or hung from the pipe.

Exception No. 1: Pipe and fittings installed in concealed spaces such as above suspended ceilings shall not require inspection.*

Exception No. 2: Pipe installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.

2-2.3* Hangers and Seismic Braces. Sprinkler pipe hangers and seismic braces shall be inspected annually from the floor level. Hangers and seismic braces shall not be damaged or loose. Hangers and seismic braces that are damaged or loose shall be replaced or refastened.

*Exception No. 1: *Hangers and seismic braces installed in concealed spaces such as above suspended ceilings shall not require inspection.*

Exception No. 2: Hangers installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.

2-2.4 Gauges.

2-2.4.1* Gauges on wet pipe sprinkler systems shall be inspected monthly to ensure that they are in good condition and that normal water supply pressure is being maintained.

2-2.4.2 Gauges on dry, preaction, and deluge systems shall be inspected weekly to ensure that normal air and water pressures are being maintained.

Exception: Where air pressure supervision is connected to a constantly attended location, gauges shall be inspected monthly.

2-2.5 Buildings. Annually, prior to the onset of freezing weather, buildings with wet pipe systems shall be inspected to verify that windows, skylights, doors, ventilators, other openings and closures, blind spaces, unused attics, stair towers, roof houses, and low spaces under buildings do not expose water-filled sprinkler piping to freezing and to verify that adequate heat [minimum 40°F (4.4°C)] is available.

2-2.6 Alarm Devices. Alarm devices shall be inspected quarterly to verify that they are free of physical damage.

2-2.7* Hydraulic Nameplate. The hydraulic nameplate, if provided, shall be inspected quarterly to verify that it is attached securely to the sprinkler riser and is legible.

2-2.8 Hose Connections. Hose, hose couplings, and nozzles that are connected to the sprinkler system shall be inspected annually in accordance with NFPA 1962, *Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles.*

2-3 Testing.

2-3.1 Sprinklers.

2-3.1.1* Where sprinklers have been in service for 50 years, they shall be replaced or representative samples from one or more sample areas shall be submitted to a recognized testing laboratory acceptable to the authority having jurisdiction for field service testing. Test procedures shall be repeated at 10-year intervals.

Exception No. 1: Sprinklers manufactured prior to 1920 shall be replaced.

Exception No. 2: Sprinklers manufactured using fast response elements that have been in service for 20 years shall be tested. They shall be retested at 10-year intervals.

Exception No. 3: Representative samples of solder-type sprinklers with a temperature classification of extra high [325°F (163°C)] or greater that are exposed to semicontinuous to continuous maximum allowable ambient temperature conditions shall be tested at 5-year intervals.*

Exception No. 4: Where sprinklers have been in service for 75 years, they shall be replaced or representative samples from one or more sample areas shall be submitted to a recognized testing laboratory acceptable to the authority having jurisdiction for field service testing. Test procedures shall be repeated at 5-year intervals.

2-3.1.2 A representative sample of sprinklers shall consist of a minimum of not less than 4 sprinklers or 1 percent of the number of sprinklers per individual sprinkler sample, whichever is greater.

2-3.1.3 Where one sprinkler within a representative sample fails to meet the test requirement, all sprinklers represented by that sample shall be replaced. *(See 2-4.1.1.)*

Exception: Manufacturers shall be permitted to make modifications to their own sprinklers in the field with listed devices that restore the original performance as intended by the listing, where acceptable to the authority having jurisdiction.

2-3.2* Gauges. Gauges shall be replaced every 5 years or tested every 5 years by comparison with a calibrated gauge. Gauges not accurate to within 3 percent of the full scale shall be recalibrated or replaced.

2-3.3* Alarm Devices. Waterflow alarm devices including, but not limited to, mechanical water motor gongs, vane-type waterflow devices, and pressure switches that provide audible or visual signals shall be tested quarterly.

2-3.3.1* Testing the waterflow alarms on wet pipe systems shall be accomplished by opening the inspector's test connection. Fire pumps shall not be turned off during testing unless all impairment procedures contained in Chapter 11 are followed.

Exception: Where freezing weather conditions or other circumstances prohibit use of the inspector's test connection, the bypass connection shall be permitted to be used.

2-3.3.2* Testing the waterflow alarm on dry pipe, preaction, or deluge systems shall be accomplished by using the bypass connection.

2-3.4* Antifreeze Systems. The freezing point of solutions in antifreeze shall be tested annually by measuring the specific gravity with a hydrometer or refractometer and adjusting the solutions if necessary. Solutions shall be in accordance with Tables 2-3.4(a) and (b).

The use of antifreeze solutions shall be in accordance with any state or local health regulations. *[See Table 2-3.4(b).]*

2-3.5 Hose Connections. Hose connected to sprinkler systems shall be service tested in accordance with NFPA 1962, *Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles,* at least 5 years after initial installation and then every 3 years thereafter. After each service test, each hose connection shall be flow tested to ensure that water discharges from the hose and a waterflow alarm operates.

2-4 Maintenance.

2-4.1 Sprinklers.

2-4.1.1* Replacement sprinklers shall have the proper characteristics for the application intended. These include the following:

(a) Style
(b) Orifice size and *K*-factor
(c) Temperature rating
(d) Coating, if any
(e) Deflector type (e.g., upright, pendant, sidewall)
(f) Design requirements

Exception No. 1: Spray sprinklers shall be permitted to replace old-style sprinklers.

Exception No. 2: Replacement sprinklers for piers and wharves shall comply with NFPA 307, Standard for the Construction and Fire Protection of Marine Terminals, Piers, and Wharves.

2-4.1.2 Only new, listed sprinklers shall be used to replace existing sprinklers.

2-4.1.3* Special and Quick-Response Sprinklers. Special and quick-response sprinklers as defined by NFPA 13, *Standard for the Installation of Sprinkler Systems,* shall be replaced with sprinklers of the same make, model, orifice, size, temperature range and thermal response characteristics, and *K*-factor.

Exception: If the special or quick-response sprinkler is no longer manufactured, a special or quick-response sprinkler with comparable performance characteristics shall be installed.

2-4.1.4 A supply of at least six spare sprinklers shall be stored in a cabinet on the premises for replacement purposes. The stock of spare sprinklers shall be proportionally representative of the types and temperature ratings of the system sprinklers. A minimum of two sprinklers of each type and temperature rating installed shall be provided. The cabinet shall be so located that it will not be exposed to moisture, dust, corrosion, or a temperature exceeding 100°F (38°C).

Exception: Where dry sprinklers of different lengths are installed, spare dry sprinklers shall not be required, provided that a means of returning the system to service is furnished.

2-4.1.5 The stock of spare sprinklers shall be as follows:

(a) For protected facilities having under 300 sprinklers —no fewer than 6 sprinklers
(b) For protected facilities having 300 to 1000 sprinklers — no fewer than 12 sprinklers
(c) For protected facilities having over 1000 sprinklers —no fewer than 24 sprinklers

2-4.1.6* A special sprinkler wrench shall be provided and kept in the cabinet to be used in the removal and installation of sprinklers. One sprinkler wrench shall be provided for each type of sprinkler installed.

Table 2-3.4(a) Antifreeze Solutions to Be Used if Nonpotable Water Is Connected to Sprinklers

Material	Solution (by volume)	Specific Gravity at 60°F (15.6°C)	Freezing Point (°F)	Freezing Point (°C)
Glycerine*				
Diethylene glycol	50% water	1.078	−13	−25.0
	45% water	1.081	−27	−32.8
	40% water	1.086	−42	−41.1
	Hydrometer scale 1.000 to 1.120 (subdivisions 0.002)			
Ethylene glycol	61% water	1.056	−10	−23.3
	56% water	1.063	−20	−28.9
	51% water	1.069	−30	−34.4
	47% water	1.073	−40	−40.0
	Hydrometer scale 1.000 to 1.120 (subdivisions 0.002)			
Propylene glycol*				
Calcium chloride 80% "flake"	lb $CaCl_2$/gal of water			
Fire protection grade**				
Add corrosion inhibitor of	2.83	1.183	0	−17.8
sodium bichromate $^3/_4$ oz/gal	3.38	1.212	−10	−23.3
water	3.89	1.237	−20	−28.9
	4.37	1.258	−30	−34.4
	4.73	1.274	−40	−40.0
	4.93	1.283	−50	−45.6

*If used, see Table 2-3.4(b).
**Free from magnesium chloride and other impurities.

Table 2-3.4(b) Antifreeze Solutions to Be Used if Potable Water Is Connected to Sprinklers

Material	Solution (by volume)	Specific Gravity at 60°F (15.6°C)	Freezing Point (°F)	Freezing Point (°C)
Glycerine C.P. or U.S.P. grade*	50% water	1.133	−15	−26.1
	40% water	1.151	−22	−30.0
	30% water	1.165	−40	−40.0
	Hydrometer scale 1.000 to 1.200			
Propylene glycol	70% water	1.027	+9	−12.8
	60% water	1.034	−6	−21.1
	50% water	1.041	−26	−32.2
	40% water	1.045	−60	−51.1
	Hydrometer scale 1.000 to 1.200			

*C.P.—Chemically pure; U.S.P.—United States Pharmacopia 96.9%.

2-4.1.7 Sprinklers protecting spray coating areas shall be protected against overspray residue. Sprinklers subject to overspray accumulations shall be protected using plastic bags having a maximum thickness of 0.003 in. (0.076 mm) or shall be protected with small paper bags. Coverings shall be replaced when deposits or residue accumulate.

2-4.1.8* Sprinklers shall not be altered in any respect or have any type of ornamentation, paint, or coatings applied after shipment from the place of manufacture.

2-4.1.9 Sprinklers and automatic spray nozzles used for protecting commercial-type cooking equipment and ventilating systems shall be replaced annually.

Exception: Where automatic bulb-type sprinklers or spray nozzles are used and annual examination shows no buildup of grease or other material on the sprinklers or spray nozzles, such sprinklers and spray nozzles shall not be required to be replaced.

2-4.2* Dry Pipe Systems. Dry pipe systems shall be kept dry at all times.

Exception: During nonfreezing weather, a dry pipe system shall be permitted to be left wet if the only other option is to remove the system from service while waiting for parts or during repair activities.

2-4.2.1 Air driers shall be maintained in accordance with the manufacturer's instructions.

2-4.2.2 Compressors used in conjunction with dry pipe sprinkler systems shall be maintained in accordance with the manufacturer's instructions.

2-4.3* Installation and Acceptance Testing. Where maintenance or repair requires the replacement of sprinkler system components affecting more than 20 sprinklers, those components shall be installed and tested in accordance with NFPA 13, *Standard for the Installation of Sprinkler Systems.*

2-4.4 Hose Connections. After each use, all hose connected to sprinkler systems shall be cleaned, drained, and thoroughly dried before being placed in service. Hose that has been exposed to hazardous materials shall be disposed of in an approved manner or shall be decontaminated by a method approved for the contaminate and by the hose manufacturer's recommendation. Equipment that does not pass the inspection requirements of 2-2.8 or the testing requirements of 2-3.5 shall be repaired and tested again, or replaced.

2-4.5* Marine Systems. Sprinkler systems that are normally maintained using fresh water as a source shall be drained and refilled, then drained and refilled again with fresh water following the introduction of raw water into the system.

Chapter 3 Standpipe and Hose Systems

3-1 General. This chapter provides the minimum requirements for the routine inspection, testing, and maintenance of standpipe and hose systems. Table 3-1 shall be used to determine the minimum required frequencies for inspection, testing, and maintenance.

Exception: Valves and fire department connections shall be inspected, tested, and maintained in accordance with Chapter 9.

3-1.1 Impairments. The inspection, testing, and maintenance of standpipe and hose systems can involve or result in a system that is out of service. The procedures outlined in Chapter 11 shall be followed where such an impairment to protection occurs.

3-2 Inspection.

3-2.1 Components of standpipe and hose systems shall be visually inspected quarterly or as specified in Table 3-1.

3-2.2 Checkpoints and corrective actions outlined in Table 3-2.3 shall be followed to determine that components are free of corrosion, foreign material, physical damage, tampering, or other conditions that could prevent operation.

3-2.3 Table 3-2.3 shall be used for the inspection, testing, and maintenance of all classes of standpipe and hose systems.

3-3 Testing. The tests shall be conducted by a qualified person. *(See Section 1-5.)*

Where water damage is a possibility, an air test shall be conducted on the system at 25 psi (1.7 bar) prior to introducing water to the system.

3-3.1 Flow Tests.

3-3.1.1* A flow test shall be conducted at the hydraulically most remote hose connection of each zone of a standpipe system to verify the water supply still adequately provides the design pressure at the required flow. Where a flow test of the hydraulically most remote outlet(s) is not practical, the authority having jurisdiction shall be consulted for the appropriate location for the test.

A flow test shall be conducted every 5 years.

Table 3-1 Summary of Standpipe and Hose System Inspection, Testing, and Maintenance

Components	Activity	Frequency	Reference
Control valves	Inspection	Weekly/monthly	Table 9-1
Pressure regulating devices	Inspection	Quarterly	Table 9-1
Piping	Inspection	Quarterly	3-2.1
Hose connections	Inspection	Quarterly	Table 9-1
Cabinet	Inspection	Annually	NFPA 1962
Hose	Inspection	Annually	NFPA 1962
Hose storage device	Inspection	Annually	NFPA 1962
Alarm device	Test	Quarterly	Table 9-1
Hose nozzle	Test	Annually	NFPA 1962
Hose storage device	Test	Annually	NFPA 1962
Hose	Test	5 years/3 years	NFPA 1962
Pressure control valve	Test	5 years	Table 9-1
Pressure reducing valve	Test	5 years	Table 9-1
Hydrostatic test	Test	5 years	3-3.2
Flow test	Test	5 years	3-3.1
Main drain test	Test	Annually	Table 9-1
Hose connections	Maintenance	Annually	
Valves (all types)	Maintenance	Annually/as needed	Table 9-1

Table 3-2.3 Standpipe and Hose Systems

Component/Checkpoint	Corrective Action
Hose Connections	
Cap missing	Replace
Fire hose connection damaged	Repair
Valve handles missing	Replace
Cap gaskets missing or deteriorated	Replace
Valve leaking	Close or repair
Visible obstructions	Remove
Restricting device missing	Replace
Manual, semiautomatic, or dry standpipe — valve does not operate smoothly	Lubricate or repair
Piping	
Damaged piping	Repair
Control valves damaged	Repair or replace
Missing or damaged pipe support device	Repair or replace
Damaged supervisory devices	Repair or replace
Hose	
Inspect	The hose, including gaskets, shall be removed and inspected and the hose reracked or rereeled at intervals in accordance with NFPA 1962, *Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles.*
Mildew, cuts, abrasions, and deterioration evident	Replace with listed, lined, jacketed hose
Coupling damaged	Replace or repair
Gaskets missing or deteriorated	Replace
Incompatible threads on coupling	Replace or provide thread adapter
Hose not connected to hose rack nipple or valve	Connect
Hose test outdated	Retest or replace in accordance with NFPA 1962, *Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles.*
Hose Nozzle	
Hose nozzle missing	Replace with listed nozzle
Gasket missing or deteriorated	Replace
Obstructions	Remove
Nozzle does not operate smoothly	Repair or replace
Hose Storage Device	
Difficult to operate	Repair or replace
Damaged	Repair or replace
Obstruction	Remove
Hose improperly racked or rolled	Remove
Nozzle clip in place and nozzle correctly contained?	Replace if necessary
If enclosed in cabinet, will hose rack swing out at least 90 degrees?	Repair or remove any obstructions
Cabinet	
Check overall condition for corroded or damaged parts	Repair or replace parts; replace entire cabinet if necessary
Difficult to open	Repair
Cabinet door will not open fully	Repair or move obstructions
Door glazing cracked or broken	Replace
If cabinet is break-glass type, is lock functioning properly?	Repair or replace
Glass break device missing or not attached	Replace or attach

Table 3-2.3 Standpipe and Hose Systems *(Continued)*

Component/Checkpoint	Corrective Action
Not properly identified as containing fire equipment	Provide identification
Visible obstructions	Remove
All valves, hose, nozzles, fire extinguisher, etc., easily accessible	Remove any material not related

3-3.1.2 All systems shall be flow tested and pressure tested at the requirements in effect at the time of the installation. The actual test method(s) and performance criteria shall be discussed in advance with the authority having jurisdiction.

3-3.1.3 Standpipes, sprinkler connections to standpipes, or hose stations equipped with pressure reducing valves or pressure regulating valves shall have these valves inspected, tested, and maintained in accordance with the requirements of Chapter 9.

3-3.1.4 A main drain test shall be performed on Class II or III standpipe systems in accordance with the requirements of Chapter 9. The test shall be performed at the low point drain for each standpipe or the main drain test connection where the supply main enters the building (when provided). Pressure gauges shall be provided for the test and shall be maintained in accordance with 2-3.2.

3-3.2 Hydrostatic Tests.

3-3.2.1 Hydrostatic tests at not less than 200-psi (13.8-bar) pressure for 2 hours, or at 50 psi (3.4 bar) in excess of the maximum pressure, where maximum pressure is in excess of 150 psi (10.3 bar), shall be conducted every 5 years on dry standpipe systems and dry portions of wet standpipe systems.

3-3.2.2* Hydrostatic tests shall be conducted in accordance with 3-3.2.1 on any system that has been modified or repaired or where an inspection indicates that there is reason to believe that the system could fail to operate properly in an emergency.

3-3.2.3 The hydrostatic test pressure shall be measured at the low elevation point of the individual system or zone being tested. The inside standpipe piping shall show no leakage.

3-3.3 Alarm Devices. Where provided, waterflow alarm and supervisory devices shall be tested on a quarterly basis.

Exception: Where freezing conditions necessitate a delay in testing, tests shall be performed as soon as weather allows.

3-4 Maintenance. Maintenance/repairs shall be in accordance with 3-2.3 and Table 3-2.3.

3-5 Records. Records shall be maintained in accordance with Section 1-8.

Chapter 4 Private Fire Service Mains

4-1 General. This chapter provides the minimum requirements for the routine inspection, testing, and maintenance of private fire service mains and their appurtenances. In many instances, these functions shall be permitted to be carried out simultaneously.

Exception No. 1: Valves and fire department connections shall be inspected, tested, and maintained in accordance with Chapter 9.

Exception No. 2: Fire hose shall be maintained in accordance with NFPA 1962, Standard for the Care, Use, and Service Testing of Fire Hose Including Couplings and Nozzles.

4-1.1 Impairments. The inspection, testing, and maintenance of private fire service mains can involve or result in fire protection that is out of service. The procedures outlined in Chapter 11 shall be followed wherever such an impairment to protection occurs.

4-1.2 Notification to Supervisory Service. To avoid false alarms where a supervisory service is provided, the alarm receiving facilities always shall be notified by the owner or designated representative as follows:

(a) Before conducting any test or procedure that could result in the activation of an alarm

(b) After such tests or procedures are concluded

4-2 Inspection.

4-2.1 General. Private fire service mains and their appurtenances shall be inspected at the intervals specified in Table 4-2.1.

4-2.2 Procedures. The following requirements outline inspection intervals, conditions to be inspected, and corrective actions necessary for private fire service mains and associated equipment. All procedures shall be carried out in accordance with the manufacturer's instructions, where applicable.

4-2.2.1 Exposed Piping. Exposed piping shall be inspected annually. Piping shall be inspected, and the necessary corrective action shall be taken as shown in Table 4-2.2.1.

Exception: Piping installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.

4-2.2.2 Underground Piping. Generally, underground piping cannot be inspected on a routine basis. However, flow testing can reveal the condition of underground piping and shall be conducted in accordance with Section 4-3.

4-2.2.3* Mainline Strainers. Mainline strainers shall be inspected and cleaned after each significant system flow and shall be removed and inspected annually for failing, damaged, and corroded parts. Mainline strainers shall be inspected, and the necessary corrective action shall be taken as shown in Table 4-2.2.3.

4-2.2.4 Dry Barrel and Wall Hydrants. Dry barrel and wall hydrants shall be inspected annually and after each operation. Hydrants shall be inspected, and the necessary corrective action shall be taken as shown in Table 4-2.2.4.

4-2.2.5 Wet Barrel Hydrants. Wet barrel hydrants shall be inspected annually and after each operation. Hydrants shall be inspected, and the necessary corrective action shall be taken as shown in Table 4-2.2.5.

Garage Doors

Garage Doors are metal, sectional rollup doors. The door jambs are wood with an applied combination stop/weatherstrip. They have been painted on the outside.

Garage Doors

Maintenance Suggestions

Inspect the exterior surface of the garage door for damage and repainting needs. Check for marks that would indicate rubbing of the door against the header or header trim. Report to the Property Management Company any damage caused by poor adjustment so that the Owner can be notified.

INFORMATION ON GARAGE DOOR OPERATION AND MAINTENANCE ON FOLLOWING PAGES IS INCLUDED AS REFERENCE INFORMATION ONLY. OWNERS ARE RESPONSIBLE FOR ALL DOOR COMPONENTS EXCEPT EXTERIOR SURFACE FINISH.

Timetable

Inspect doors for painting needs two (2) times each year. Normal wear and tear to the surface finish should be repaired as soon as it is observed or reported. Damage caused by poor door adjustment or collision should be reported to the Property Management Company immediately.

Potential Results of Deferred Maintenance

All metal doors will rust or corrode if not protected by paint. Damaged or scratched doors, left unrepaired or unpainted, will start to corrode, leading to an early replacement expense. Doors in need of paint are unsightly.

GARAGE DOOR MAINTENANCE AND SAFETY

A garage door is the largest moving object in the home. They are often operated by electric door openers. Proper installation, operation, maintenance, and testing of the garage door and automatic opener are necessary to provide safe, trouble-free operation. An improperly adjusted garage door or automatic opener can exert deadly force when the door closes. This could lead to serious injury or death from being hit by a closing garage door or from being trapped under the door.

A few simple precautions can protect your family and friends from potential harm. Please take a few minutes to read the following safety and maintenance tips. Refer to your garage door and opener Owner's Manual for details specific to the model you own. Then check the operation of your garage door and automatic opener.

- DO NOT stand or walk under a moving door! Do not let children or adults play "beat the door". It is dangerous and can result in serious injury or death. Adults should set a good example. Know how to use the emergency release, in case someone is pinned by the door.

- DO NOT let children play with or use the transmitters or remote controls. Always place and store them out of the reach of children. The push-button wall control should be out of reach of children (at least 5 feet from the floor) and away from all moving parts. Mount and use the button where you can clearly see the moving garage door.

Garage door openers are not toys. Careless operation and allowing children to play with or use garage door opener controls can lead to tragic results. Discuss garage door safety with your children. Explain the danger of being trapped under the door.

When using the push-button or transmitter, keep the door in sight until it completely stops moving. Teach children never to play under or near an open garage door.

Teach children to keep their hands and fingers clear of section joints, hinges, track, springs and other door parts. Contact with a moving door or its hardware could cause serious injury. These injuries can also happen with garage doors that don't have automatic openers.

Take a few minutes to inspect and test your complete garage door system. Make monthly inspection and testing a part of your regular routine. Safety is everyone's business. Make garage door and garage door opener safety automatic in your home.

Consult Owner's Manuals for additional recommended maintenance for your models of door and opener.

There are routine safety and maintenance steps that you should follow once a month. Review your Owner's Manual for the door opener. If you don't have the Owner's Manual, look for the opener model number on the back of the power unit and request a Manual from the manufacturer.

REVERSAL TEST

Make sure your opener has a reversing feature. If a reversing feature is not present, it should be replaced. Garage door openers manufactured after January 1, 1993 are required by federal law to have advanced safety features which comply with the latest U.L. 325 standards. Contact your manufacturer or installer for additional information.

- Test the reversing feature every month.
- First, test the balance of the door (see "Testing and Maintaining The Garage Door"). If the door is properly balanced, then proceed.
- With the door fully open, place a 1-1/2" thick piece of wood (a 2"x 4" laid flat) on the floor in the center of the door.
- Push the transmitter or wall button to close the door. The door must reverse when it strikes the wood. (Note that the bottom part of "one piece doors" must be rigid so that the door will not close without reversing.)
- If the door does not reverse, have it repaired or replaced. Have a qualified individual adjust, repair or replace the opener or door.

FORCE SETTING TEST

Test the force setting of your garage door opener by holding the bottom of the door as it closes. If the door does not reverse readily, the force may be excessive and need adjusting. See your Owner's Manual for details on how to make the adjustment. Test the reversing feature after any adjustment.

ADDITIONAL SAFETY DEVICES

Many garage door openers can be equipped with additional safety devices. Consider adding a photo eye or edge sensor as an extra measure of safety to protect against entrapment. Keep in mind that adding more safety devices will not make an old opener meet the current U.L. standards. Make sure the additional safety devices, such as photo eyes or edge sensors, are properly installed and adjusted (see Owner's Manual).

TESTING AND MAINTAINING THE GARAGE DOOR

Perform routine maintenance steps once a month. Review your Owner's Manual for the garage door. If you don't have a manual, look for the model number on the back of the door, or check the lock handle, hinges, or other hardware for the manufacturer's name and request a manual from the manufacturer.

VISUAL INSPECTION

Look at the garage door springs, cables, rollers, pulleys, and other door hardware for signs of wear. If you suspect problems, have a qualified person make repairs.

Warning! Springs are under high tension. Only qualified persons should adjust them.

Garage door springs, cables, brackets and other hardware attached to the springs, are under very high tension and, if handled improperly, can cause serious injury. Only a qualified professional or a mechanically experienced person carefully following the manufacturer's instructions should adjust them. The torsion springs (the springs above the door) should only be adjusted by a professional. Do not attempt to repair or adjust torsion springs yourself.

A restraining cable or other device should be installed on the extension spring (the spring along the side of the door) to help contain the spring if it breaks.

DOOR BALANCE

- Periodically test the balance of your door.
- Start with the door closed.
- If you have a garage door opener, use the release mechanism so you can operate the door by hand when doing this test.
- You should be able to lift the door smoothly and with little resistance. It should stay open around three to four feet above the floor. If it does not, it is out of adjustment. Have it adjusted by a qualified service person.

GARAGE DOOR OPENER SAFETY - AN AUTOMATIC DECISION

This important information is provided to you by the U.S. Consumer Product Safety Commission, the National Safety Council and the Industry Coalition for Automatic Garage Door Opener Safety.

Garage Lighting

Garage Light fixtures provide illumination for the garage area, promoting an environment of safety and security. These light fixtures can be surface-mounted fluorescent, can-style surface-mounted down lights or ceiling recessed lights. Emergency and exit lighting are discussed individually elsewhere in this Maintenance Manual.

Garage Lighting

Maintenance Suggestions

Periodic inspections should be scheduled and performed to detect bulbs that have burned out and fixture glass/globe that have become soiled and do not effectively transmit light. Replace burned out bulbs with the appropriate bulb replacement. Schedule fixture glass/globe cleaning for the entire garage and clean individual glass/globes as needed. Check timers and photocells periodically for function and replace as needed. Use of a professional Lighting Maintenance Contractor for difficult glass/globe cleaning and bulb replacements will lessen liabilities and chances of employee injury. Check for missing cover plates on junction boxes and check for exposed wiring.

Timetable

Inspections for burned out bulbs and dirt-diffused lighting should be performed at least monthly. These inspections can be done by the Security guard force (if applicable), Lighting Maintenance Contractor or arranged by the Building Maintenance Technician. Burned out bulbs should be replaced immediately with the appropriate bulb replacement. Fixture glass/globes should be cleaned twice a year and on an as needed basis. Inspect photocells and inspect and adjust timers at least every three (3) months.

Potential Results of Deferred Maintenance

Dirt accumulation on light fixtures leads to less effective illumination for critical areas of the garage. Bad bulbs and non-working fixtures create areas of darkness, which creates a safety concern and potential liability for the Association.

Gas Meters

Gas Meters are installed by the local utility company. The meters themselves are owned by the utility company. The service pipes and manifold are the maintenance and repair responsibility of the Association. Each gas meter should have a metal tag wired to it, stamped with the address or residence number of the residence it serves.

Gas Meters

Maintenance Suggestions

Inspect gas meters and pipes for rust and corrosion. Inspect each meter to verify the metal identification tag is attached.

Timetable

Inspect gas meters for corrosion and repainting needs two (2) times each year. Verify at least annually that the metal identification tags are installed, and before any painting operation takes place.

Potential Results of Deferred Maintenance

Rusting gas meters and pipes are unsightly. Excessive rusting can lead to metal failure and the need to replace the meter and/or pipes, a time consuming, permit required process which will leave the resident without gas service (heating, hot water, etc.). Proper identification of each meter with a STAMPED metal tag is important in the event surface applied address numbers are painted over. Quick identification of each meter BY ADDRESS may be important in an emergency.

Gutters and Downspouts

Gutters and Downspouts are constructed of metal and painted to match or complement the colors of the buildings. Gutters and downspouts capture and direct rain away from sensitive areas and into the appropriate drainage systems.

Gutters and Downspouts

Maintenance Suggestions

Conduct all inspections and gutter and downspout work from the ground or on ladders or cranes. When using ladders, be sure to use an offset attachment to avoid damage to the gutters and/or roof. Conduct a visual inspection of the gutters and downspouts for chipping or peeling of the enamel. Any missing or disconnected downspouts should be immediately replaced. Reseal end caps, downspout connections, and corners as needed. Remove accumulated debris from the roof and gutters. Downspouts and drains should then be flushed until they are operational.

Timetable

Gutter and downspout inspections should be performed annually, during fall after deciduous trees have dropped their leaves and in preparation for the months of heavier precipitation. Cleaning may be required once per year during the early fall. Painted metal needs to be re-painted every 1-2 years or as necessary.

Potential Results of Deferred Maintenance

Clogged and damaged downspouts and drains can cause significant quantities of water to back up and accumulate on building surfaces and overflow into Common Areas. This can lead to stucco discoloration and building damage, mold and algae growth, and pooling of water around the buildings and landscaping. Gutters without proper fall may allow ponding to occur, which can lead to gutter sections becoming detached due to the increased weight of water in these areas. Malfunctioning gutters may concentrate moisture along the building foundation, leading to water damage and soil problems.

Handicap Parking Spaces

Handicap Parking Spaces have been included in the parking plan. They are required by Code.

Handicap Parking Spaces

Maintenance Suggestions

Inspect handicap parking areas, looking for vehicle fluid deposits and dirt. Verify that all signs are intact and legible. Check condition of striping and stenciling and repaint as needed.

Timetable

A quarterly inspection program should be sufficient to maintain the handicap spaces in a clean and well marked condition.

Potential Results of Deferred Maintenance

Correct handicap space size, layout, marking and identification are all stipulated by the ADA and local Building Code. Maintain the existing spaces in a clean and usable condition to satisfy these Codes.

Handrails

Metal Handrails provide secure handholds for stairways and walkways with steps.

Handrails

Maintenance Suggestions

Check for rust on all surfaces and paint as needed. Check for holes in the metal and advise on welding repair needs. Check closely the support posts where they attach to the deck, stair treads or stair stringers. Check if these post bases are located in a depression that can trap and hold water or are being kept constantly wet by irrigation water.

Timetable

Inspect all metal handrails for painting needs and physical problems two (2) times each year.

Potential Results of Deferred Maintenance

The paint of the surface of all metal handrails protects the metal from water and air, the two components needed for rust to form. If the paint becomes thin or scratched, rust will start to form (usually in areas that are hard or impossible to see). The rust will spread beneath the paint and destroy the metal from the inside out, resulting in early replacement expenses.

Interlocking Pavers

Interlocking Concrete Pavers have been installed throughout the Project.

Interlocking Pavers

Maintenance Suggestions

Visually inspect all interlocking pavers, looking for any settling or lateral movement. Look for any areas where excessive amounts of water could be getting under the pavers. Water flowing under the pavers is the usual cause of settling or movement (water allowed to flow under the pavers will erode the sand base underlayment, creating voids into which the pavers can shift). Identify any areas that need cleaning, spot clean when appropriate, schedule complete cleaning when necessary. Powerwashing with high pressure equipment is not recommended because the sand in the joints between the pavers will be removed. Reapply sealer after cleaning.

Timetable

Monthly inspections should be sufficient to catch any settling or breakage problems before they become expensive. Clean and reseal before dirt problems become major.

Potential Results of Deferred Maintenance

Clean pavers, recently sealed, are even-colored with a slight sheen. Once the sealant wears off, dirt and water can collect, staining and discoloring the surface, making it uneven in appearance, dull and unattractive. Damaged pavers will continue to break apart and should be replaced as soon as discovered. Pavers that have settled or shifted will expose edges that are more susceptible to damage and should be reset as soon as discovered.

Lighting (Common Area)

Common Area Light Fixtures provide illumination for outside areas, promoting an environment of safety and security. These light fixtures can be bollard lights, pagoda lights, bullet lights, pole lights, well lights, landscape lights, interior building lights and/or exterior building wall lights.

Lighting (Common Area)

Maintenance Suggestions

Periodic night inspections should be scheduled and performed to detect bulbs that have burned out and fixture glass/globe that have become soiled and do not effectively transmit light. Replace burned out bulbs with the appropriate bulb replacement. Schedule fixture glass/globe cleaning for the entire Project and clean individual glass/globes as needed.

Check for missing cover plates on junction boxes, missing landscape light lenses or covers and proper support for all lighting fixtures; verify waterproof condition at all boxes and check for exposed wiring. Inspect for corrosion wherever metal or wood fixture bases are in close proximity to the ground. Inspect for soil or plant contact which will trap and hold moisture and accelerate corrosion. Use of a professional Lighting Maintenance Contractor for difficult glass/globe cleaning and bulb replacements will lessen liabilities and chances of employee injury.

Timetable

Inspections for burned out bulbs and lighting reduced by dirty lenses or covers should be performed at least monthly. These inspections can be done by the Security Guard force (if applicable), Lighting Maintenance Contractor or arranged by the Building Maintenance Technician. Burned out bulbs should be replaced immediately with the appropriate bulb replacement. Fixture glass/globes should be cleaned twice a year and on an as needed basis. Inspect any fixtures in contact with the ground at least monthly.

Potential Results of Deferred Maintenance

Dirt accumulation on light fixtures leads to less effective illumination for critical areas of the Project. Bad bulbs and non-working fixtures create areas of darkness, which creates a safety concern and potential liability for the Association. Corrosion or dryrot can cause pole and base failure and cause early replacement expenditures.

Lighting Controls

Common Area Lights are controlled by photocells, timeclocks and/or contactors.

Lighting Controls

Maintenance Suggestions

Cover photocells completely to activate during daylight hours. Lights should come on within three (3) to five (5) minutes. Lights should go off within one (1) minute after removing the covering. Photocells operating outside of this range are probably starting to become defective and should be replaced. Timeclock motors will eventually fail and need to be replaced. Both timeclocks and contactors use "contacts" to complete electrical circuits. Check contacts for arcing and pitting. These contacts will arc and pit if a gap is allowed to remain between them (gaps can be caused by normal wear of the contacts, or caused by dirt or insects). Repair or replace as necessary.

Timetable

Test photocells, timeclocks and contactors on a quarterly basis to discover potential problems before a failure occurs at night. Owners/Residents will report light problems to the Property Management Company, and there should be a process in place to take care of light problems immediately. When photocells fail, the lights normally stay on twenty-four (24) hours/day, but occasionally one will fail and keep the lights from coming on at all.

Potential Results of Deferred Maintenance

The lighting has been installed in the Common Area to provide a safe and secure environment. Inoperative lights create unnecessary safety risks for which the Association can be responsible. Immediately repair or replace any component on the lighting systems reported or discovered to be defective.

Mailboxes

The Mailbox Cluster within the mailbox housing is a metal framework of boxes, each box having its own hinge and lock. Individual mail boxes have a lock and hinge (the Owner/Resident controls the key for this lock). Parcel boxes allow for delivery of items larger than the capacity of the individual mail boxes. A master lock allows access to all the compartments, providing the mail carrier with access to all boxes at once.

Mailboxes

Maintenance Suggestions

Maintenance responsibility falls into three (3) separate groups: 1) The main box framework, hinge, parcel box hinges and locks, individual mailbox hinges and surface finish of all boxes are the maintenance responsibility of the Association; 2) The lock and key controlling the individual mailboxes are the maintenance and replacement responsibility of the Owner; 3) The master lock and key controlling access to the loading panel is the maintenance responsibility of the Post Office.

Suggested maintenance for the exterior finish is to wipe the surface with a Teflon based spray lubricant to remove any oxidation, salts or debris that may collect. Lubricate the door hinges and locks with the same Teflon spray at the same time.

Timetable

Mailbox inspections and application of Teflon spray should be performed every six (6) months and can be incorporated into the metal surfaces inspection program. Locks and hinges should be lubricated with Teflon lubricant every six (6) months as well.

Potential Results of Deferred Maintenance

The mailbox structure is a heavily used item located in a high traffic area. Every Resident in the Project will see and use this component on an almost daily basis. The Post Office will not deliver mail when damage to a component will cause an unsecure condition, either individually or for the entire panel. When this happens, Residents will be forced to travel to the nearest Post Office to pick up their mail.

Metal Gates and Fences

Metal Fencing has been installed to limit access and define boundaries. Gates may have self-closing devices and locksets designed to limit access without the proper key.

Metal Gates and Fences

Maintenance Suggestions

Inspect fence posts closely wherever ground contact occurs. Rust occurs in these areas and can spread rapidly, sometimes below the paint layer where it is harder to detect. Check for any missing fence post caps. Inspect all parts of fence for chipped paint and rust. Look for irrigation overspray patterns and plant growth onto the fence and advise the Property Management Company if any are detected. Self-closing gates should close and latch when held open six inches (6") and released. All gate hardware and locksets should operate smoothly.

Timetable

Inspect and lubricate gate hinges, locksets and closing hardware monthly. Inspections to detect paint chipping and break down and early signs of corrosion should occur every 2-3 months with touchup as necessary. In relatively dry environments, metal with average exposure to the elements should be touched up as needed, approximately every six (6) months. Painted metal with average sun and moisture exposure, in normal climates, will need to be repainted approximately every 1-2 years. Metal fences exposed to moist air should be repainted every twelve (12) months and touched up 1-2 times per year.

Potential Results of Deferred Maintenance

Metal fencing will last for decades if properly maintained. Rust is the primary enemy, and can be kept in control with an aggressive painting maintenance program. Compared to the cost of replacement, an on-going painting maintenance program is very cost effective.

HOW TO CARE FOR ORNAMENTAL IRON FENCE

You will find ornamental iron fencing to be a wise investment, as it offers a unique combination of structural soundness, durability, and elegant beauty. It provides security without blocking views. However, potential problems can arise if certain precautions and proper maintenance are not employed.

PREVENTION AND MAINTENANCE

- SCRATCHES AND NICKS in the paint must be cleaned, primed, and repainted, or they will rust.
- POSTS Although galvanized posts were used, precautions should be taken to ensure that water will not puddle or settle near the posts. Also, make sure that all posts are capped to prevent water from entering.
- SPRINKLERS should be directed away from the iron fence. When this is not possible, extra maintenan ce will be required for these areas and possibly void your guarantee.
- VEGETATION on the iron, although very attractive, will lead to extra maintenance of the iron and will void your guarantee.
- KEEP YOUR WEED EATER AWAY FROM THE FENCE if not, it will cut through the primer and finish coats and rust will appear. No paint coatings on the market can stand up to this abuse.

GENERAL INSPECTION

Because each fence resides in a unique environment mandating different levels of maintenance, we suggest a **semi-annual inspection** of your iron fence. A simple three-part procedure is recommended:

- Mark your yearly calendar with two (2) dates approximately six (6) months apart so you do not forget about the inspection.
- When the inspection week arrives, walk the fence lines paying close attention to "problem areas;" welds, post bottoms, sprinkler areas, heavy vegetation, etc.
- If there are areas where breakdown is beginning, clean with a wire brush, prime, and paint them before damage can occur.

YOUR IRON WILL MATURE

Determining when to repaint the fence depends on aesthetics and in what area the fencing is located. Proper maintenance will prevent damage to the fence. When you do repaint, view it as a long-term investment. The older your iron gets and the more coats of paint are applied, the less maintenance will be required and the more attractive it becomes. Your iron will mature.

As a rule of thumb, we suggest you paint your iron fence every 12-18 months if you live within thirty (30) miles of the ocean. If not, then every 24-30 months is generally sufficient.

Everyone has seen old iron that is downright elegant -almost romantic. Disneyland is filled with it. It is old but it is beautiful. This is because with each coat of paint, the iron is more protected from the elements and becomes more beautiful. Wood fence does not get better with age, and generally needs to be replaced in 6- 8 years, and chain link fence, while it requires little maintenance at first, eventually rusts and must be replaced. Your iron, if cared for properly, will mature - growing in beauty and requiring less and less care with each coat of paint.

Always remember that the key to longevity for your fence is PAINT, PAINT, PAINT!

Metal Vents and Flashing

Metal trim, flashing and vents exist in many locations on each building. Their main function is to provide waterproofing at areas where material transitions occur. They are usually painted to blend in with the surrounding surface material.

Metal Vents and Flashing

Maintenance Suggestions

Inspect all metal wall vents, eyebrows, air-conditioning electrical shut-off boxes, roof-edge flashing, chimney caps, deck flashing, roof jacks and pipe caps for repainting needs. Check for wall staining from dirt runoff and report if stucco cleaning is needed. Visually inspect for condition of caulks and sealants.

Timetable

Inspect all sheet metal at least one (1) time each year.

Potential Results of Deferred Maintenance

Most sheet metal is steel and will rust if not properly protected by a quality layer of paint. Allowing rust to continue will result in early replacement expense. Most sheet metal is integrated into the building process and replacement usually means disassembly of other building components (roofing, stucco, etc.) as a necessary part of replacement, resulting in additional labor costs.

Methane Gas Mitigation System

"Passive" and "active" Mitigation Systems have been installed below the garage slab and in the garage levels to vent methane gas to the atmosphere. Monitoring is performed constantly through automatic detection equipment.

Methane Gas Mitigation System

Maintenance Suggestions

Check outlet pipes where they vent to the atmosphere for obstructions. Check condition of backup battery system for monitor panel. Check condition of all structural components, looking for collision damage or vandalism. Check monitoring panel for trouble indications. All other maintenance and calibration procedures should be performed by a Contractor licensed in this field.

Timetable

Perform repairs to concrete slab, PVC piping and geomembrane as discovered. Check iron piping and roof components at least annually. All other maintenance tasks need to be completed at least monthly.

Potential Results of Deferred Maintenance

The methane gas mitigation system has been installed to eliminate the buildup of potentially combustible gases under the foundation or in enclosed spaces of the buildings. Failure to maintain the vent openings, fans and activation equipment could cause the gases to collect in a concentration sufficient to become combustible or cause asphyxiation.

Parking Spaces

Parking Spaces have been assigned to all Owners. Cleaning, maintenance and structural repair are the responsibility of the Association.

Parking Spaces

Maintenance Suggestions

Visually inspect all parking spaces for required cleaning. Spot clean when possible, otherwise advise the Property Manager if cleaning needs are extensive.

Timetable

Check these spaces monthly. Spot clean as necessary. General cleaning should be scheduled whenever the need arises, but not less than two (2) times each year.

Potential Results of Deferred Maintenance

These spaces have been provided so that Residents will have an opportunity for off street parking. Dirt and oil can cause slip and fall hazards, can be tracked into the lobby, elevators and residences, creating additional maintenance expenses for the Association and possible complaints by the Residents.

Pest Control

Wood destroying pests and organisms can damage the buildings. Inspections and treatment (when needed) are recommended to protect the buildings from this damage.

Pest Control

Maintenance Suggestions

Verify that any Board-adopted inspection programs are being implemented.

Timetable

An annual inspection for pest and wood destroying organism activity is recommended. If the Association adopts an inspection and preventive program for the prevention and eradication of infestation by wood destroying pests and organisms, the Association may require the residences to be vacated in order to facilitate the Association's efforts to eradicate such infestation.

Potential Results of Deferred Maintenance

Wood destroying pests and organisms can alter the structural load-bearing value of the wood components of the buildings. If this happens, replacement of affected components is the only solution. Annual inspections and treatment can reduce or eliminate the need for expensive wood replacement.

Protection Poles

Metal, concrete-filled Protection Poles have been placed to protect equipment from vehicle damage. Paint must be maintained on these poles to protect the metal from moisture and maintain their appearance.

Protection Poles

Maintenance Suggestions

Identify all areas where protection poles exist. Inspect for collision damage. Inspect base of pole for standing water, missing paint or rust. Check if irrigation water is creating additional problems. Prep and paint any minor touchup areas, recommend complete repainting (when required) to the Property Management Company.

Timetable

Perform a thorough inspection quarterly. Touchup as required during these inspections. Complete repainting should be scheduled every two (2) years, but perform this painting only if the need exists.

Potential Results of Deferred Maintenance

These poles are metal and are in close contact with the ground. Constant moisture contact will shorten the lifespan of the poles and require early replacement. Corrosion below grade or behind the paint layer will spread and destroy the metal from the inside out.

Railings

Metal Railings have been installed as protection devices on balconies and elevated walkways.

Railings

Maintenance Suggestions

Inspect posts closely wherever deck or wall contact occurs. Rust occurs in these areas and can spread rapidly, sometimes below the paint layer where it is harder to detect. Check for any missing post caps. Inspect all parts of railing for chipped paint and rust.

Timetable

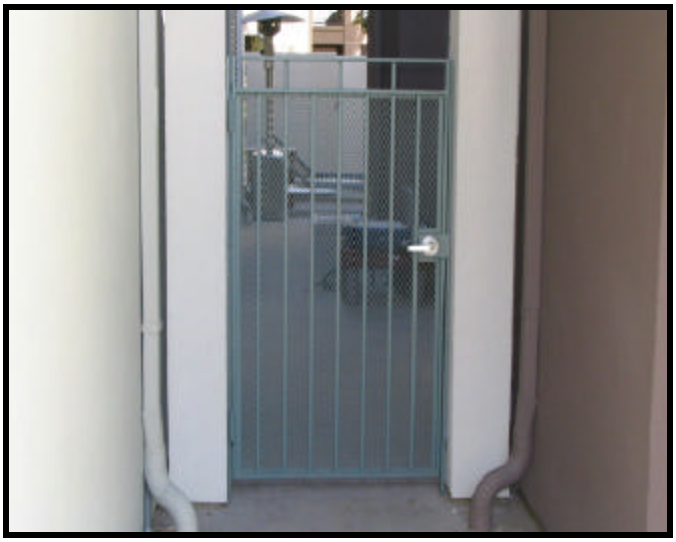
Inspections to detect paint chipping and break down and early signs of corrosion should occur every 2-3 months with touchup as necessary. In relatively dry environments, metal with average exposure to the elements should be touched up as needed, approximately every six (6) months. Painted metal with average sun and moisture exposure, in normal climates, will need to be repainted approximately every 1-2 years. Metal railings exposed to moist air should be repainted every twelve (12) months and touched up 1-2 times per year.

Potential Results of Deferred Maintenance

Metal railings will last for decades if properly maintained. Rust is the primary enemy, and can be kept in control with an aggressive painting maintenance program. Compared to the cost of replacement, an on-going painting maintenance program is very cost effective.

Residence Entry Gates (Park Houses)

Metal gates exist on some of the residences at the Park Houses as Entry Gates leading to the entry doors through the front patio. They are painted to match or complement the trim colors of the building.



Residence Entry Gates (Park Houses)

Maintenance Suggestions

Inspect posts closely wherever ground contact occurs. Rust occurs in these areas and can spread rapidly, sometimes below the paint layer where it is harder to detect. Check for any missing end caps. Inspect all parts of gate for chipped paint and rust. Look for irrigation overspray patterns and plant growth onto the gate and advise the Property Management Company if any are detected. All gate hardware and locksets should operate smoothly.

Timetable

Inspections to detect paint chipping and break down and early signs of corrosion should occur every three (3) months. Touchup as necessary. Painted metal with average sun and moisture exposure, in normal climates, will need to be repainted approximately every 1-2 years. Metal exposed to moist air should be repainted every twelve (12) months and touched up 1-2 times per year. Inspect and lubricate gate hinges, locksets and closing hardware .

Potential Results of Deferred Maintenance

Metal fencing will last for decades if properly maintained. Rust is the primary enemy, and can be kept in control with an aggressive painting maintenance program. Compared to the cost of replacement, an on-going painting maintenance program is very cost effective.

Roof Drains - Scuppers (Park Houses)

Roof Drains (scuppers through the parapet walls) have been installed on the Park Houses buildings to allow rain water to drain off of flat roof surfaces.

Roof Drains - Scuppers (Park Houses)

Maintenance Suggestions

Visually inspect all roof drain scupper openings. Verify that openings are not blocked by trash, leaves or debris. Clear roof of any debris that may clog the drain grates. Verify the condition of any suspect drains by applying water from a hose and observing the amount of runoff at street level.

Timetable

Inspect roof drains quarterly. The fall inspection (October through December) should be very thorough since the rainy season follows immediately.

Potential Results of Deferred Maintenance

Standing water will degrade the waterproof roof coating and create a weight load for which the roof was not designed. Early replacement may be required and/or roof failure may occur if water loads become excessive.

Roof Drains - Standard

Roof Drains have been installed to allow rain water to drain off of flat roof surfaces.

Roof Drains - Standard

Maintenance Suggestions

Visually inspect all roof drain wells. Verify that any grates are in place. Replace any missing grates. Clear roofs of any debris that may clog the drain grates. Verify the condition of any suspect drains by applying water from a hose and observing the amount of runoff into the storm drain or at street level, as appropriate.

Timetable

Inspect roof drains quarterly. The fall inspection (October through December) should be very thorough since the rainy season follows immediately.

Potential Results of Deferred Maintenance

Standing water will degrade the waterproof roof coating and create a weight load for which the roof was not designed. Early replacement may be required and/or roof failure may occur if water loads become excessive.

Roof Flashing

Wherever dissimilar materials join in any environment exposed to the weather, flashing is installed to create a waterproof transition. This is especially true on the roofs.

Roof Flashing

Maintenance Suggestions

The roof flashing needs to be part of the roof inspection. A competent Roofing Contractor should be employed to inspect all roof components and provide a detailed report to the Association.

Timetable

An annual roofing inspection is highly recommended, and is required by the installation Contractor to keep the warranty in effect. Perform repairs as soon as problems are discovered and/or reported.

Potential Results of Deferred Maintenance

The roofs have a warranty provided by the installation Contractor. In order for the warranty to stay in effect and provide the best value for the Association, the inspection and maintenance requirements of the installation Contractor must be followed. If the roofs are not properly maintained, leaks can occur, creating additional expenses for the Association for interior damage to the residences.

Roofing

The Association is responsible for the roofing on all buildings. A built-up roof coating has been applied over a pitched-to-drain plywood deck. All penetrations and wall joints have been flashed and any equipment is installed on elevated platforms. Some roof areas on the Lofts Buildings are pitched and are covered with concrete roof tiles installed over felt underlayment. In some areas, Standing Seam Roofing has been installed on the Park House Buildings.

Roofing

Maintenance Suggestions

A competent Roofing Contractor should be employed to inspect all roof components and provide a detailed report to the Association.

Timetable

An annual roofing inspection is highly recommended, and most roof membrane manufacturers recommend inspecting at least two (2) times each year. Inspections are required in order to keep the warranty in effect. Perform repairs as soon as problems are discovered and/or reported.

Potential Results of Deferred Maintenance

The roof has a warranty provided by the installation Contractor. In order for the warranty to stay in effect and provide the best value for the Association, the inspection and maintenance requirements of the installation Contractor must be followed. If the roof is not properly maintained, leaks will occur, creating additional expenses for the Association for interior damage to the residences.

Scored and Colored Concrete

The paved surfaces inside the Project are privately owned and maintained by the Association. Some areas are Scored and Colored Concrete.

Scored and Colored Concrete

Maintenance Suggestions

Inspect colored concrete surfaces, looking for cracks, movement (vertical or horizontal) and water or staining. Report all problems to the Property Management Company. Inspect for seal coat wear. Recoat when needed. General cleaning (stain removal and powerwashing) should be performed by the Building Maintenance Contractor or the Janitorial Maintenance Contractor.

Timetable

Inspection should occur every six (6) months and can be performed by the Building Maintenance Contractor. Report any extensive problems should be reported to the Property Management Company so that a specialty vendor can be called in for analysis and repair. Reapplication of a sealer on the stamped concrete as needed will allow for maximum color retention and protect the concrete from water damage and tire wear.

Potential Results of Deferred Maintenance

Water and surface wear are the primary enemies of concrete. Cracks in the surface will allow water to get below the concrete, potentially causing expansion of the soil below. This will lead to movement of the concrete panels and could eventually require the concrete to be replaced. Maintaining sealer on the stamped concrete panels will help protect the color and surface finish of these panels.

Sewer Laterals

Sewer Laterals must be maintained in a free-flowing condition. Any sewer lateral serving only one residence and connected directly to the sewer main is the maintenance responsibility of the individual Owner.

Sewer Laterals

Maintenance Suggestions

Verify that all sewer lateral lines are clear and flowing from the farthest cleanout all the way to the sewer main.

ADVISE OWNERS TO BE ALERT TO SLOW-RUNNING DRAINS AND TO CONTACT THE PROPERTY MANAGEMENT COMPANY IF ANY ARE OBSERVED.

ADVISE OWNERS THAT MOST SEWER BLOCKAGES ARE CAUSED BY INAPPROPRIATE MATERIALS ENTERING THE SEWER SYSTEM. OWNERS SHOULD NOT WASH ANYTHING DOWN THE DRAINS OR TOILETS EXCEPT WATER AND APPROPRIATE AMOUNTS OF TOILET PAPER.

Timetable

Inspect sewer laterals and verify a free-flowing condition by jetting or rooting at least two (2) times each year, six months apart. Inspect immediately any areas where slow-running drains have been reported. Snake, jet or root immediately to eliminate further problems.

Potential Results of Deferred Maintenance

Sewer backups are not pleasant. Periodic inspections, snaking, jetting and rooting will allow for resolution of minor blockages before they turn into major jetting and cleanup costs.

Sidewalks

Sidewalks are concrete pathways. They need to be solid, smooth but not slippery, and free of major cracks and trip hazards.

Sidewalks

Maintenance Suggestions

Check all sidewalk areas, looking for cracks wider than one-eighth inch (1/8"), damaged or deteriorated surfaces, or elevation changes that could cause a trip and fall condition. Sidewalks adjacent to large trees should be closely inspected. Sidewalks in shady areas should be inspected for algae, moss or mildew, all of which could lead to a slippery surface. Plant growth needs to be maintained OFF of sidewalk surfaces at all times.

Timetable

Two (2) times each year, carefully inspect all sidewalks and walkways. Elevation changes can be subtle over a six (6) month period and ANY changes in elevation should be identified, so that those areas can be targeted during the next inspection period. The Building Maintenance Contractor should perform these inspections and provide a proper report to the Management Company. The Landscape Maintenance Contractor should be responsible for maintaining the sidewalks in a dirt and plant free condition through the regular service visits.

Potential Results of Deferred Maintenance

Sidewalks that are slippery, encumbered by plant growth or dirt, or create trip and fall hazards are a severe liability to the Association. Cleaning and repairs need to be performed as soon as problems are identified.

Siding (Park Houses)

Metal Siding has been installed on some areas of the Park House Buildings. It has been galvanized to protect it from exposure to the elements and to add another color element to the buildings.

Siding (Park Houses)

Maintenance Suggestions

Inspect siding for damaged galvanizing, cracking or damaged caulking or separations in any joints. Check for loose siding, or siding that is starting to separate from the wall. Pay particular attention to the top horizontal surfaces of any trim pieces as caulking will quickly deteriorate and allow water to enter.

Timetable

Inspect siding two (2) times each year as part of the regular maintenance inspections.

Potential Results of Deferred Maintenance

Metal not properly protected by galvanizing or paint will start to corrode, potentially creating an early and unnecessary replacement expense.

Signs

Signs are located throughout the Project to assist the Residents with location information, rules and regulations. Maintain these signs in a legible, functional and aesthetically-pleasing condition.

Signs

Maintenance Suggestions

Inspect the condition of all signs. Check for vandalism, graffiti, support pole condition, dirt and repainting needs.

Timetable

A quarterly inspection timetable is recommended so that minor problems do not go too long before being repaired. Graffiti and vandalism should be removed/repaired as soon as reported to prevent reoccurrence.

Potential Results of Deferred Maintenance

Damaged, missing or illegible signs will detract from the appearance of the Project, the functionality of the Common Area and may present a liability condition in the event rules or regulations are broken or safety issues develop.

Soffit Vents (Lofts)

Confined building spaces are vented through the use of Soffit Vents on the Lofts Buildings. These vents incorporate a screen in their design and construction. The screen allows air transmission but prohibits debris from blowing into the confined spaces.

Soffit Vents (Lofts)

Maintenance Suggestions

Inspect all soffit vents to verify that the screening is intact. Inspection can take place from ground level if possible; however, a ladder may be necessary. Take proper care during painting operations so that the small vent openings do not become clogged with paint.

Timetable

Soffit vents should be inspected yearly.

Potential Results of Deferred Maintenance

Missing vent screening can allow debris to enter confined building spaces.

Stair Stringers (Lofts)

Metal Stair Stringers in the Lofts Buildings support the stair treads and handrails required for safe access to the upper floors. They are galvanized and/or painted to protect the metal surface.

Stair Stringers (Lofts)

Maintenance Suggestions

Inspect stringers closely wherever ground or deck contact occurs. Rust occurs in these areas and can spread rapidly, sometimes below the paint layer where it is harder to detect. Inspect all parts of stringer for chipped paint and rust.

Timetable

Inspections to detect paint chipping and break down and early signs of corrosion should occur every 2-3 months with touchup as necessary. In relatively dry environments, metal with average exposure to the elements should be touched up as needed, approximately every six (6) months. Painted metal with average sun and moisture exposure, in normal climates, will need to be repainted approximately every 1-2 years. Metal stair stringers exposed to moist air should be repainted every twelve (12) months and touched up 1-2 times per year.

Potential Results of Deferred Maintenance

Metal stair stringers will last for decades if properly maintained. Rust is the primary enemy, and can be kept in control with an aggressive painting maintenance program. Compared to the cost of replacement, an on-going painting maintenance program is very cost effective.

Storage Rooms

There are Storage Rooms in the garage. The doors to these rooms are fitted with locksets.

Storage Rooms

Maintenance Suggestions

Inspect any rooms for which the Association has the right to enter. Check for moisture problems, rodent or insect infestation and operation of door and lockset. Advise the Management Company if any room is being used to store personal items.

Timetable

Inspect storage rooms two (2) times each year.

Potential Results of Deferred Maintenance

Regular inspections of storage rooms will keep dirt and debris from collecting, and will allow for minimal maintenance on the door hardware and locksets. Early detection of rodent and insect populations will allow for easier and more cost effective elimination.

Stucco

Stucco is the protective shell of the buildings. It is composed of three layers of cement-based materials, the final coat providing both the color and the wall texture. A sealant may have been applied by the installation Contractor to improve water repellency. Paint may have been applied to protect the surface and add color elements. Hairline cracks in the surface are considered normal. Stucco-covered foam details may have been added as architectural details.

Stucco

Maintenance Suggestions

Visually inspect stucco surfaces, especially the bottom three feet (3'). Look for algae or mildew. Check for damp areas near the foundation, as most algae and mildew problems are the result of excessive moisture in the immediate area. If areas are damp or wet, check irrigation heads for proper coverage. Verify that the grade pitches away from the building. Look for stucco that is blistering or granulating, indicating probable moisture inside the wall. Advise on powerwashing needs if wall stains are present. If stucco is painted, advise on condition of paint.

Foam details are easily damaged. Inspect for any damage that exposes the foam core. Sunlight causes the foam to disintegrate rapidly, and snails and birds have been known to eat exposed foam, so repair damaged areas immediately.

Timetable

Inspect building stucco two (2) times each year. One (1) of these inspections should occur during the warmest summer months when irrigation water is being applied at maximum amounts, the other should occur during the heavy rain months. Both of these inspections will illustrate if irrigation and/or rain water are causing staining, delamination, ponding, etc. Inspect foam details at least two (2) times each year and any time maintenance work is being performed.

Potential Results of Deferred Maintenance

Stucco needs to be kept dry. Excessive moisture caused by irrigation, leaking rain gutters or poor grade conditions will cause delamination problems and create an early replacement expense.

Sump Pump Level Alarms

High Water Level Alarms have been installed in the sumps in the garage to indicate problems with the sump pumps. An alarm will sound if water in the sump reaches a certain level, indicating that the pumps are failing to activate or are failing to pump water out of the sump.

Sump Pump Level Alarms

Maintenance Suggestions

Access the sump and tip the float arm. The alarm should sound. Push "Silence" switch to test the silence feature.

Timetable

Test the level alarms monthly to assure proper operation. Have alarm repaired immediately if it does not test properly.

Potential Results of Deferred Maintenance

The sumps are installed to attract excess ground water and pump it out of the lowest garage levels. Pump failure could create a rising water condition, creating safety problems and making the garage inaccessible.

Sump Pumps

Sump Pumps exist at the lowest parking level to evacuate water from moisture control wells installed below the concrete parking level.

Sump Pumps

Maintenance Suggestions

Inspect sumps, pumps and system components. Keep free of debris and foreign objects. Check operation by filling the sumps with water and observing pump operation through one complete cycle.

Timetable

Check operation of float switches and alarm floats monthly. Check complete operation of sump pumps two (2) times each year, once before the rainy season and once immediately after. High water alarms have been installed in conjunction with the pumps and should trigger an alarm if the pumps fail to work as designed. Troubleshoot the sump pumps whenever a high water alarm is reported.

Potential Results of Deferred Maintenance

Sump pump failure will lead to standing water in the garage. This is a dangerous condition that can create slip and fall hazards and the potential for electric shock.

Surveillance Camera System

Surveillance Cameras have been installed to assist in the elimination of unwanted criminal or vandal activity.

Surveillance Camera System

Maintenance Suggestions

Surveillance cameras are installed in protective covers. The only maintenance required is occasional cleaning of the lens cover with mild detergent, water and a soft cloth. Misaligned cameras will be reported by security. Non-functional cameras will be reported by security and qualified service personnel will need to be notified to make repairs.

Timetable

The manufacturer recommends cleaning of the protective case lens cover "as needed."

Potential Results of Deferred Maintenance

Dirty lens covers will reduce the clarity of the picture. Keep lenses and covers clean in order to provide the security team with the tools it needs to effectively perform its job.

Trash Chutes (Lofts)

Trash Chutes for the Lofts Buildings provide an easy way for Residents to dispose of standard household trash. Components include the trash chute itself, the intake doors, deodorizing and sanitizing equipment and any fire suppression equipment installed within the trash chute area.

Trash Chutes (Lofts)

Maintenance Suggestions

The maintenance required for the chute itself is periodic flushing to keep it clean. Maintenance in the sense of lubrication or replacing worn parts is confined primarily to the intake doors. Oil door bearings, linkage and latches. The parts of the intake doors most likely to wear out are the hydraulic closing check, the door latch or the pivot bearings. Clean out any material that may accumulate below the bottom edge of the bottom-hinged door and inside the mechanism box. After a fire in the chute, the sprinkler heads and fusible links will need to be replaced.

Timetable

Every six (6) months, oil shaft bearing, latch assembly, bushing at base of connector bar and grease inside of mechanism cover. Clean dirt from back of lower angle frame that may accumulate and prevent door from closing.

Every fifteen (15) days, flush chute to clean, using automatic flushing system if so equipped. Check fluid levels in disinfecting and sanitizing system and replenish as needed. After flushing, cleaning of the trash room floor will be required.

Potential Results of Deferred Maintenance

Odors will develop if chute is not sanitized regularly. Doors that fail will create one of two problems: 1) The door remains in an open position which is a violation of the fire code, or 2) The door will become unopenable which will frustrate Residents trying to dispose of their trash (when this happens they typically leave the trash on the ground near the chute, not a desirable condition).

Trash Rooms

Dumpsters have been provided in the Trash Rooms at the bottom of the trash chutes. The trash room walls and floor have been sealed to help cleaning efforts.

Trash Rooms

Maintenance Suggestions

Inspect the trash rooms and doors for collision damage. Check condition of sealer on the walls and floors. Lubricate the door latches and hinges. Advise the Property Management Company on the current state of cleanliness.

Timetable

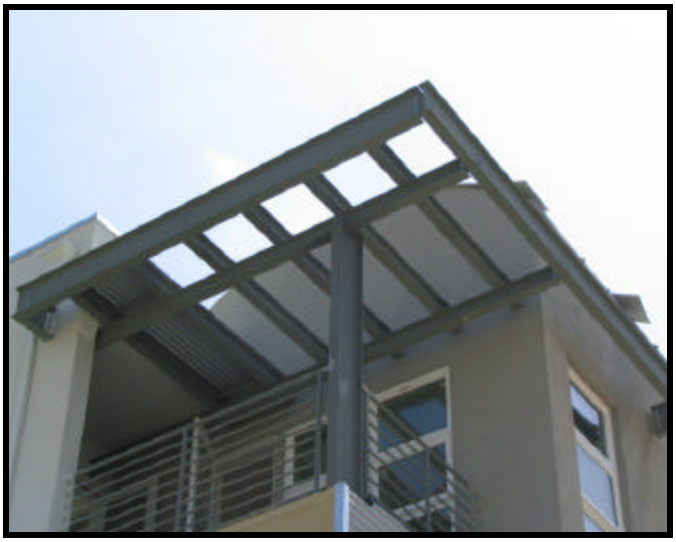
Check the trash rooms at least weekly. The dumpsters within the trash rooms will need to be rearranged and pulled out for emptying multiple times each week, inspections should occur at these times. Cleaning of discovered stains and dirt should be scheduled immediately with the Janitorial Maintenance Contractor. If the dumpsters are leased or rented, the contract with the Waste Management Company usually includes change out of the dumpsters 1-4 times each year to help control dirt and odor problems.

Potential Results of Deferred Maintenance

Doors in need of paint are unsightly and can cause Resident dissatisfaction, as can doors that do not function properly or are hard to open/close. Dirty wall and floor surfaces suggest the absence of property maintenance and lead to odors and insect/rodent problems.

Trellises - Metal (Park Houses)

Like all metal structures, the Trellises on the Park House Buildings will require periodic maintenance and refinishing.



Trellises - Metal (Park Houses)

Maintenance Suggestions

All metal surfaces need to be covered with paint and repainted regularly. Regular inspections of external metal surfaces should be established to detect early signs of deterioration. Metal surfaces exposed to excess heat, sunlight or salt air should be inspected more often for signs of deterioration. Metal joints and fasteners for beam trellises should be inspected regularly and touched up frequently if rusting occurs.

Timetable

Inspections to detect paint chipping and break down and early signs of corrosion should occur every 2-3 months with touchup as necessary. In relatively dry environments, metal with average exposure to the elements should be touched up as needed, approximately every six (6) months. Painted metal with average sun and moisture exposure, in normal climates, will need to be repainted approximately every 1-2 years. Metal fences exposed to moist air should be repainted every twelve (12) months and touched up 1-2 times per year.

Potential Results of Deferred Maintenance

Metal trellises will last for decades if properly maintained. Corrosion is the primary enemy, and can be kept in control with an aggressive Maintenance Program. Compared to the cost of replacement, an on-going Maintenance Program is very cost effective.

Trellises - Wood (Lofts)

Wood Trellises are located on the Lofts Buildings. Like all wood structures these trellises will require periodic maintenance and repainting.

Trellises - Wood (Lofts)

Maintenance Suggestions

All wood surfaces need to be covered with paint and repainted regularly. Regular inspections of external wood surfaces should be established to detect early signs of deterioration. Wood surfaces exposed to excess heat, sunlight or salt air should be inspected more often for signs of deterioration. Wood to wood connections may need repair when exposed to water and a wood preservative may also be necessary. Metal joints and fasteners for beam trellises should be inspected regularly and touched up frequently if rusting occurs.

Timetable

Inspect metal and wood surfaces every six (6) months for signs of discoloration, loss of sheen, fading, cracking, flaking, peeling, splitting, or delamination. Most wood surfaces with average sun and moisture exposure will need repainting every 2-3 years. Wood surfaces exposed to excess amounts of sun, heat, chemicals, salt air and/or moisture should be repainted as needed. Metal joints and fasteners should be repainted annually or touched up as needed. The Building Maintenance Contractor or Painting Maintenance Contractor can perform these inspections.

Potential Results of Deferred Maintenance

Wood that has been exposed to the elements begins to lose structural integrity. The initial signs of paint deterioration include color fading, chalky residue buildup, bubbling, cracking, and peeling. This can be followed by structural wood problems including delamination, splitting and eventually warping and dryrot. Extensive replacement costs can be avoided with a regular and sensible inspection and repainting program.

Utility Boxes

Utility Boxes (Power Company Transformer boxes, Cable TV boxes, Electric Meter boxes, Phone Company boxes, Irrigation Control boxes) exist throughout the Project. Any boxes made of metal will require occasional cleaning and painting to maintain a uniform appearance.

Utility Boxes

Maintenance Suggestions

Inspect any utility boxes made of metal for rust and paint damage. These boxes are usually installed in landscape areas that require frequent irrigation. Report any excessive irrigation overspray patterns to the Property Management Company.

Timetable

Inspect utility boxes every six (6) months. The Building Maintenance Contractor or Painting Maintenance Contractor can perform these inspections. Even though most of these boxes are the repair and replacement responsibility of the individual utility companies, keeping them clean and painted will maintain a uniform appearance throughout the Project.

Potential Results of Deferred Maintenance

Some of these boxes belong to and are the maintenance responsibility of the individual utility companies. There are no long-term costs incurred by the Association. Periodic cleaning and painting by the Association will help to maintain consistent appearance throughout the Project (requesting painting by the utility company has historically resulted in a waiting period of over one (1) year). The irrigation control boxes and the electric meter pedestals are owned and maintained by the Association.

Utility Closet Doors

The metal Utility Closet Doors need periodic maintenance. Hinges and locks need to be lubricated.

Utility Closet Doors

Maintenance Suggestions

Identify any paint problems and touchup or paint as needed. Lubricate the hinges and latches/locksets. Adjust the door to fit the jamb.

Timetable

Quarterly inspection, lubrication and adjustment should be performed. Repainting should be done every 1-2 years, but only if inspection confirms the need to do so.

Potential Results of Deferred Maintenance

The metal doors will start to rust if the paint is thin or damaged. Hinges will freeze if not operated/lubricated on a regular basis. Opening the door with frozen/stuck hinges can cause damage to the jamb, framing, drywall or stucco, literally pulling the jamb away from the framing, requiring hundreds of dollars of repair work.

Vehicle Entry Gates

Vehicle access to the garage is controlled by metal Entry Gates. Gates are activated by a remote-control device carried in Resident vehicles.

Vehicle Entry Gates

Maintenance Suggestions

Operate the system to identify problems with physical movement of the gates and operators. Lubricate chains, operators and rollers monthly or on a schedule as directed by the installing Contractor. Inspect the metal for surface finish conditions and evidence of rust, vandalism or other damage.

Timetable

Inspect gates for operation and condition at least monthly. Excessive service calls indicate that the inspections, repairs and lubrication service visits need to be increased. The Building Maintenance Contractor or a professional Access Control Company can perform these inspections.

Potential Results of Deferred Maintenance

The vehicle entry gates control access to the garage. Residents will depend on them to operate properly at all times. Failure to maintain the components will lead to rust damage and will cause early replacement expenses.

VEHICULAR GATE SYSTEM MAINTENANCE CHECKLIST

PROPERTY LOCATION: _____

DATE OF SERVICE: _____

TECHNICIAN PERFORMING SERVICE: _____

- ❑ WALK ENTIRE SYSTEM, CHECK FOR (DAMAGE/VANDALISM) ***
- ❑ CLEAN GATE OPERATOR(S) IN SIDE AND OUT, SPRAY FOR INSECTS
- ❑ INSPECT FOR CRACKED WELDS ON GATE(S)
- ❑ ON SWING GATES INSPECT AND LUBRICATE HINGES ***
- ❑ LUBRICATE GATE WHEELS AND ROLLER SETS
- ❑ LUBRICATE ALL SERVICEABLE POINTS IN OPERATOR AND INSPECT FOR WEAR
- ❑ ON OVERHEAD GATES ADJUST SPRINGS TO CORRECT TENSION (EVENLY) ***
- ❑ CHECK AND REPLACE V-BELTS AS NECESSARY
- ❑ ADJUST CHAINS, REPAIR AND LUBRICATE AS NECESSARY
- ❑ INSPECT V-GROOVE TRACK, RE-ANCHOR AS NECESSARY, CHECK WELDS
- ❑ INSPECT TERMINAL BOARDS, PUSH ON CONNECTORS FOR LOOSE ITEMS
- ❑ INSPECT MANUAL RELEASE DEVICE (IF EQUIPPED) AND TEST ***
- ❑ INSPECT BATTERY BACKUP SYSTEM (IF EQUIPPED) AND TEST
- ❑ CHECK AND FILL GEAR REDUCERS (IF EQUIPPED)
- ❑ SET OPEN/CLOSED LIMIT SWITCHES (IF EQUIPPED)
- ❑ CHECK MECHANICAL/MAGNETIC LOCK (IF EQUIPPED)
- ❑ CHECK ALL ABOVE/BELOW GROUND SAFETIES WITH YOUR VEHICLE ***
- ❑ CHECK ELECTRONIC SAFETY EDGES (IF EQUIPPED)
- ❑ TEST ALL KEYPADS/CARD READERS (IF EQUIPPED)
- ❑ TEST CALL ALL TELEPHONE ENTRY SYSTEMS (IF EQUIPPED)
- ❑ REPLACE ALL BULBS (BURNT OUT) AS NECESSARY IN TELEPHONE ENTRY SYSTEM PANELS
- ❑ CHECK EMERGENCY ACCESS DEVICES (KNOX BOX, KEY SWITCH, STROBE ACCESS DEVICE)

BEFORE LEAVING THE PROPERTY:

- ❑ TEST GATE SYSTEM FULLY POWERED WITH YOUR VEHICLE
- ❑ DO A WALK DOWN TO MAKE SURE ALL COVERS HAVE BEEN REPLACED AND TOOLS/KEYS HAVE BEEN PICKED UP

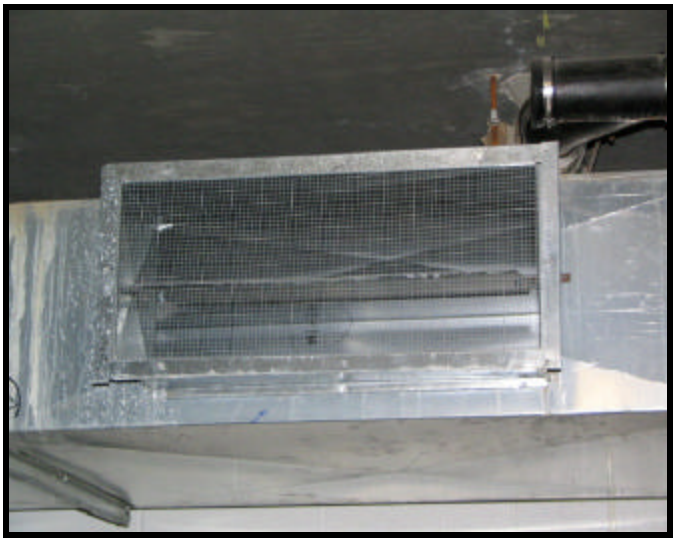
*** ANY OF THE ABOVE ITEMS MAY RESULT IN A SAFETY ISSUE. IF A PROBLEM IS FOUND, PLEASE FILL OUT A SAFETY ALERT FORM ASAP, NOTIFY A SUPERVISOR, MANAGEMENT COMPANY OR ON-SITE CONTACT IF URGENT. IF THE SYSTEM IS DANGEROUS, RED TAG AND SHUT OFF POWER UNTIL A RESOLUTION IS FOUND.

REVIEWING SUPERVISOR _____ DATE _____

PLEASE PUT ANY NOTES/COMMENTS ON REVERSE SIDE OF THIS FORM

Ventilation

The garage levels, and particularly the confined areas within the garage, are ventilated to maintain the air quality. Ventilation components consist of controls, blowers, ductwork and dampers.



Ventilation

Maintenance Suggestions

Activate all controls and switches and verify that ventilation blowers and dampers are operating properly.

Timetable

Set up a schedule such that all ventilation equipment is checked one (1) time each month, checking different sections of the building each week.

Potential Results of Deferred Maintenance

Venting of confined spaces (including all of the garage area) is important for Resident and vendor safety. Malfunctioning equipment can lead to a reduction in air quality within the garage area.

Volume Relief (Expansion) Tanks

Included in the water delivery systems are Volume Relief (Expansion) Tanks. Water that has expanded beyond the capacity of the storage tanks will be contained in the relief tank and allowed to re-enter the system as volume or expansion decreases.

Volume Relief (Expansion) Tanks

Maintenance Suggestions

Expansion tanks are maintenance free. Checking for leaks in the tank itself or adjacent piping is all that is required.

Timetable

Check tank and piping monthly while inspecting the boilers or water heaters and the hot water storage tank.

Potential Results of Deferred Maintenance

Damaged or corroded pipes or expansion tanks could start leaking. If severe, the amount of water leaking from the tank could affect the amount of water available to the buildings.

Waterproof Decks

A Waterproof Deck Coating has been installed on residence balconies. It protects the structure and living area below from water intrusion. Owners/Residents should be advised that trapped water is the worst enemy of waterproof deck coatings and that carpet, planter boxes, and anything else that covers a large area and could potentially trap water should not be allowed on the surface. Heaters and barbecues should not be allowed close to the surface. Clean when needed with water, mild soap and a soft brush.

Waterproof Decks

Maintenance Suggestions

Inspect decking for cracks, soft spots or abnormal wear. Check condition of top coat for wear and UV exposure. Reapply top coat when color is lost or traffic wear is evident.

Timetable

Residents need to clean the deck surface as often as necessary. Maintenance by the Association includes an annual inspection of the deck surfaces for damage or problems (recommended by the installing Contractor and the material manufacturer) and reapplication of the top coat every 2-3 years or as required.

Potential Results of Deferred Maintenance

The waterproof deck coating protects anything below it from water intrusion. Normal wear and tear will require periodic replacement of the seal coat to protect the structural layers of the waterproofing system. Abnormal wear (from heavy objects, trapped moisture, etc.) can create an immediate need for repair and/or replacement. Water intrusion will create additional problems and expense through collateral damage to the building structure and finished wall surfaces. Owners will be responsible for damage caused by abuse or negligence.

SECTION 8

LANDSCAPE COMPONENTS

This Section, listing the different types of Landscape Components, is to be used as a reference by the Landscape Maintenance Team. Do not view these recommendations as all-inclusive. A specific manufacturer recommendation for maintenance or warranty should always take precedence over the general recommendations contained in this Maintenance Manual. These recommendations are designed to safeguard Components from untimely depreciation and the subsequent expenses of replacing the Component.

Refer to the documentation in this Section to learn more about each Component, such as where the Component is located, what it looks like, how to maintain it, when to maintain it and what may happen if it is not maintained adequately. The working documents are the Task Inspection Schedules and Contractor Monthly Inspection Checklists found in Section 5 and Section 6.

INTRODUCTION

The appearance and viability of the landscape is an important aspect of the Association. A well maintained landscape imparts a sense of desirability to the neighborhood, becomes a complement to the Community and enhances property values. At the inception of this Community, the plant materials were selected for their attractiveness, neatness and functional qualities and the irrigation was designed to apply sufficient moisture to the plantings while ensuring that water usage could be controlled to minimize extraneous use. Ornamental (non-native) landscape developments require on-going monitoring and adjustment (i.e., maintenance) to ensure both their functional effectiveness and their aesthetic acceptability. This document was developed for use by the Landscape Maintenance Contractor responsible for maintaining the original aesthetic and functional design goals of the Project.

PURPOSE

As referenced above, these guidelines are designed to be used as a tool by the Landscape Maintenance Contractor to maintain the integrity of the original landscape design over the years. These guidelines were also prepared as a reference for the Association to assist in their understanding of what constitutes proper maintenance of the planting, irrigation and hardscape Components of the landscape. The Section entitled "Water and Irrigation Management Program" is a guide for water conservation and the monitoring of water consumption.

SCOPE

The scope of work described in this Maintenance Manual consists of furnishing all labor, materials and equipment necessary to provide complete and continuous maintenance of the following:

- Plant material
- Irrigation system, including everything downstream from the water meters.
- Ground plane surface within the project site including, but not limited to, walkways, gravel mulch, organically mulched areas, walls, headers, and mow strips.
- Other items as identified in the Landscape Construction Plans.

Specific performance standards for each of these areas of responsibility are included in the following sections of the Maintenance Manual and are to be adhered to unless otherwise stated in writing by the Association. Maintenance work shall be equivalent to the highest professional standards.

LANDSCAPE CONTRACTORS REQUIREMENTS

LICENSES

The Landscape Maintenance Contractor must hold all licenses required by law for the aspects of work to be done, such as a State Landscape Contractor's license, Pest Control license, Arborist's license, etc. The Landscape Maintenance Contractor agrees to purchase any other licenses, permits and/or approvals required by Local, State, or Federal Government regulations pertaining to this maintenance work.

INSURANCE

The Landscape Maintenance Contractor shall provide, at his expense, a Comprehensive General Liability insurance policy in a minimum amount of $1,000,000.00 combined single limit, naming the Association as additionally insured, as well as the Landscape Maintenance Contractor as additionally insured. The Landscape Maintenance Contractor shall also provide, at his expense, Workers' Compensation Insurance covering the Landscape Maintenance Contractor's employees in conformance with the State Workers' Compensation Laws. Copies of certificates of such insurance shall be furnished to the Association upon request and such coverage shall not be canceled except upon thirty (30) days written notice given to the Association.

WORK FORCE / DRESS CODE

All employees of the Landscape Maintenance Contractor shall be competent and qualified and shall be United States citizens or legal residents. The Landscape Maintenance Contractor shall be responsible for ensuring that all employees wear the proper uniform. All employees' hair, beard and dress shall be maintained in a well-groomed manner. Each employee shall have safety boots or shoes in good condition. All workers shall wear shirts with long or short sleeves and with the Landscape Maintenance Contractor's Company Name or other identifying marks on the shirt. Fluorescent safety vests should be worn while working next to streets or parkways.

POWER AND UTILITIES

The Association shall provide water and electricity necessary for the performance of the Landscape Maintenance Contract ("Contract").

EXISTING UTILITIES

Any work done on the Property which may affect existing utility improvements shall not commence until the affected utility company has been notified by the Landscape Maintenance Contractor. All work which may affect existing utility improvements must be performed in strict conformance with such utility company direction, specifications and/or supervision. The Association shall be notified of any such work impacting existing utility improvements prior to commencement of such work.

EMERGENCY NUMBERS

The Landscape Maintenance Contractor shall provide, at all times throughout the duration of the Contract, emergency telephone numbers which can be called to report emergency conditions at any time that the Landscape Maintenance Contractor's representatives are not immediately available at the job site. Emergency numbers shall include a primary and alternative telephone number which together will ensure that the Landscape Maintenance Contractor's representatives are immediately notified. The emergency number(s) shall be used to contact a responsible representative of the Landscape Maintenance Contractor who can take the necessary action required to alleviate an emergency condition which threatens to cause damage to the Property.

SUBMITTALS

As required by law, the Landscape Maintenance Contractor must submit to the County Agricultural Commissioner's office a monthly record of all Disease Control, Insecticides and Herbicides used on the Project.

MATERIALS

All materials used shall conform to originally installed materials as specified in the Landscape Construction Plans. Any substituted products or equipment shall be approved by the Association in writing prior to installation and properly documented on the "As-Built" plans.

MAINTENANCE LOG

Contractor shall keep a Monthly Maintenance Log (record of maintenance) outlining all Routine and Extra work performed. The Maintenance Log shall be kept up to date, clearly showing the date of entry, who entered the information, and a complete record of maintenance performed. The Maintenance Log must be made available to the Association at any time.

EXTRA WORK ORDERS

The Association may, from time to time, require additional Landscape Maintenance services which shall only be authorized by the Association as stipulated in the Contract and upon execution of Extra Work Orders which shall be considered as part of the Contract.

- The Landscape Maintenance Contractor agrees that any services performed, which are not authorized by the Association as stipulated in the Contract, may result in non-payment by the Association.
- The Association shall not be obligated to pay for Extra services that are not supported by a written Extra Work Order signed by the Association.
- The Landscape Maintenance Contractor shall submit invoices for Extra work separately from regular Monthly Maintenance Billing and shall detail:
    1) Services performed;
    2) Amount of services; and
    3) Authorized representative who ordered or authorized services.

TRASH AND CLEAN-UP

All grass clippings, edging debris, trimmings from shrubs and trees, leaves, branches, paper, cans and other foreign matter, as a result of maintenance operations and/or other litter that may be found on the Property, shall be collected by the Landscape Maintenance Contractor and removed from the Property at least once per week. All litter such as paper, trash, cans, bottles, etc. shall be collected by the Landscape Maintenance Contractor at least once per week and removed from the Property along with the landscape debris. Leaves, grass clippings, branches, weeds and other landscape debris from maintenance operations shall be disposed of **off-site** the same day the landscape debris is accumulated. All off-site dumping shall be at a City-approved dumpsite. No dumping of landscape debris is allowed on Association Property.

CORRECTION NOTICE

The Association shall give the Landscape Maintenance Contractor forty-eight (48) hours notice to correct any problem or defect discovered in the performance of work required under the Contract. The Landscape Maintenance Contractor shall not accept any deduction or offset unless such notice is given.

MONTHLY WALK-THROUGH

Maintenance work shall be reviewed each month by the Association in order to confirm adherence to the specifications contained herein. The Monthly Walk-Through shall be requested of the Association by the Contractor a minimum of five (5) working days prior to the anticipated Walk-Through date. The Monthly Walk-Through, followed by satisfactory completion of any or all punchlist items generated thereof is a required prerequisite for payment of monthly invoice(s).

EXCLUSIONS

The Landscape Maintenance Contractor shall be responsible for ensuring that all plant material is maintained, watered, fertilized and protected against disease and insects in the manner set forth herein. Any plant material that dies as a result of the Landscape Maintenance Contractor's neglect shall be replaced with equal at no cost to the Association. Plant material that dies by acts of vandalism, Act of God or extreme conditions beyond the Landscape Maintenance Contractor's control shall be replaced upon authorization from the Association for a fee to be determined by the Association and the Landscape Maintenance Contractor. No plant material shall be adjusted or relocated without approval of the Association.

RAINY DAYS

The Landscape Maintenance Contractor shall turn off Irrigation Systems during periods of rainfall and times when suspension of irrigation is desirable to conserve water while remaining within guidelines of good horticulturial acceptable maintenance practices.

AS-BUILT PLANS

The Landscape Maintenance Contractor shall receive from the Association a copy of the As-Built plans and shall keep them available for reference at the job site at all times. A record should be kept of any modification to the system and should be submitted to the Association for inclusion on the original As-Built plans held by the Association.

IRRIGATION REQUIREMENTS

The Landscape Maintenance Contractor is required to adjust the irrigation schedule to reflect seasonal variation in rainfall and plant evapotranspiration rates. There may be a need in the future to add additional sprinklers to the system to accommodate the growth of existing shrubs and trees. Plants should never be trimmed to accommodate the irrigation system. The Irrigation System should be adjusted to accommodate plant growth.

When wind conditions are such as to create inadequate or unbalanced irrigation coverage, operation of the Irrigation System shall be temporarily delayed and/or irrigation shall be applied by other methods as required to provide even coverage to irrigated areas. At no time shall lawn areas be allowed to brown out.

At no time shall operation of the Irrigation System be allowed to create a safety hazard or nuisance. Over-spray onto buildings, block walls, iron or wood fences, paved surfaces of roadways or automobiles, is unacceptable. Over-spray onto walkways should be minimized and only allowed as needed to adequately water the turf that adjoins the walkway edges.

WATER AND IRRIGATION MANAGEMENT PROGRAM

The following Section will explain the importance of an effective Water and Irrigation Management Program. Due to short-term water shortages, the decreased availability of water, the present high cost of water and the predicted increases in cost in the future, a sound Water and Irrigation Management Program for landscape irrigation is a necessary and worthy endeavor. Overwatering is not only ineffective and costly, but can be detrimental to landscape, building and asphalt areas. The Association must comply with the local Water District concerning water restrictions and regulations.

GENERAL GOALS OF WATER MANAGEMENT

The pleasing appearance of the Property is an important factor and goal in the development of a Water and Irrigation Management Program. Successful implementation requires practical tools for reference and assistance.

The purpose of this Section is to offer information and guidelines for monitoring the use of landscape irrigation water, and provide a basis for establishing future annual water budgets. The Landscape Maintenance Contractor shall be required to demonstrate an understanding of this principal and be able to program the controllers accordingly.

In typical situations, 50% of the irrigation water applied is lost to excessive percolation, runoff or evaporation. The following information will provide recommended water uses with methods to measure and monitor results. It will be the responsibility of the landscape maintenance staff to record and monitor total water usage, review results, and report to the Board of Directors on a monthly basis. The neglect of water resource planning typically results in the mismanagement of water in the plant-water-soil relationship.

Water conservation is not to be sought as a goal in itself, but rather as an effective tool to be used to meet our regional and statewide objectives of assuring a dependable water supply for all uses.

Soil management involves periodical cultivation and amendments. There is a tremendous variation between soil types in percentage of moisture held, drainage characteristics, percolation rates, tendency toward compaction, etc. These variations greatly affect water use efficiency and require detailed attention, especially in low maintenance areas.

Below is a list of some of the general items that should be achieved and understood about Water and Irrigation Management:

- The key in a successful Water and Irrigation Management Program is to get the correct amount of water when and where it is needed.
- Water is involved in every plant function, as a constituent, a reagent, and a solvent and as a means of maintaining plant growth. Too much or not enough water is the general state of affairs in our daily dealings with plants.
- More plants are killed annually from excess water than from a lack of water.

- The practical and supplemental benefits offered and realized by an effective Water and Irrigation Management Program are reduced damage to slopes and plant material caused by excessive runoff and over-watering.
- An automatic Irrigation System is only a tool to provide the possibility of a more effective Water and Irrigation Management Program, but does not guarantee less water use.
- The sprinkler industry will continue to develop and change over the future years with the emphasis on more efficient equipment to increase water conservation. It is the responsibility of the Landscape Irrigation Specialist to be informed of these improvements and make recommendations to the Association.
- A routine procedure of control, inspection and preventive maintenance must be established to insure that damaged or worn out Components are replaced with items that are in context with the original design.
- To have the Landscape Maintenance Contractor establish a "Management by the Season" Program.
- To measure, communicate and record water use, climatic data and reasons for changes in water use as they occur.
- To create a sense of pride, commitment, understanding and desire by the Board of Directors, with the Landscape Maintenance Contractor, to maintain a successful program.
- To understand the potential risks and definite costs of over-watering.

IRRIGATION PRACTICES

Irrigation practices are probably the most important single factor in maintaining an attractive, healthy, ornamental landscape. The objective is to grow plant material with an efficient water utilization program implemented.

Faulty Water and Irrigation Management can be a major cause of weed infestation, disease, soil compaction and fertility problems. Too much or too little water are the most common causes of slope slippage, sufficient erosion and poor landscapes.

IRRIGATION CONSIDERATIONS

AMOUNT OF WATER

The intent is to apply enough water to wet the whole root zone and connect with subsoil moisture. Continuous contact between upper and lower levels of moisture is necessary to avoid formation of a dry layer of soil that roots will not penetrate.

An auger should be used periodically to check the soil structure in conjunction with the irrigation cycle. The amount of water to apply at any one time depends upon how much moisture is remaining at the start of irrigation, the water holding capacity of the soil (fine vs. coarse textured), and how well the soil drains (how fast water moves in a downward direction).

This can again be checked using various methods. The amount of water to apply is theoretically the amount of water used by the plant and lost from the soil since the last thorough irrigation.

WHEN TO IRRIGATE

The intent is to irrigate only as frequently as water is needed rather than on a rigid schedule. Refer to recommendations and note physical site characteristics for each watering day.

The loss of water from one irrigation application to the next will vary according to season and climatic conditions such as temperature, humidity, wind and sunlight intensity as already discussed.

Therefore, the irrigation schedule should be reasonably flexible. Ideally, water should be applied when about 50% of the available water has been depleted.

RATE TO APPLY IRRIGATION

Generally apply water only as fast as the soil absorbs it to avoid run-off and waste. Watering cycles of repeated short duration's that occur often enough to meet evaporation rates and to penetrate the soil to the root zone are recommended and most effective.

Sandy soil areas may take water at a rate exceeding one inch (1") per hour, while the intake rate of clays, or of any type of soil on slopes, may be less than one-quarter inch (1/4") per hour. A common error is to irrigate until the slowly permeable areas are adequately wet, consequently over-watering the other areas and wasting water.

Shallow watering around trees can cause roots to grow only along the surface. Normally deep-rooted plants are subject to blowing over in high winds when the root system does not develop properly. Avoiding this can be accomplished by increasing irrigation run times and decreasing the frequency of irrigation around trees.

WATER AND FERTILIZER MANAGEMENT

Moderate use of fertilizer and sufficient irrigation make for the most efficient use of soil amendments. Landscaped areas managed under minimum irrigation still need to be fertilized but should not be over fertilized. Apply enough water and fertilizer to maintain normal growth and color and to encourage deep rooting.

For example, "over fertilizing" can be a problem and can cause toxic levels of salt in the root zone. In addition, too much fertilizer may cause rank growth requiring more than normal amounts of water and maintenance.

Too much water, a common fault, will encourage the growth of weeds.

UNDESIRABLE CONDITIONS

Some of the more common undesirable conditions that affect growth adversely, have a bearing on irrigation practice and lead to extra work, are weed infestation, disease, too wet and too dry areas, soil compaction, tree root invasion, and shallow root systems. These generally arise through incorrect soil preparation or poor maintenance. The cause can usually be remedied or corrected in time through more efficient management practices.

Excessive irrigation of the whole area or certain parts not only wastes water and fertilizer, but also favors and encourages the development and growth of weeds and disease organisms while preventing development of a deep root system. Maintain the final grade at all times to insure positive drainage from all planting areas.

Faulty sprinkler patterns are due to poor servicing of sprinkler heads and/or lack adjustment. Heads should be inspected constantly to make sure they are not plugged up or broken. Do not trim plants to accommodate sprinkler patterns. Adjust sprinklers to accommodate plant growth.

Soil compaction is most often caused by foot traffic and travel by heavy implements or vehicles, especially when the soil is wet, causing poor growth and bare spots. Aerification measures and exclusion of all traffic from the wet soil to obtain and maintain good water penetration are required.

WATER HOLDING CAPACITY / INFILTRATION RATE

Soil will hold, against the force of gravity, only as much water as determined by texture and structure. This is known as field capacity or maximum water holding capacity. Any amount of water entering the soil in excess of this volume is lost to deep percolation. The same soil's physical characteristics, along with topography, determine its maximum soil infiltration rates. Water applied at a rate in excess of this value will puddle and run-off.

Most spray irrigation systems and some rotor irrigation systems apply water at a rate in excess of the maximum infiltration rate of many soils. It is the Landscape Maintenance Contractor's responsibility to maintain adequate soil moisture levels without needless loss of water due to run-off.

PREVENTION OF RUN-OFF

During irrigation watering, no run-off should occur. Preventing surface run-off can be accomplished by decreasing station run times. The maximum station run time can be determined by recording the time of run and visually observing the reaction of applied water. The time required for water to begin to puddle is exceeding the optimum run time for that particular station, and could vary during the changing seasons. The controller shall be programmed accordingly.

To increase efficiency, apply water repeatedly for short duration's, followed by additional starts or repeats (after some time has elapsed allowing water to penetrate the soil) on the same water day and increase intervals between water days. This will allow an efficient amount of deep watering to be accomplished for the type of existing plant material in the area. It is important to allow the soil to periodically dry out, helping to develop deeper root systems.

Landscape and area drains shall be maintained free from all obstructions and free flowing to allow collection areas to remove excess water. Puddling, flooding, etc. can be the cause of soil erosion and plant damage, which is difficult and expensive to repair.

Bamboo

Bamboo needs very little attention. Inspect occasionally and remove dead or excessive plant growth.

Bamboo

Maintenance Suggestions

Do not top bamboo unless overall height is a problem. Bamboo's natural form is NOT trimmed back. Prune bamboo by removing culms (canes or stems) at ground level. Remove older, smaller culms, leaving new, larger ones to grow.

Bamboo culms live only to about fifteen (15) years. To prune bamboo, make cuts just above a node, so as not to leave a stub that will die back and look unsightly.

Timber bamboo will grow large more quickly if you remove the smaller and older culms so newer larger ones will have room to grow.

For display of colorful bamboos such as Phyllostachys nigra, Phyllostachys bambusoides 'Castillonis' and Phyllostachys vivax 'aureocaulis', enhance the beauty by removing smaller culms and cutting off lower branches so that the beauty of the culms is visible.

Timetable

Check bamboo monthly for damage. Remove damaged canes or stems as needed. Once each year you should remove older, unattractive culms and cut off any dead or unattractive branches.

Potential Results of Deferred Maintenance

Poor appearance is the result of lack of attention to these plants. Trim as needed to maintain a healthy appearance.

Block Wall Planters

Block Wall Planters have been installed to create elevated planting areas or allow for planting areas over structural concrete surfaces. The Landscape Maintenance Contractor is responsible for soil level, plants, irrigation and drainage. The Building Maintenance Contractor is responsible for the condition and structural integrity of the planter.

Block Wall Planters

Maintenance Suggestions

Inspect soil level and replace soil as needed. Inspect plants to verify a healthy condition. Inspect irrigation components to determine that proper amounts of irrigation water is being applied. Inspect all drain systems to verify proper operation.

See "Shrubs", "Trees", "Vines", "Irrigation System" and/or "Landscape Drains" elsewhere in this Section for additional maintenance information.

Timetable

Inspect soil levels, plant condition, irrigation system and drains at least weekly.

Potential Results of Deferred Maintenance

Block wall planters are usually installed in high traffic or prominent display areas. They should be maintained at an acceptable level since most Residents will see them on a daily basis.

Groundcover

Groundcover consists of a variety of plants used to cover large expanses of land areas as an alternative to grass.

Groundcover

Maintenance Suggestions

1. Vigorous growth and good foliage color must be maintained at all times. Replenish the soil nutrients with fertilizer to promote healthy and abundant plant growth.

2. Periodically, apply herbicides to control the spread of weeds and undesirable plant growths.

3. Remove any weeds that have grown between the groundcover foliage.

4. Apply insecticides and pesticides to control the proliferation and destruction caused by aphids, snails, insects and other pests by broadcasting a granule, pellet and/or spray an insecticide, approved by the Association, based on a program designed by a State Licensed Pest Control Operator.

5. Systematically cut back plant overgrowth to maintain uniformity and prevent other plants and shrubs from being impeded. Remove overgrown and unsightly vegetation as necessary.

6. A competent Landscape Maintenance Contractor should be hired to perform plant care, fertilizing, and application of herbicides. A properly Licensed Pest Control Company may be contracted for regular pesticide and insecticide applications.

7. Groundcover areas should be maintained in an attractive condition at all times and all debris including leaves, branches, paper, bottles, etc. should be removed.

8. "Weed Eaters" should not be used to edge groundcover, unless approved otherwise. All groundcover should be pruned, sheared or thinned neatly away from shrubs, trees, walks, curbs, turf separation features, etc., and trimmed back at an approximate forty-five (45) degree angle at all walks, curbs and turf grass separations.

9. Groundcover should be thinned out as needed to avoid matting and to achieve an overall even appearance. Keep groundcover trimmed back from all area drains, controller units, and valve boxes, quick couplers and other appurtenances or fixtures.

10. Remove groundcover from all above ground structures unless the Association directs the allowance of groundcover growth over wall tops, curbs, etc. for aesthetic reasons.

11. All applications of water should be in the evening or early morning hours so as not to interfere with Resident enjoyment of the Projec. Water run-off or overspray of pavement surfaces, patio walls and unit walls should be avoided.

12. Cultivating of groundcover areas should be held to a minimum and cultivate only as necessary to remove weeds and to maintain six inches (6") of clearance from the groundcover to the center of all shrubs. Excessive cultivation will result in root damage to groundcover and shrubs and retard their establishment.

13. When rodent infestation appears, the Landscape Maintenance Contractor should immediately proceed to exterminate and destroy the rodents by an appropriate means based on a program as recommended by a State Licensed Pest Control Operator and as approved by the Association.

14. The Landscape Maintenance Contractor should provide complete and continuous control of all plant pests or diseases. The Landscape Maintenance Contractor should select and supply proper materials and personnel to comply with City, County, State or Federal Regulations and Laws.

15. The Landscape Maintenance Contractor will assume responsibility for use of all chemical controls. Pests and diseases to include, but not be limited to, all insects, mites, other invertebrates, pathogens, nematodes and vertebrates. Chemical controls to include necessary use of herbicides and plant growth regulations. Mechanical means as well as chemical may control pests.

16. Extreme caution should be used when spraying insecticides and fungicides. Only spray when there is no wind. Association approval must be obtained prior to spraying any insecticides or fungicides.

Timetable

1. All groundcover should be inspected weekly

2. Fertilizer supplementation for groundcover plants should be applied at least two (2) times a year.

3. Groundcover should be cut back and shaped two (2) times a year.

4. Herbicide applications for weed control should be performed one (1) time a year.

5. Remove all broad-leafed weeds and grasses by chemical or mechanical means as required, but no more often than once per month.

6. To control snails and slugs, broadcast an Association approved granule, pellet or meal at the recommended rate of three (3) times a year minimum. This is typically done in Spring, late Summer and Winter. Alternatively, spray an Association approved insecticide based on a program designed by a State Licensed Pest Control Operator.

7. Light, even distribution of Ammonium Sulfate fertilizer at frequent intervals not to exceed six (6)

lbs. of actual Nitrogen per 1,000 sq. ft. per month for the first year of new planting should be applied. Thereafter, three (3) times per year.

Potential Results of Deferred Maintenance

Overgrown groundcover areas detract from the overall look and enjoyment of the Project and can endanger the existence of other plants. Prolonged deferred maintenance could lead to infestation of pests and rodents and eventual inflated replacement costs.

Damage to plant materials, as determined by the Association due to the Landscape Maintenance Contractor or his employees negligence through improper use of insecticides, herbicides, watering, failure to control rodents and insects, and improper use of equipment should be repaired or replaced at no cost to the Association.

Irrigation Backflow Devices

The Irrigation Backflow Prevention Devices are protection units installed to insure that pollutants that could enter into the irrigation system cannot be back-siphoned into the domestic water supply.

Irrigation Backflow Devices

Maintenance Suggestions

1. The Landscape Maintenance Contractor shall schedule and conduct periodic inspections of the backflow prevention devices to verify proper functioning and clean and check the backflow preventer for leaks or damage.

2. Yearly certification must be performed by an authorized Backflow Repair Company.

Timetable

1. Visual inspection of backflow prevention devices should be conducted one (1) time per week. All necessary repairs and replacement are to be performed immediately.

2. The Landscape Maintenance Contractor shall clean the filter screen on all "wye" strainers every three (3) months.

3. The Landscape Maintenance Contractor shall periodically check all backflow prevention devices for leaks and proper function.

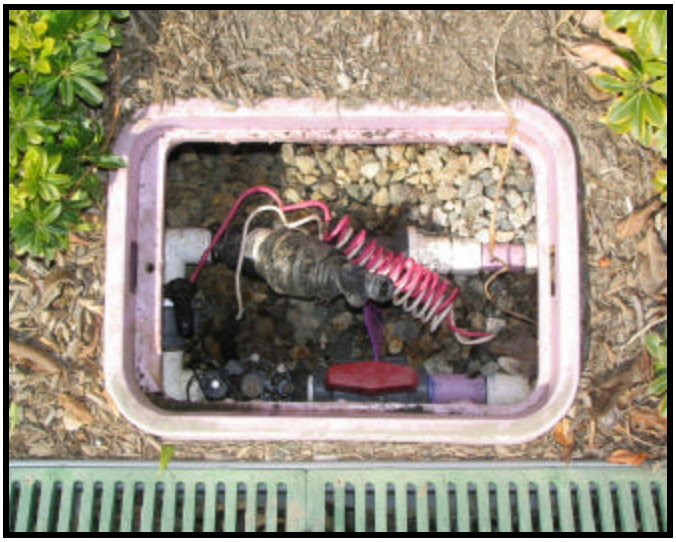
4. These units need to be certified for correct operation at least once a year.

Potential Results of Deferred Maintenance

Malfunctioning backflow prevention devices can alter the quantity of water supply, endangering the well being of the plant materials and promote premature removal and replacement. Faulty or malfunctioning backflow prevention devices will allow the water from the irrigation PVC piping system to flow back or be siphoned into and contaminate the domestic water system.

Irrigation Control Valves

Valves regulate the water flow through the irrigation system to the sprinkler heads and/or drip irrigation branch points.



Irrigation Control Valves

Maintenance Suggestions

1. Schedule and conduct periodic inspections of the valves to verify proper functioning. Perform a pressure test on any pressure-regulating valves. Repair and replace as needed.

2. If the valve is malfunctioning, the Landscape Maintenance Contractor shall repair or replace it. The valve should be kept free of solids and debris.

3. A Landscape Maintenance Contractor can perform inspections, repairs and replacements.

4. The various types of valves used in the irrigation system are as follows:

A. Anti-Drain Valves - anti-drain valves are installed to prevent sprinkler heads installed in the system at a lower elevation from draining due to gravity head pressure. This can result in erosion and/or water and mud to be deposited on walks, drives or in other drainage devices. The Landscape Maintenance Contractor shall submit to the Association the cost to install anti-drain valves in the riser assembly of all heads where needed.

B. Ball Valves - ball valves require little maintenance other than making sure the valves are still functional. This can be accomplished by twice a year, closing and opening the valve a few times to breakaway calcium deposits that might collect between the ball and socket. All ball valves shall be open all the way or closed. Do not try to regulate volume or pressure with a shutoff valve.

C. Quick Coupler Valves - quick coupler valves are installed on the pressurized mainline to give maintenance personnel water access for use with a garden hose. The only maintenance required with a quick coupler valve is the replacement of the flange packing. The flange packing is made of either leather or neoprene. Replacement is related to the amount of use the unit has. Normal life span of a flange is 3-5 years.

D. Remote Control Valves - maintenance on remote control valves is minimal but it is vital to system operation that all valves function properly.

Timetable

1. Inspection of irrigation system valves should be conducted one (1) time per week. All necessary repairs and valve replacements are to be performed immediately.

2. An annual inspection of the entire irrigation system for efficiency, pressure-regulation, coverage and condition by a Professional Landscape Consultant is highly recommended.

3. The Landscape Maintenance Contractor shall periodically check all valves for leaks, pressure-regulation and proper function, including the solenoid.

Potential Results of Deferred Maintenance

Malfunctioning valves can alter the quantity of water supply for the lawn and foliage, endangering plant materials well being and promote premature removal and replacement.

Irrigation System

The Irrigation System consists of many components that perform individual functions in order for the entire system to operate correctly. The Landscape Maintenance Contractor shall have the responsibility of operating and knowing the irrigation systems. The duties shall be to adjust controllers, observe the effectiveness of the irrigation systems, make minor adjustments and repairs to system and insure the irrigation system is operating properly at all times.

Irrigation shall be done by the use of automatic sprinkler systems, where available and operable; however, failure of the existing irrigation system to provide full and proper coverage shall not relieve the Landscape Maintenance Contractor of the responsibility to provide adequate irrigation with full and proper coverage to all areas in the Project.

Irrigation System

Maintenance Suggestions

1. The Landscape Maintenance Contractor shall inspect irrigation parts a minimum of once every seven (7) days to maintain the system at its maximum potential.

2. Plant material shall be monitored for signs of stress to ensure that appropriate amounts of water are being delivered by the irrigation system.

3. At all times, the Landscape Maintenance Contractor shall inspect, monitor and observe the irrigation system on a weekly basis, adjust controllers and/or make repairs to irrigation system, while preventing run-off and soil erosion. The Association representatives shall be supplied with a twenty-four (24) hour emergency phone number for use in reporting broken or damaged irrigation equipment.

4. The Landscape Maintenance Contractor should support the desire of the Association to maintain water-conserving irrigation practices by utilizing the information available in the "Water and Irrigation Management Program" (Section 8).

5. The Landscape Maintenance Contractor shall keep a record of the amount of irrigation water applied to the landscape each day.

6. The Log should include the actual total time each irrigation valve is operating every day.

7. The Log shall be kept up to date, clearly showing the date of entry, who entered the information, and a complete listing of weekly irrigation operating time.

8. The Water Log must be made available to the Association at any time.

9. The Landscape Maintenance Contractor will also receive a copy of the estimated water requirement for the Project. It shall be the responsibility of the Landscape Maintenance Contractor to make every effort to meet this estimate.

10. It is the responsibility of the Landscape Maintenance Contractor to conserve water. Performance of the maintenance contract will be judged by recorded water use as well as landscape appearance.

11. As landscaping matures, it may be necessary to adjust irrigation heads to ensure proper coverage.

12. Watering requirements will decrease with plant maturity. Adjust irrigation run times accordingly.

13. Irrigation system components damaged as a result of the Landscape Maintenance Contractor's neglect shall be repaired or replaced within one (1) watering cycle or within forty-eight (48) hours, whichever occurs first, by the Landscape Maintenance Contractor at no cost to the Association.

14. Any replacement of irrigation system components shall be original equipment types where known. Any substitutions for replacement equipment shall be approved in writing from the Association prior to doing work.

Timetable

1. The Landscape Maintenance Contractor shall inspect the irrigation system every seven (7) days and repair or replace irrigation parts as required to maintain the system at its maximum potential.

2. The Landscape Maintenance Contractor shall inspect the irrigation systems for broken and clogged heads, malfunctioning or leaking valves, or any other condition, which hampers the correct operation of the system.

3. Each separate controller system shall be checked twice monthly and make all necessary adjustment to heads which throw onto roadways, walks, windows, or out of intended area of coverage.

4. The Landscape Maintenance Contractor shall clean and adjust sprinkler heads as needed for proper coverage. Each system shall be manually operated and observed on a regular weekly basis.

5. Repairs to the system shall be made with originally specified materials in accordance with the Landscape Architect's plans to insure proper coverage and pressure within the irrigation system.

Potential Results of Deferred Maintenance

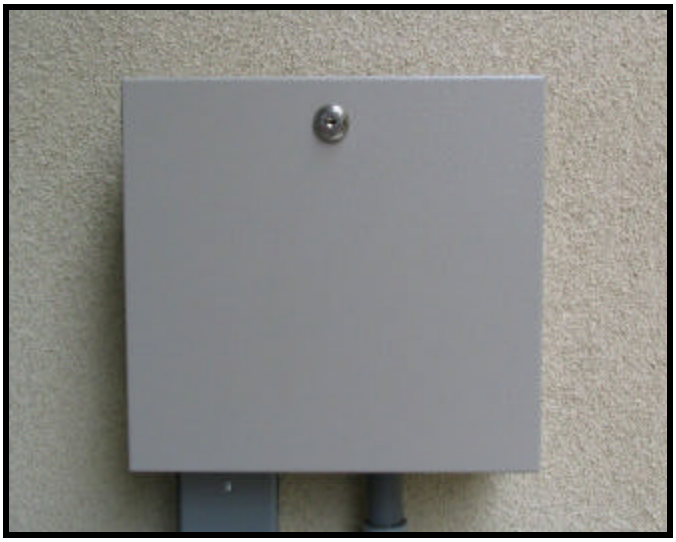
An inoperative or improperly operating irrigation system will result in decreased plant life and/or excessive water usage. Breakage or damage to the irrigation system caused by neglect or accident should be repaired and broken parts should be replaced as soon as problems are discovered. All components should be replaced with original specified equipment and parts. Failure to match originally specified materials may result in an inoperable or an improper operating system with significant water waste. Overwatering is ineffective and expensive. Water not absorbed by the soil will

run off causing erosion of the soil, removing nutrients and possibly creating root exposure, which can result in deterioration of the landscape. In some cases damage to asphalt may occur. See "Water and Irrigation Management Program" (Section 8).

Normal wear and tear of systems, vandalism, accidental breakage by others, or so called acts of God, are conditions under which the Landscape Maintenance Contractor is not directly responsible and repairs shall be paid for by the Association. The Landscape Maintenance Contractor shall notify the Association the same day of discovery of damage to irrigation system components. As soon as possible after receiving the Association written authorization, the Contractor shall repair said damage, billing the Association for the cost of such repair on the subsequent monthly billing statement.

Irrigation Timeclocks

The Irrigation Timer Controllers monitor the time and duration of landscaping irrigation cycles and are a very complex piece of equipment. If repairs or replacement are necessary, a certified manufacturer's representative should perform them.



Irrigation Timeclocks

Maintenance Suggestions

1. Schedule and perform periodic inspections of the timers to insure proper function. Verify station timing and duration.

2. Adjust the irrigation timers in response to seasonal dry and wet weather cycles to assure optimum water use.

3. Replace timers as needed. Average life expectancy for timers is 7-10 years.

4. The Landscape Maintenance Contractor shall perform the periodic inspections and timer adjustments. Timer replacements may require the services of a competent electrician.

5. The Landscape Maintenance Contractor shall have available and use a soil tube or probe to check soil moisture before and after operation of system to make judgment of timer irrigation program adjustment.

6. The Landscaping Maintenance Contractor shall adjust system timing and coverage patterns on-going to compensate for reduced water requirements as plants mature and pattern deflection as plants grow.

7. Signs of a controller malfunction are as follows:

A. Remote control valves not activating.
B. Remote control valves not turning off.
C. Remote control valves that activate, remain activated, or deactivate contrary to programmed time.
D. Simultaneous activation of more than one remote control valve.

Timetable

1. Inspection of the timers should be performed one (1) time each month.

2. Timer adjustments should be made four (4) times a year: (April and October) to correspond with time changes and (January and July) as needed in response to seasonal demands for water.

3. An annual inspection of the entire irrigation system for efficiency, coverage and condition by a Professional Landscape Consultant is highly recommended.

Potential Results of Deferred Maintenance

The application of incorrect amounts of water can cause the landscape to become very dry or very wet. Most lawns and plant life will not survive in dry or wet extremes, and substantial loss of plant material and subsequent replacement costs can occur.

Landscape Drains

Landscape Drains are located in critical areas to control and remove excess irrigation and rain water. The Landscape Maintenance Contractor is responsible for keeping inlets, openings and grates clear of debris. He is also responsible for removing sediment collected in catch basins. The Building Maintenance Contractor is responsible for verifying the condition of subsurface drain lines.

Landscape Drains

Maintenance Suggestions

1. Schedule and conduct inspections of the drains to make sure the protective gratings are in place and free from debris and that the grading slopes to the drains are adequate to promote drainage.

2. Systematically remove overgrowth of lawns and plants, which could obstruct water drainage flow toward the drains.

3. A professional Landscape Maintenance Contractor should take care of external drain maintenance. A Landscape Maintenance Contractor or plumbing service should perform clearing of drainage lines.

Timetable

1. Drains should be inspected every two (2) weeks during the off season and weekly during the rainy season.

2. Inspections of the grading slopes to the drains should be conducted once each month for the first six (6) months due to settling of landscape areas, and once every six (6) months thereafter.

3. Lawn and groundcovers around drains should be trimmed back every two (2) weeks.

4. Drainage lines should be inspected twice every year, before and after the rainy season.

Potential Results of Deferred Maintenance

Area flooding from obstructed drains can drown plants and generate root rot resulting in premature killing of the foliage, requiring early removal and replacement costs. Weather and plant growth can alter the slope toward the drains causing ponding and inadequate drainage.

Landscape Light Fixtures

Landscape Light Fixtures are installed to illuminate the landscape and walkways.

Landscape Light Fixtures

Maintenance Suggestions

Inspect all landscape light fixtures while providing maintenance work in any area. The Landscape Maintenance Contractor's responsibility is to keep plant material (including fallen leaves and other organic debris) away from light fixture lamps and lenses, and keep soil and mulch from contacting the base of the fixtures (which will quickly lead to corrosion or dryrot). Keep plant growth from impacting the light quality, and keep irrigation water away from the fixtures as much as possible.

Timetable

Inspect landscape light fixtures in the immediate area whenever regular maintenance work is being performed. An additional monthly inspection is recommended to check the condition of all landscape light fixtures in the Project.

Potential Results of Deferred Maintenance

Landscape light fixtures are typically made of wood or metal. Soil, plant material and excessive irrigation water allowed to remain in contact with the fixtures will accelerate both the rate of decay and the frequency of required maintenance by other vendors. Maintain light fixtures in a clean and dry condition to get the longest possible life.

Shrubs

Shrubs are ornamental in nature and are used to beautify bare and exposed areas of the structures and landscape with color and texture.

Shrubs

Maintenance Suggestions

1. Systematically prune the shrubs to maintain their naturalistic form allowing them to grow against and into one another thus eventually achieving a shrub mass appearance. Overly ornamental forms of pruning, (formal hedging, "poodle-cutting", etc.) is not recommended.

2. Remove any shrubs that are diseased, heavily damaged or destructive to surrounding desirable vegetation, and replace with Association approved plants.

3. All undesirable conditions should be eliminated as per accepted landscape maintenance practices.

4. All shrubs should be maintained in a healthy, vigorous condition.

5. Hose off all plant material as needed to remove accumulated dirt.

6. Pruning should be done under the direction of the Association, not allowing plants to develop stray, undesirable growth. Trimming, pruning, thinning and training are functions to be done at any time as needed to maintain a pleasing appearance. Any shrub under stress should be trimmed to reduce evaporation through the leaves.

7. Shrub pruning should be done routinely to insure a clearance of foliage from unit walls, windows, patio walls, walks, gates, utilities, etc., and should be pruned and thinned using hand-held shrub pruners. Hedge shears and clippers should not be used. Where trees and shrubs occur in close proximity to walks or parked cars, prune to allow movement without interference from branches and foliage.

8. Check all plant material in landscaped areas and apply insecticides and fungicides at the first sign of infestation in accordance with a program designed by a State Licensed Pest Control Operator as

approved by the Association.

9. Any trees and shrubs that appear to have more than one-half (1/2) of their foliage in declining state should be immediately brought to the Association's attention. Check plant for over-watering or drainage problems and repair any problems prior to plant replacement. Replacement plants should be of a size, condition and variety of the removed plant and should be acceptable to the Association.

10. Shrubs located in groundcover areas should be deep fed with fertilizer. The composition of the fertilizer, frequency and rate of application to be determined by the latest soils report. Shrubs on slopes should have a small basin maintained around each shrub for fertilizing purposes.

11. Maintain a watering basin around all shrubs and vines on slope areas to insure adequate water penetration. Remove the plant basin only as directed by the Association.

Timetable

1. Shrubs should be pruned every three (3) months or as needed.

2. Application of insecticides should be performed only when necessary.

3. When snail infestation is a problem, pesticides should be dispensed every other month until the problem is under control.

4. All shrubbery should be checked monthly for any breakage or damage, special watering needs, etc. and treated as necessary.

5. Remove all spent flowers, flower spikes and remove all leaves and debris from plant areas weekly.

6. Hose off all plant material as needed to remove accumulated dirt, at least monthly during the dry summer months.

7. Pruning should be performed as a continuous on-going operation.

8. Check all plant material in landscaped areas regularly, and apply insecticides and fungicides at the first sign of infestation.

9. Shrubs located in groundcover areas should be deep fed with fertilizer. The composition of the fertilizer, frequency and rate of application to be determined by the latest soils report.

10. All applications of water should be in the evening or early morning hours.

Potential Results of Deferred Maintenance

Shrub growth left unchecked becomes unruly and tends to sprawl, losing shape and aesthetic appeal and potentially interfering with other plants. Long term neglect will necessitate shrub removal and replacement.

Sidewalks

The Landscape Maintenance Contractor has a responsibility to keep all Association maintained plantings trimmed away from sidewalks and walkways. These plantings would include lawns, shrubs, groundcovers, low-hanging tree branches and tree roots.

Sidewalks

Maintenance Suggestions

Verify through the course of normal landscape maintenance that the sidewalks are clear of all landscape material. Identify and eliminate tree roots that have contacted or are starting to grow under the sidewalks.

Timetable

Inspections of sidewalk areas should be performed weekly concurrent with the landscape maintenance activity occurring at the same time.

Potential Results of Deferred Maintenance

Poorly maintained plantings adjacent to sidewalks are unsightly and can create slip hazards. Tree roots growing under sidewalks can lift the sidewalk and create trip hazards. Low hanging tree limbs can injure pedestrians.

Succulents

Succulents need very little attention. Inspect occasionally and remove dead or excessive plant growth.

Succulents

Maintenance Suggestions

1. Agaves are supposed to form clumps. Do not remove lower leaves or the "pups". Most agaves die after flowering. The "pups" act as replacements to the dying mother plant.

2. If succulent ground covers are getting "leggy", break off bare stems and stick them in the ground to fill in the bare center areas. They will root easily.

3. Do not prune routinely.

Timetable

Inspect succulents at least monthly and remove unwanted growth as needed.

Potential Results of Deferred Maintenance

Poor appearance is the result of lack of attention to these plants. Trim as needed to maintain a healthy appearance.

Trees

Trees add height and color to the landscaping environment. Healthy trees provide a natural source of beauty and shade and, with many species, photosynthesize oxygen back into the environment.

Trees

Maintenance Suggestions

1. The Landscape Maintenance Contractor should maintain all trees, whether specifically mentioned or not, in a healthy condition at all times.

2. Prune trees to select and develop permanent branches that have a smaller diameter than the trunk or branch to which they are attached.

3. Remove all dead, diseased or damaged growth; eliminate narrow V-shaped branch forks. Reduce wind damage potential by removing crossover branching and by thinning out crowns.

4. Prune to control growth within the trees space limitations; to maintain a natural form; and to allow head clearance from all structures at all times.

5. In turf areas, maintain a twelve-inch (12") diameter ring around trunk and place bark mulch at base to minimize trunk damage from mowers and trimmers.

6. On young trees, the lower branches should remain in a "tipped back" or pinched condition, leaving as much foliage as possible to promote caliper trunk growth and should be cut flush with the trunk only when the tree is able to stand without support. Stripping of lower branches is not allowed.

7. Tree stakes and ties should be checked at least monthly and corrected as needed.

8. Any trees and shrubs that appear to have more than one-half (1/2) of their foliage in a declining state should be brought to the Association's attention immediately. Check plant for root, over-watering or drainage problems and repair problem prior to replacement. Replacement plants should be of a size, condition and variety of the dead plant and should be acceptable to the Association.

9. All pruning cuts should be made flush with the trunk, lateral branches or buds. "Stubbing" of branches will not be allowed. For cuts 1-1/2" in diameter or greater in size, seal with an approved "tree seal".

10. All new or replacement trees that are planted five feet (5') or less from a walk, curb or wall should require a root control barrier. Root barriers should be the linear types extending a minimum of ten inches (10") in either direction from the centerline of the trunk.

11. Prune evergreen trees for appearance and safety and remove dead or broken branches to prevent wind or storm damage. For safety reasons, remove any part that may become a hazard by falling .

12. Following sound arboricultural practices, remove all surface roots that may be growing near and that may cause damage to walls, walkways or building foundations. The Landscape Maintenance Contractor should evaluate whether prescribed removal of surface roots will result in inadequate anchoring ability of the tree against prevailing and seasonal winds. If such a condition is determined likely, the tree should receive special guying or staking support as recommended by the Landscape Maintenance Contractor and approved by the Association's representative.

13. All trees in groundcover and lawn areas should have open soil maintained immediately around the base of the trunk. Keep this area free of weeds, and avoid frequent soil cultivation, which destroys shoulder roots.

14. All trees on slopes should have a water retention basin constructed that is large enough to permit adequate water root ball penetration.

15. Topping of trees is not recommended. Schedule and conduct an inspection to determine the need for thinning or lacing tall trees. Thin or lace oversized trees that could potentially fall and damage buildings or injure Residents. If trees are planted in an area where canopy spread is not desired (patio areas or driveways), topping of trees will encourage bushiness and lateral spreading, increasing the required maintenance workload.

16. Undesirable conditions should be eliminated as per accepted landscape maintenance practices.

17. The Association is responsible for the pruning of trees to control unwanted or unhealthy growth, and for the removal and replacement of any tree, where appropriate, as it matures.

Timetable

1. Inspections for detecting thinning requirements or tree removal should be conducted two (2) times a year.

2. Tree inspections conducted to establish staking requirements for young trees should be scheduled and performed four (4) times a year.

3. Surface root inspection should be conducted monthly.

4. All trees should be routinely checked for any damage, special pruning, water needs, etc. and treated as necessary.

5. Pruning should be performed as a continuous on-going operation, and should be done under the

direction of the Association's representative.

6. Evergreen trees can be pruned or thinned at any time when necessary.

7. The pruning of deciduous trees should be done during the dormant season, however, if a tree becomes damaged or constitutes a health or safety hazard, it should be pruned immediately.

8. Tree stakes and ties should be checked at least monthly and corrected as needed.

9. All trees should be inspected monthly for fungus or insect infestation and sprayed accordingly as needed based on a program designed by a State Licensed Pest Control Operator and approved by the Association.

10. Inspect all trees twice per year in May and November for evidence of any surficial roots that may cause damage to any building foundation, patio wall footing, walkway, curb/gutter, driving surfaces, construction feature, drainage feature or irrigation component.

11. All trees should be deep-fed once per year during the month of April by either utilizing existing deep feeding wells, or by means of one inch (1") diameter holes drilled two feet (2') deep at six foot (6') intervals around the drip line, filled with the fertilizer composition as directed by the most recent soils report.

Potential Results of Deferred Maintenance

Sensible tree care is essential for building and Resident safety and the overall appearance of the Project. Infested, diseased, broken or over grown trees are unattractive and will eventually need to be replaced. Oversized trees, left un-pruned (foliage and surface roots), can be a potential safety concern during extreme weather conditions.

Vines

Vines have been installed to add vertical dimension to the landscaping.

Vines

Maintenance Suggestions

Inspect for unwanted excessive growth that could impact structural components. All vines should be encouraged to grow on trellises so that future maintenance on stucco, wood and metal surfaces can be easily accomplished.

Timetable

Trimming and containment of vine growth needs to be a part of the regular Landscape Maintenance Program. Monthly trimming is suggested, aggressive growth may require more frequent trimming and pruning.

Potential Results of Deferred Maintenance

Excessive vine growth, while usually beautiful, can lead to future maintenance problems and actually cause damage. Vines in contact with finished surfaces will trap moisture, cause stucco colorcoat and paint to decompose, and accelerate rust and dryrot problems.

SECTION 9

CONSTRUCTION INFORMATION

This Section is set-aside for any Consultant and Contractor Listings and Address and/or Color Scheme Schedules.

BENCHMARK
Contractors, Inc.

Project Directory

Of All Project Team Members Grouped by Company Type

Playa Vista Product 300/1250 | **Project # 03601** | **Benchmark Contractors, Inc.**
13020 Pacific Promenade
Playa Vista, CA 90060
Tel: 310-566-9360 Fax: 310-437-6075

Owner

KB HOME
Current Main Address
801 Corporate Center Dr, STE 201
Pomona, CA 91768
Tel: 909-802-1160 Fax: 909-868-9042
Company Code: KBHOM

Mr. Brian Radley	VP Purchasing	Tel: 909-802-1156	Cel:	Pager:
E-mail: bradley@kbhome.com				
Mr. Les Shoenfelder	Finance Dept.	Tel: 909.802.1137	Cel:	Pager:
E-mail: lshoenfelder@kbhom.com				
Mr. Terry Adams	Project Manager	Tel: 949-790-9100	Cel: 949-279-4059	Pager:
E-mail: tladams@kbhome.com				

Architect

KTGY Group, Inc.
Current Main Address
17992 Mitchell South
Irvine, CA 92614
Tel: 949-851-2133 Fax: 949-296-0508
Company Code: KTGY

Mr. Fred Walter		Tel: 949-851-2133	Cel:	Pager:
E-mail: fwalter@ktgy.com				
Mr. Kenneth Knox		Tel: 949-221-6296	Cel:	Pager:
E-mail: kknox@ktgy.com				

General Contractor

Benchmark Contractors, Inc. **General Contractor**
Current Main Address
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Santa Monica, CA 90405
Tel: 310-392-7272 Fax: 310-452-5652
Company Code: BCI

Ms. Alice Deering	Sr. Project Accountant	Tel: 310.399.1600	Cel:	Pager:
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Ms. Crisztina Deam	Project Secretary	Tel: 310-392-7272	Cel:	Pager:
E-mail: cdeam@morleybuilders.com				
Mr. Mark Montoya	Vice President	Tel: 310-392-7272x314	Cel: 818-259-8377	Pager:
E-mail: mmontoya@morleybuilders.com				

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Company Code: BCI

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E-mail: jivallimont@morleybuilders.com

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Mr. Paul Schommer		Tel: 310-566-9360	Cel:	Pager:
E-mail: pschommer@morleybuilders.com				
Mr. Tony Pacheco	Sr. Project Engineer	Tel: 310-566-9360	Cel: 310-930-8432	Pager:
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Secondary Address

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Los Angeles, CA 90045 — Company Code: BCI

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Consultant

Davidovich & Associates — Mechanical, Electrical, Plumbing

Current Main Address

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Culver City, CA 90230 — Company Code: D&A

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Mr. Majeid Ghaemi	Plumbing Engineer	Tel: 310-348-5101x	Cel:	Pager:
E-mail: magic@davidovich.com				
Mr. Romel Liwag	Mechanical Engineer	Tel: 310-348-5101x6	Cel:	Pager:
E-mail: romel@davidovich.com				
Mr Vladimir Davidovich	Owner	Tel: 310-348-5101	Cel: 310-877-2832	Pager:
E-mail:				

Fong Hart Schneider @ Partners — Landscape Architect

Current Main Address

930 West 16th Street, Suite A2 — Tel: 949-645-9444 — Fax: 949-645-1605
Costa Mesa, CA 92647-4337 — Company Code: FHS

Mr. Fernando Micheli		Tel: 949-645-9444	Cel:	Pager:
E-mail: f.micheli@fhsp.net				

Group Delta Consultants — Geotechnical

Current Main Address

2291 W. 205th St., Ste. 105 — Tel: 310-320-5100 — Fax: 310-320-2118
Torrance, CA 90501 — Company Code: GDC

Mr. Michael Reader	Vice President / Principal Engineer	Tel: 310-320-5100	Cel:	Pager:
E-mail: miker@groupdelta.com				

Structural Engineering Consultants, Inc. — Structural

Current Main Address

27200 Tourney Rd., Ste. 390 — Tel: 661-287-5800 — Fax: 661-287-5855
Valencia, CA 91355 — Company Code: SECO

Mr. Greg Riley	Principal	Tel: 661-287-5800x103	Cel: 805-630-6619	Pager:
E-mail: gregr@structuralconsulting.com				

The Collaborative West — **Landscape**
Current Main Address
100 Avenida Miramar
San Clemente, CA 92672
Tel: 949-366-6624 Fax: 949-366-6626
Company Code: TCW

Mr Greg Lyons		Tel: 949-366-6624	Cel:	Pager:
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Mr. Mark Garrity		Tel: 949-366-6624	Cel:	Pager:
E-mail: mgarrity@thecollaborativewest.com				
Mr. Richard Crichton	Associate	Tel: 949-366-6624	Cel: 949-291-5940	Pager:
E-mail: rcrichton@thecollaborativewest.com				

The Keith Companies — **Civil**
Current Main Address
19 Technology Dr.
Irvine, CA 92618-2334
Tel: 949-923-6000 Fax: 949-923-6191
Company Code: TKC

Ms. Linda Siegel	Project Manager	Tel: 949-923-6246	Cel: 714-390-1381	Pager:
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TLS Laboratories
Current Main Address
27324 Camino Capistrano
Laguna Niguel, CA 92677
Tel: 949-348-9291 Fax: 949-348-7798
Company Code: TLSLAB

Mr. Gene Summy		Tel: 949-348-9291	Cel: 949-291-9971	Pager:
E-mail:				

Terra-Petra Incorporated — **Methane**
Current Main Address
415 W. Foothill Blvd., Ste. 301
Claremont, CA 91711-2777
Tel: 213-458-0494 Fax: 909-624-8834
Company Code: TPI

Mr. Gary Lay		Tel: 213-458-0494	Cel:	Pager:
E-mail:				
Mr. Hugh Avery		Tel: 213-458-0494	Cel:	Pager:
E-mail: havery@terra-petra.com				

West Coast Property Consultants
Current Main Address
102 East Grand Blvd.
Corona, CA 92879
Tel: 909-371-8715 Fax: 909-371-8134
Company Code: WESPRO

Shawn Brennan	Regional Director	Tel: 714-734-9645	Cel: 949-400-0974	Pager:
E-mail: spbrennan@wcpci.com				

Subcontractor

A Z Countertops, Inc. — **Countertops**
Current Main Address

1524 West Brooks Street
Ontario, CA 91762
Tel: 909-983-5386 Fax: 909-983-5495
Company Code: A Z COU

Mr. Jay Shah — Tel: 909-983-5386 Cel: Pager:
E-mail:

ABC Resources Inc. — **Bumpers & Striping**
Current Main Address
1527 W. State St.
Ontario, CA 91762
Tel: 909-988-0390 Fax: 909-988-6201
Company Code: ABCRES

Mr. Bill Steizl — Chief Estimator — Tel: 909-988-0390 Cel: Pager:
E-mail:

Cathy — Tel: 909-988-0390 Cel: Pager:
E-mail:

AMC Professional Cleaning
Current Main Address
1625 Palo Alto Street
Los Angeles, CA 90026
Tel: (213) 353-1525 Fax: (213) 353-1529
Company Code: AMCPRO

Curtiss Pierose — Tel: (213) 353-1525 Cel: Pager:
E-mail:

Anderson Drilling
Secondary Address
10303 Channel Road
Lakeside, CA 92040
Tel: Fax:
Company Code: ANDDRI

Mr Mark Elliot — Tel: Cel: Pager:
E-mail:

A Z Countertops — **Countertops**
Current Main Address
1524 West Brooks Street
Ontario, CA 91762
Tel: 909-983-5386 Fax: 909-983-5495
Company Code: AZCOU

Mr. Jay Shah — Tel: 909-983-5386 Cel: 909-268-5993 Pager:
E-mail:

Cal-State Steel Corp. — **Structural Steel & Misc. Iron**
Current Main Address
1801 West Compton Boulevard
Compton, CA 90220
Tel: 310-632-2772 Fax: 310-632-0502
Company Code: CALSTE

Mr. Armando Lupercio — Detailer — Tel: 310-632-2772 Cel: Pager:
E-mail:

Mr. Jack Furdek — Scheduler — Tel: 310-632-2772 Cel: 661-857-3899 Pager:
E-mail:

Mr. Les Furdek — Tel: 310-632-2772 Cel: Pager:
E-mail:

Mr. Mark Yates — Project Manager — Tel: 310-632-2772 Cel: Pager:
E-mail:

Century West Plumbing — **Plumbing**
Current Main Address
822 Hampshire Road, Suite "H"
Westlake Village, CA 91361
Tel: 805-777-7978 Fax: 805-777-7737
Company Code: CENWES

Mr. Joe Simili E-mail: jsimili@cwplumbing.com		Tel: 805-777-7978	Cel:	Pager:
Nick Simili E-mail: nsimili@cwplumbing.com		Tel: 805-777-7978	Cel: 805-857-2789	Pager:
Mr. Vince Simili E-mail:	Foreman	Tel: 805-777-7978	Cel: 805-857-2536	Pager:

Chute Systems — **Trash Chutes**
Current Main Address
1215 S. Buena Vista Ave., Ste. C
San Jacinto, CA 92583
Tel: 951-654-9922 Fax: 951-654-9942
Company Code: CHUSYS

Mr. Richard Whitaker E-mail: chutesys@msn.com	President	Tel: 951-654-9922	Cel:	Pager:

COMCO Construction Inc. — **Door and Hardware Installation**
Current Main Address
1110 Dincara Road
Burbank, CA 91506
Tel: 818-729-9972 Fax: 818-729-0670
Company Code: COMCON

Mr. Frank Vermeulen E-mail:		Tel: 818-729-9972	Cel: 818-522-4072	Pager: 818-537-0369

Comp USA
Current Main Address
11411 Jefferson Blvd.
Culver City, CA. 90230
Tel: (310) 572-7171 Fax: (310) 572-7145
Company Code: COMUSA

Mr. Brad Van Reenen E-mail: bradley_van_reenen@compusa.com		Tel: 310-572-7115	Cel: 310-901-0229	Pager:
Mr. Jay Mendoza E-mail: jay_mendoza@compusa.com		Tel: 310-572-7109x2701	Cel: 626-705-0708	Pager:
Mr. Jeff Graham E-mail: jeff_graham@compusa.com		Tel: 310-572-7171	Cel: 310-925-0255	Pager:

Construction Doors & Hardware, Inc. — **Doors and Hardware (Supply)**
Current Main Address
2363 Teller Rd., Ste. 117
Newbury Park, CA 91320
Tel: 805-499-3239 Fax: 805-499-5668
Company Code: CONDOO

Mr. Ron Ockander E-mail: rao85@msn.com		Tel: 805-499-3239	Cel: 805-402-7205	Pager:

VT Architectural Inc. Dba Formatech — **Lath & Plaster**
Current Main Address
10935 Tuxford St.
Sun Valley, CA 91352
Tel: (818) 504-9111 Fax: (818) 504-9744
Company Code: FORMAT

George Tutunjian E-mail:		Tel: (818) 504-9111	Cel:	Pager:

Foundation Pile, Inc. — **Shoring / Piles**
Current Main Address
P.O. Box 1167
Fontana, Ca. 92334
Tel: (909) 350-1584 Fax: (909) 350-0620
Company Code: FOUPIL

Mr. Don Hilton	General Superintendent	Tel: (909) 350-1584	Cel:	Pager:
E-mail:				

F. Rodgers — **Building Insulation**
Current Main Address
341 Bonnie Circle, #100
Corona, CA 92880
Tel: 951-549-8000 Fax: 951-549-8120
Company Code: FROD

Mr. Steven Littlejohn	Estimator/Project Manager	Tel: 951-549-8000	Cel:	Pager:
E-mail:				

Jade, Inc. — **Drywall**
Current Main Address
11126 Sepulveda Blvd.
Mission Hills, CA 91345
Tel: 818-365-7137 Fax: 818-361-2059
Company Code: JAD

Mr. Bill Connors		Tel: 818-365-7137X209	Cel: 602-743-7463	Pager:
E-mail:				
Mr. Robert Espinoza	Foreman	Tel: 818-365-7137	Cel: 818-652-5732	Pager:
E-mail:				
Mr. Steve Arteaga	President	Tel: 818-365-7137x202	Cel:	Pager:
E-mail:				

Jayco Industries, LLC
Current Main Address
21483 Waalew Road
Apple Valley, CA 92307
Tel: (760) 247-9113 Fax: (760) 247-6617
Company Code: JAYIND

Joy Lopez	Vice President of Sales	Tel: (760) 247-9113	Cel: (760) 887-1770	Pager:
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JDM Structures Inc. — **Masonry**
Current Main Address
10545 Collins Street
North Hollywood, CA 91601
Tel: 818-487-0502 Fax: 818-487-0532
Company Code: JDMSTR

Jack Dahl		Tel: 818-487-0502	Cel: 818-571-1585	Pager:
E-mail:				

JSS Construction — **Gas Protection**
Current Main Address
211-B Main Street
Huntington Beach, CA 92648
Tel: (714) 960-9182 Fax: (714) 960-2504
Company Code: JSSCONSTRU

Mr. Joe Gergen	President	Tel: (714) 960-9182	Cel:	Pager:
E-mail:				

Larrabure Framing — **Carpentry**
Current Main Address
5115 Douglas Fir Road. Ste C
Calabasas, CA 91302
Tel: 818-223-9096 Fax: 818-223-8996
Company Code: LARFRA

Mr. Brad Knupy	formen	Tel: 818-223-9096	Cel:	Pager:
E-mail:				
Mr. Brian Larrabure	Owner	Tel: 818-788-9096x12	Cel: 818-421-3440	Pager:
E-mail:				
Mr. Mario Larrabure	Superintendent	Tel: 818-223-9096	Cel:	Pager:
E-mail:				

Larry Methvin Installations, Inc. — **Bathroom Access.**
Current Main Address
501 Kettering Dr.
Ontario, CA 91761
Tel: 909-605-6468 Fax: 909-605-6469
Company Code: LARMET

Mr. Bill Platka		Tel: 949-487-5110	Cel: 949-285-5121	Pager:
E-mail:				

Letner Roofing Company — **Roofing/Waterproofing**
Current Main Address
1490 North Glassell
Orange, CA 92867
Tel: 714-633-0030 Fax: 714-633-0280
Company Code: LETROO

Mr Rick Olson	Vice President	Tel: 714-633-0030 x114	Cel: 714-493-8238	Pager:
E-mail: rolson@letner.com				

L. M. Waterproofing & Roofing, Inc. — **Waterproofing**
Current Main Address
663 Greenfield, Suite B
El Cajon, CA 92021
Tel: 619-448-8285 Fax: 619-448-5621
Company Code: LMWAT

Mr. Steve Monterastelli		Tel: 818-504-6346 X102	Cel: 818-209-9395	Pager:
E-mail:				

Mazzeo Painting — **Painting & Wallcovering**
Current Main Address
26074 Avenue Hall #16
Valencia, CA 91355
Tel: 661-257-5896 Fax: 661-257-6079
Company Code: MAZPAI

Mr. Phil Mazzeo		Tel: 661-257-5896	Cel: 805-432-0030	Pager: 818-373-0886
E-mail:				

McKinley Equipment
Current Main Address
17611 Armstrong Ave
Irvine, CA 92614
Tel: 949 261-9222 Fax: 949-250 -7301
Company Code: MCKEQU

Mr. Jaz Nijjar		Tel: (949) 261-9222	Cel: 949-735-0401	Pager:
E-mail:				
Mr. Mike Burke		Tel: (949) 261-9222	Cel: (949) 735-0373	Pager:
E-mail:				

Mobile Fire Extinguisher, Inc. — **Fire Extinguishers**
Current Main Address
610 North Eckhoff Street — Tel: 800-747-8467 Fax: 714-940-0781
Orange, CA 92868 — Company Code: MOBFIR
Mr. David Bergman — Tel: 800-747-8467 Cel: Pager:
E-mail:

Morley Construction Company — **Concrete**
Secondary Address
2901 28th St. Suite 100 — Tel: 310-399-1600 Fax: 310-314-7347
Santa Monica, CA 90405 — Company Code: MORCON
Mr. Bill Lumpkin Superintendent — Tel: 310-399-1600 Cel: 310-420-9919 Pager:
E-mail: blumpkin@morleybuilders.com

MRD Marble, Inc. — **Cultured Marble**
Current Main Address
1524 W. Brooks St. — Tel: 909-983-5386 Fax: 909-983-5495
Ontario, CA 91762 — Company Code: MRDMAR
Chris Shah — Tel: 909-983-5386 Cel: Pager:
E-mail:

Mr. Jay Shah — Tel: 909-983-5386 Cel: Pager:
E-mail:

Murray Company — **Plumbing & Site Utilities**
Current Main Address
2919 East Victoria Street — Tel: 310-637-1500 Fax: 310-604-0359
Rancho Dominguez, CA 90221 — Company Code: MURCOM
Toby Edinger Operations Manager — Tel: 310-637-1500 Cel: (310) 991-4366 Pager:
E-mail: tedinger@morraycompany.com

Pacific Tile & Construction Inc.
Current Main Address
15028 Hesby Unit A — Tel: 818-995-4019 Fax: 818-995-4113
Sherman Oaks, Ca 91403 — Company Code: PACTIL
Allan DeSouza — Tel: 818-995-4019 Cel: Pager:
E-mail:

Schmid Insulation Contractors Inc. dba Paragon Schmid Building Products — **Wire Shelving**
Current Main Address
8501 S. Telfair — Tel: (818) 771-9744 Fax: (818) 771-9746
Sun Valley, CA 91352 — Company Code: PARSCH
Greg Krake — Tel: (818) 771-9744 Cel: Pager:
E-mail:

Rebar Engineering, Inc. — **Reinforcing Steel**
Current Main Address

10706 Painter Ave.
Santa Fe Springs, CA 90670
Tel: 562-946-2461 Fax: 562-941-7740
Company Code: REBENG

Mr. Jack Garroutte — Executive Vice President — Tel: 562-946-2461x203 — Cel: — Pager:
E-mail: jack@rebareng.com

Reliable Gardens, Inc. — **Landscaping**
Current Main Address
7837 Burnet Ave.
Van Nuys, CA 91405
Tel: 818-904-9801 Fax: 818-904-0537
Company Code: RELGAR

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Ron Elazar — **Concrete**
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Tel: 310-399-1600 Fax: 310-314-7347
Company Code: RONELAZ

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E-mail: blumpkin@morleybuilders.com

Salamander Fire Protection, Inc. — **Fire Protection**
Current Main Address
6103 Tyrone Street
Van Nuys, CA 91401
Tel: 818-787-3645 Fax: 818-787-8429
Company Code: SALFIR

Mr. Fred Krayndler — Tel: 818-787-3645 — Cel: 818-269-6932 — Pager:
E-mail:

Schindler Elevator Corporation — **Elevators**
Current Main Address
16450 Foothill Blvd. Suite 200
Sylmar, CA 91342
Tel: 818-336-3000 Fax: 818-336-3076
Company Code: SCHELE

Ms. Danita Peoples — Billing — Tel: 818-336-3000 — Cel: — Pager:
E-mail:

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E-mail: John_Alana@us.schindler.com

Mr. John Meadows — Sales Representative — Tel: 818-336-3047 — Cel: 818-262-7063 — Pager: 818-607-5323
E-mail: john_meadows@us.schindler.com

Southland Fireplaces, Inc. — **Fireplaces**
Current Main Address
535 Fourth Street
San Fernando, CA 91340
Tel: (818) 365-2731 Fax: (818) 365-5462
Company Code: SOUFIR

Mr. Gordon Kelley — Tel: (818) 365-2731 — Cel: — Pager:
E-mail:

Visual Glass Concepts, Inc. — **Glazing**
Current Main Address
17542 Chatsworth St.
Granada Hills, CA 91344
Tel: 818-368-5607 Fax: 818-363-3838
Company Code: SPEGLA

Mr. Alan Cole Tel: 818-368-5607 Cel: 818-253-6474 Pager:
E-mail:

Stuart Air Conditioning Company **HVAC**
Current Main Address
11944 Valerio Street Tel: 818-765-8446 Fax: 818-765-6223
North Hollywood, CA 91605 Company Code: STUAIR
Mr. Stuart Lichtman Tel: 818-765-8446 Cel: 818-523-8688 Pager:
E-mail:

Sullivan's Welding
Current Main Address
9421 Feron Blvd. Tel: 909-987-0536 Fax: 909-987-5507
Rancho Cucamonga, CA 91730 Company Code: SULWEL
Mr. Joie Sullivan Son Tel: 909-987-0536 Cel: 909-518-3153 Pager:
E-mail:

Mr. Pat Sullivan Owner Tel: 909-987-0536 Cel: Pager:
E-mail:

Sun Metal Systems, Inc. **Sheet Metal**
Current Main Address
18247 Pathenia Street #19 Tel: (818) 885-1848 Fax: (818) 885-5106
Northridge, CA 91325 Company Code: SUNMET
Mr. Michael Williams Tel: (818) 885-1848 Cel: Pager:
E-mail:

Taft Electric
Current Main Address
2393 Teller Rd. Suite 116 Tel: 805-375-3151 Fax: 805-375-3159
Newbury Park, Ca. 91320 Company Code: TAFELE
Ed Crofts Tel: 805-375-3151 Cel: 805-857-2119 Pager:
E-mail:

Mr. Tony Valentino Formen Tel: 805-375-3151 Cel: Pager:
E-mail:

Ultra Built Kitchens Inc. **Cabinets**
Current Main Address
1814 E. 43rd St. Tel: 323-232-3362 Fax: 323-232-0066
Los Angeles, CA 90058 Company Code: ULTBUI
Daisy Blanco Tel: 323-232-3362 Cel: Pager:
E-mail:

Visual Glass Concepts Inc.
Current Main Address
17542 Chatsworth St. Tel: 818-368-5607 Fax: 818-363-3838
Granada Hills, CA 91344 Company Code: VISGLA
Alan Cole Tel: 818-368-5607 Cel: 818-253-6474 Pager:
E-mail:

Walton Electric Corporation — **Electrical**
Current Main Address
647 W. Foothill Blvd.
Glendora, CA 91741
Tel: 626-914-1963 Fax: 626-963-3776
Company Code: WALELE

Mr. Don Davis E-mail: wec25@juno.com	Executive Vice President	Tel: 626-914-1963x102	Cel: 626-833-8599	Pager:
Mr. Don Nelson E-mail: wec25@juno.com		Tel: 626-914-1963	Cel:	Pager:
Rex Mountain E-mail:		Tel: 626-914-1963	Cel: 714-624-1122	Pager:
Ron Stickel E-mail:		Tel: 626-914-1963	Cel:	Pager:

Whirlpool Corporation — **Appliances**
Current Main Address
1528 Greenport Avenue
Rowland Heights, CA 91748-2125
Tel: 626-912-1941 Fax: 626-913-1441
Company Code: WHI

Mr. Steve Butler E-mail: steven_a_butler@email.whirlpool.com		Tel: 626-912-1941	Cel: 626-715-4500	Pager:

WSG Inc. — **Lightweight Concrete**
Current Main Address
31881 Willow Wood Court
Lake Elsinore, CA 92532
Tel: 626-967-9110 Fax: 626-628-3800
Company Code: WSG

Mr. Jim Gallas E-mail: jim@epoxyinjection.com		Tel: 626-967-9110	Cel: 626-967-9110	Pager:

City Agency

Cal-OSHA — **Government Agency**
Secondary Address
320 W. 4th St., Room 850
Los Angeles, Ca. 90013
Tel: 213-576-7451 Fax: 213-576-7461
Company Code: CALOSH

Mr Christian Nguyen E-mail:		Tel: 213-576-7451	Cel:	Pager:

Developer

Playa Vista
Current Main Address
5510 Lincoln Blvd., Suite 100
Playa Vista, CA 90094
Tel: 310-822-0074 Fax: 310-821-9429
Company Code: PV

Mr. Derek Fraychineaud E-mail: dfraychineaud@playavista.com	Construction Manager, Residental Land Development	Tel: 310-448-4682	Cel: 310-466-8792	Pager:

Insurance

AON Risk Services
Current Main Address
6775 Centinela St. T8
Culver City, CA. 90230
Tel: (310) 448-4735 Fax: (310) 301-4921
Company Code: AONRIS

Michelle Dominguez		Tel: (310) 448-4735	Cel:	Pager:
E-mail: michelle_dominguez@ars.aon.com				

Steel Detailer

Green Enterprise, Inc
Current Main Address
1619 Victory Blvd.
Glendale, CA 91201
Tel: 818-240-0269 Fax: 818-240-0274
Company Code: GREENT

Leonard Chavez	Detailer	Tel: 818-240-0269	Cel:	Pager:
E-mail:				
Lyle Olson	Owner	Tel: 818-240-0269	Cel:	Pager:
E-mail:				

Structural Engineer

Structural Consulting, Inc.
Current Main Address
27200 Tourney Rd. Suite 390
Valencia, CA 91355
Tel: 661-287-5800 Fax: 661-287-5855
Company Code: STRCON

Greg Riley	Engineer	Tel: 661-287-5800x103	Cel: 805-630-6619	Pager:
E-mail:				

Supplier / Vendor

Alliance Hardware & Supply
Current Main Address
10309 Norwalk Blvd.
Sante Fe Springs, CA 90670
Tel: 562-236-1900 Fax: 562-236-1901
Company Code: ALLHAR

Laura Peters		Tel: 562-236-1900	Cel:	Pager:
E-mail: laura.peters@alliancehdw.com				

Crown Disposal Co., Inc. **Trash Haul**
Current Main Address
P.O. Box 1081
Sun Valley, CA. 91352
Tel: (818) 767-0675 Fax: (818) 768-0541
Company Code: CRODIS

Alex Dmitriew		Tel: (818) 767-0675	Cel:	Pager:
E-mail:				

Darrow Heating Corporation
Current Main Address

11944 Valero St.
North Hollywood, CA 91605
Tel: 818-255-1600 Fax: 818-764-7476
Company Code: DARHEAT

Glenn A. Tel: 818-255-1600x Cel: Pager:
E-mail:

Michelle Villa Tel: 818-255-1600x121 Cel: Pager:
E-mail:

Milgard Manufacturing, Incorporated
Current Main Address
355 East Easy St.
Simi Valley, CA 93065
Tel: 805-581-6325 Fax: 805-578-0380
Company Code: MILWIN

Mr. Mark Mahoney Tel: 805-391-3821 Cel: 805-391-3821 Pager:
E-mail:

Utility

Comcast Cable Communications, Inc. — **Cable TV Utility**
Secondary Address
550 N. Continental Blvd., Suite #250
El Segundo, CA 90245
Tel: 310-647-6571 Fax: 310-647-6686
Company Code: COMCAS

Mr. Emir Erba Superintendent Tel: 310-216-3658 Cel: 310-629-9843 Pager:
E-mail:

Outdoor Dimensions — **Signage**
Current Main Address
1818 E. Orangethorpe Ave.
Fullerton, CA 92831
Tel: (714) 578-9555 Fax: (714) 578-9578
Company Code: OUTDIM

Mr. Mark Meadows Estimator Tel: (714) 578-9555 Cel: 714-501-4371 Pager:
E-mail:

SECTION 10

COMMUNITY INFORMATION

UTILITY NUMBERS

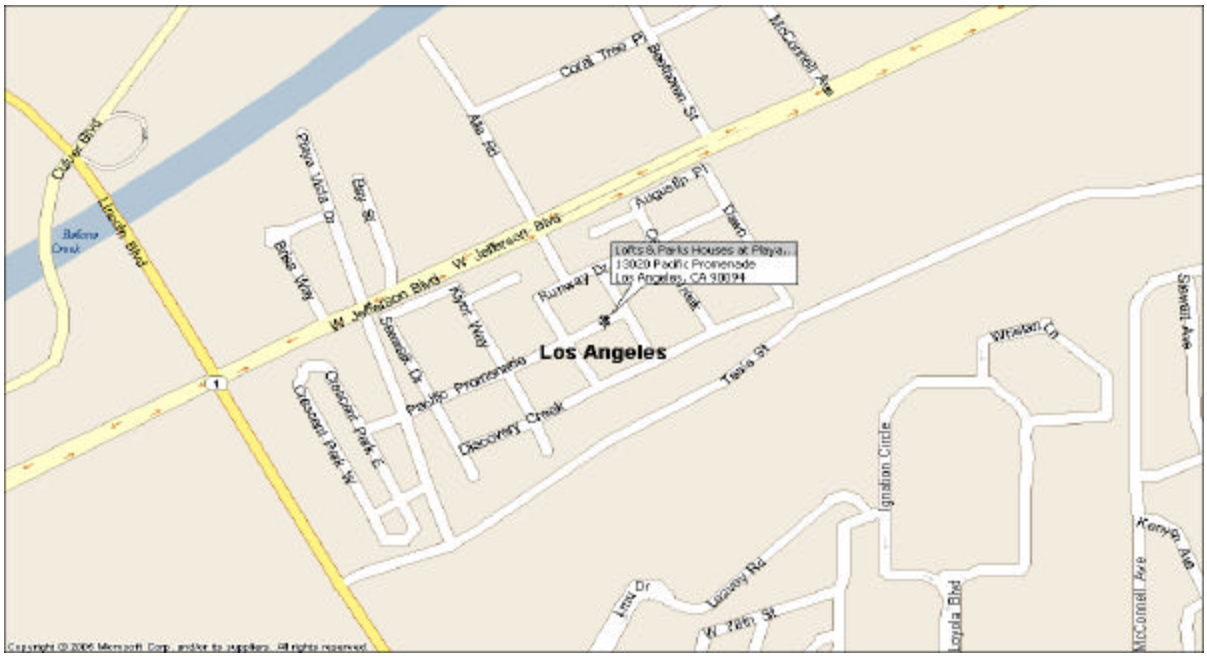
SERVICE	COMPANY	PHONE NUMBER
Gas	Southern California Gas Company	1-800-427-2200
Electric	Los Angeles Department of Power and Water	1-800-342-5397
Water	Los Angeles Department of Power and Water	1-800-342-5397

EMERGENCY NUMBERS

IN THE EVENT OF AN EMERGENCY, DIAL 9-1-1

SERVICE	COMPANY	PHONE NUMBER
Fire non-emergency	Los Angeles Fire Department – Station 5	213-485-6205
Police non-emergency	Los Angeles Police Department – Pacific Division	310-202-4571
Property Management	Transpacific	949-248-2822

AREA LOCATION MAP



SECTION 11

LONG-TERM MAINTENANCE SCHEDULES

Major asset life projections for your Community are approximate and based on Reserve Study, manufacturer specifications and other reliable sources of information. Actual times for replacement, refurbishment and repairs will depend on the quality of the asset originally, the consistency and effectiveness of any Preventive Maintenance Programs and the amount of use and abuse the asset is subjected to. Re-evaluations and adjustments to the following Long-Term Maintenance Schedules should be made to the extent that the asset life has been affected.

The following Long-Term Maintenance Schedule charts the replacement cycle for major Components as recommended by your Reserve Study Analyst. The Long-Term Maintenance Schedule allows the Board to view the projected upcoming reserve expenditures. With consistent Preventive Maintenance as prescribed in this Maintenance Manual, it is hoped that most of these replacement times can be put forward and the Community will obtain the associated savings.

INTEGRATION OF YOUR MAINTENANCE MANUAL AND RESERVE STUDY

The Reserve Study can be one of the most dynamic tools in the Association Property Managers' arsenal if it is linked with a workable Preventive Maintenance Program. If the Reserve Study is not linked to the everyday business (maintenance) of the Community, it does what most Reserve Studies do—sits in a filing cabinet, gathering dust, never having been periodically reviewed. Used in conjunction with a practicable Preventive Maintenance Program, the Reserve Study can enable the Board of Directors and Property Manager to cut or defer dues increases, improve the physical appearance and condition of the Common Area of the Community and save the Property Manager time in the process.

How can this be done? Look at the Reserve Study as a worst case scenario such that if there were little or no maintenance how long would it take for each Component that is reserved for to fall apart requiring replacement? The inherent assumption that most Reserve Study Analysts make is that there is not going to be a first class Preventive Maintenance Program in place to result in the longest possible life of each Component. The Analyst plans for the worst!

Unlike the military and commercial properties and unfortunate as it may seem, many Associations allow Common Area Components to fail or fall into disrepair. Many Associations may have a handyman but he is often unlicensed and unqualified to do professional work or make professional recommendations and is often called in too late. The handyman may be good at carpentry but is he qualified to perform electrical, plumbing, welding, plastering, and painting, et al? Is he a "Jack of All Trades" and master of none?

Many repairs are “Jury-rigged” with no regard at all for the cause of the problem. These are the lucky Associations. Most Associations have no Preventive Maintenance Program in place at all and only repair things when they break, which is even worse than having an unqualified, unlicensed handyman.

This is not the fault of the Property Manager because try as they may it is practically impossible to convince some Board Members to spend any money at all let alone money for “Preventive Maintenance.” Unfortunately, many Boards fall into the "penny-wise and pound-foolish" trap, thinking that it is their job to “not spend money.”

It is with this knowledge and historical perspective that the Reserve Study Analyst bases his Reserve Study assumptions. Most Reserve Analysts take a very conservative approach attempting to avoid personal liability. Most Analysts disclaim all liability.

Look at the example of roof replacement. If the Association does not perform an annual roofing maintenance every fall and/or spring then you can be assured that the roof will only last it's intended 20-year life—or less. However, if roofing maintenance is performed then the roof could possibly last another 5-10 years. If the roof costs $2,000,000 to replace and its 20 year life span has been expanded by an extra 5 years then you have obtained an additional $500,000 in value out of the existing roof.

The same savings can be generated in painting, decking, and any other reserve Components that require periodic maintenance. The adage, "pay now or pay more later" holds true in every case.

How can these savings be analyzed? How does one begin to look into a Program of Preventive Maintenance?

Schedule a meeting with your Property Manager, Reserve Analyst, your Building Maintenance Contractor and a Board Member and discuss the realistic or adjusted lifetime of each reserved Component and the subsequent monthly savings. Develop a Monthly Maintenance Program that addresses the maintenance of reserved Common Area Components, along with the everyday maintenance and repair needs of the Community.

Then determine a conservative yet safe adjustment to the monthly reserve contributions and allocate more money to the operating budget for maintenance. You may be able to put ½ of the savings into your Maintenance Program and put one quarter into capital improvements. The remaining ¼ savings can be in the form of deferred dues increases.

If your operating budget does not have a line item for Preventive Building Maintenance, you need to create one and fund it with the savings from your reduced reserve allocations. The most important goal is to **get the longest possible life out of each Component.** Why replace anything before its useful life is over and why not get the maximum life out of every Component?

As a Property Manager, follow these steps and save money for your Community and time for yourself!

- Meet with your Reserve Analyst, the Board Member in charge and your Building Maintenance Contractor.
- Review your Maintenance Manual.
- Begin implementing your Maintenance Program.
- Adjust the reserve allocations downward to reflect the lengthened Component lives based on the implementation of your Preventive Maintenance Program.
- Create a line item in your operating budget for "Building Maintenance."
- Fund this operating budget line item with a percentage of your reserve savings.
- Revisit the plan once a year to make adjustments and revisions.

The Reserve Study is a challenge demanding our attention. Every Property Manager who rises to the challenge by managing proactively will benefit. Directors are devoted to Property Managers who strive to save them money and improve the value of their Property.

Your Maintenance Manual is only a plan. It needs to be implemented to be effective. The same is true of your Reserve Study. Your Association is lucky enough to have a very sophisticated Preventive Maintenance Program in the form of this Maintenance Manual. It is necessary to look at your Reserve Study and your Maintenance Manual simultaneously and put into place a Preventive Maintenance Program that maximizes the lives of each Component.

Once this plan has been implemented revisit the plan with your Reserve Study author and determine where you will be able to reduce your reserve allocations based on the lengthened lives of the various Components. These savings can then we utilized the further fund the Preventive Maintenance Program.

LONG-TERM MAINTENANCE SCHEDULES

The Schedules starting on the following page illustrates the Long-Term Maintenance requirements for common assets based on the recommendations of the Reserve Study. Use it to schedule periodic maintenance in order to maximize the life span of these Components.

SECTION 12

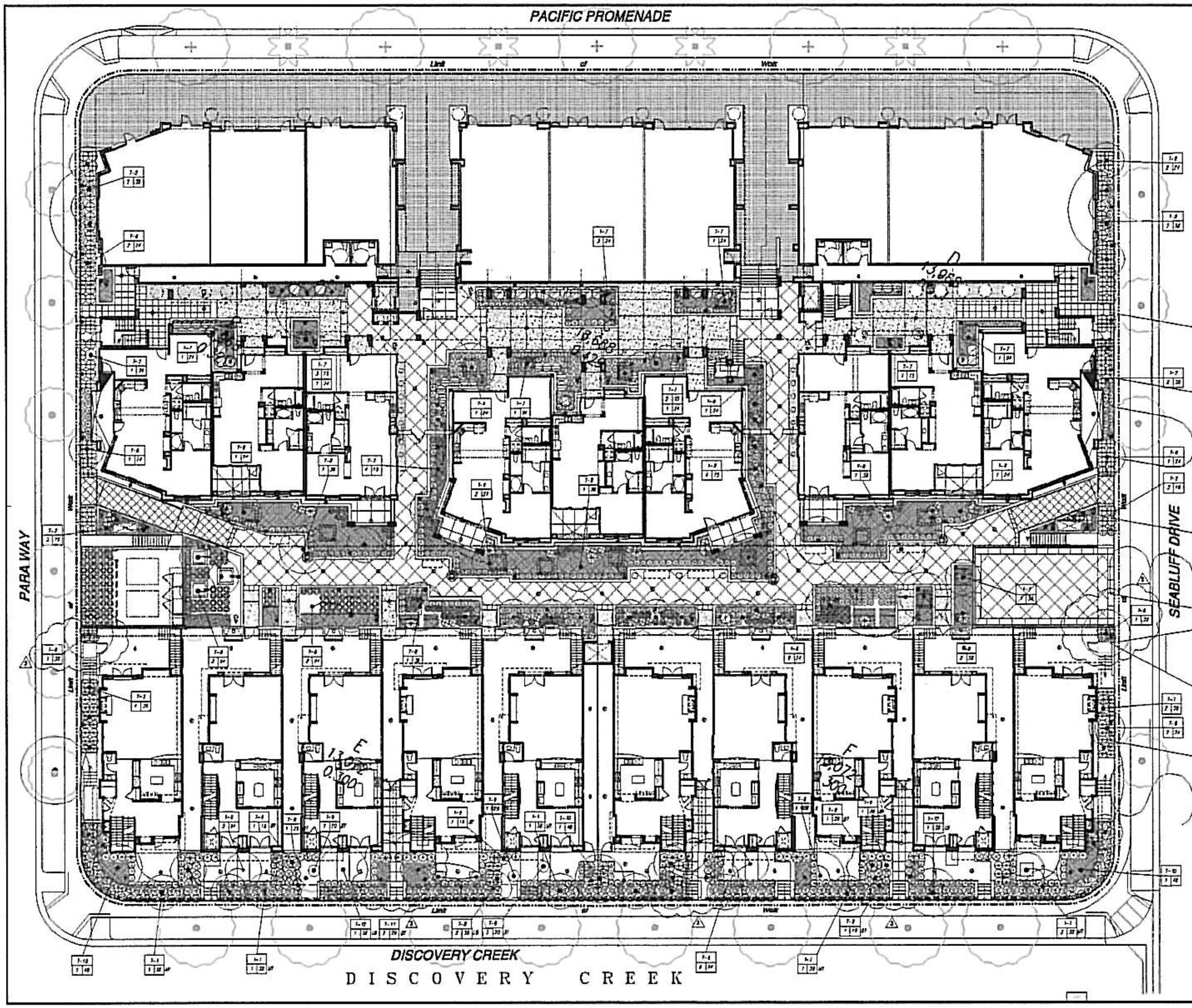
RESERVE STUDY ANALYSIS

SECTION 13

WARRANTIES

SECTION 14

MAPS



Planting Legend

Symbol	Botanical Name	Common Name	Size & Comments
TREES			
T-1	Archontophoenix cunninghamiana	King Palm	36" box MT
T-2	Cupressus sempervirens	[illegible] Cypress	15 gal. 24",36" box
T-3	Platanus racemosa	California Sycamore	36" box MT
T-4	Podocarpus gracilior	Fern Pine	24" box LB
T-5	Podocarpus henkelii	Long-Leafed Yellow-Wood	36" box C
T-6	Tristania conferta	Brisbane Box	24" box
T-7	Phyllostachys bambusoides	Giant Timber Bamboo	15 gal. 24" box
T-8	Cupaniopsis anacardioides	Carrot Wood	36" box LB
T-9	Washingtonia robusta	Mexican Fan Palm	15', 20', 25' BT
T-10	Erythrina crista-galli	Common Coral Tree	48" box
T-11	Chamaerops humilis	Mediterranean Fan Palm	20', BT
T-12	Magnolia grandiflora	Southern Magnolia	36" box LB
T-13	[illegible]	[illegible] Tree	36" box

MT = Multi Trunk LB = Low Branching C = Columnar BT = Brown Trunk Height

Symbol	Botanical Name	Common Name	Size & Comments
SHRUBS			
	Aloe Saponaria	Soap Aloe	5 gal.
	Anigozanthos flavidus	Kangaroo Paw	5 gal.
	Bambusa m. 'Alphonse Karr'	Bamboo	15 gal.
	Buxus m. japonica	Japanese Boxwood	5 gal.
	Camellia s. 'Yuletide'	Yuletide Camellia	5 gal.
	Dietes bicolor	Fortnight Lily	5 gal.
	Equisetum hyemale	Rough Horsetail	5 gal. @ 18" o.c.
	Fatsia japonica	Japanese Aralia	5 gal.
	Ligustrum j. 'Texanum'	Japanese Privet	5 gal.
	Liriope m. 'Gigantea'	Giant Big Blue Lily Turf	1 gal. @ 24" o.c.
	Magnolia stellata	Magnolia	5 gal.
	Nephrolepis cordifolia	Southern Sword Fern	5 gal.
	Phormium tenax 'Bronze Baby'	New Zealand Flax	5 gal.
	Phormium tenax 'Green'	New Zealand Flax	5 gal.
	Pittosporum tobira 'Variegata'	Tobira	5 gal.
	Rhaphiolepis i. 'Ballerina'	Ballerina Hawthorn	5 gal.
	Rhaphiolepis i. 'Clara'	Indian Hawthorn	5 gal.
	Strelitzia nicolai	Giant Bird of Paradise	15 gal.
	Strelitzia reginae	Bird of Paradise	15 gal.
	Trachelospermum jasminoides	Star Jasmine	5 gal.

Symbol	Botanical Name	Common Name	Size & Comments
GROUNDCOVERS			
	Ophiopogon japonicus	Mondo Grass	Flats @ 6" o.c.

Symbol	Botanical Name	Common Name	Size & Comments
VINES and ESPALIERS			
V-1	Grewia caffra	Lavender Starflower	15 gal. espalier
V-2	Solandra maxima	Cup-of-Gold Vine	15 gal. vine

Pot Schedule

Pot No.	Manufacture	Botanical Name	Size	Qty./Pot
1.	Stonewear # DC 48 38	Ficus nitida 'Green Gem' Liriope muscari	36" box 1 gal.	1 8
2.	Grill			
3.	Stonewear # DC 38 24	Rhapis excelsa Liriope muscari Hedera 'Variegata'	24" box 1 gal. 1 gal.	1 6 3
4.	Stonewear # DC 48 34	Rhapis Humilus Liriope muscari Hedera 'Variegata'	24" box 1 gal. 1 gal.	1 8 8
5.	Stonewear # AU 45 17	Rhapis Humilus Liriope muscari Hedera 'Variegata'	24" box 1 gal. 1 gal.	1 6 6

All pottery to be from:
Stonewear
2930 Lockheed Way
Carson City, NV 89706-0730
800-356-2462

Color and Finishes
Standard Natural Sand
Options: NS42, NS45, or NS87
800-356-2462

Indicates quantity — Indicates tree type — Indicates tree size

Indicates quantity — Indicates vine type — Indicates vine size

▼ Indicates Vine

Indicates Espalier

NOTES:

- Bark Mulch:
  The contractor is to provide 3" deep medium grind redwood chips in all shrub and ground cover areas.
  Submit a sample for L.A. approval prior to installation.
  Available from: Recycled Wood Products (714) 841-2923
- Root Barriers:
  The contractor is to provide root barriers for all trees planted within 5'-0" of any hardscape. Root barrier depth to be min. 24". Install per manufacturer's specifications.
- [illegible]
  [illegible] @ 8" o.c. to occur under all shrubs.
- Camellias
  Camellias to be planted in 100% Canadian Peat Moss.
- Street Trees
  All street trees per the master Landscape architect.
- Plant Quantities
  Contractor is responsible to provide all plant material required to conform to specified plant spacing.

TheCollaborativeWest
Landscape Architecture
Urban Design
Planning
Habitat Restoration

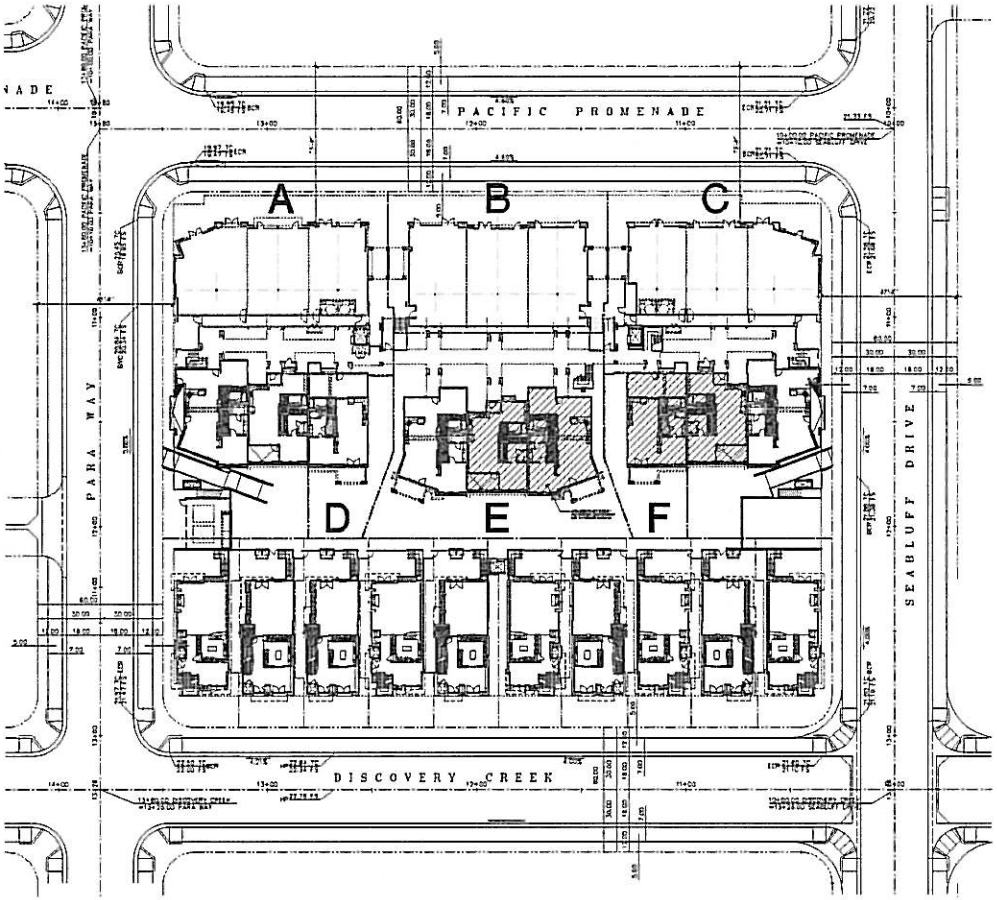
Project:
Product 300/1250
Playa Capital Company, LLC
Playa Vista, California

Sheet Title:
Landscape Planting Plan

LP-1

Sheet 8 of 11

product 300/1250 PCC05-000



KEYNOTES

SITE PLAN

CONSULTANT

No.	Date	Issue / Description
	06.16.03	DD PACKAGE
	09.15.03	FIRST SUBMITTAL
	02.13.03	FIRST RESUBMITTAL
	05.19.03	BASELINE SET
1	09.26.03	CONSTRUCTION REV SET
2	12.15.03	DELTA 2 REV
3	04.16.04	DELTA 3 REV
4	06.01.04	DELTA 4 REV

KTGY GROUP, INC.
Architecture Planning
17992 MITCHELL SOUTH
IRVINE, CA 92614
(714) 559-8100
(714) 559-8108 FAX
Irvine, California
Fort Lauderdale, Florida
Bangkok, Thailand

PLAYA CAPITAL, L.L.C.
PRODUCT 300/1250
13020 Pacific Promenade
Playa Vista, CA

2002188

LICENSE STAMP

PRINCIPAL IN CHARGE: B. BRADEN
PROJECT ARCHITECT: F. WALTER
PROJECT MANAGER: K. KNOX
PROJECT DESIGNER: BS ARCH.
CHECKED BY:

SHEET TITLE: SITE PLAN

SHEET NUMBER: SP-1

SECTION 15

MISCELLANEOUS INFORMATION

4.6 REPAIR AND MAINTENANCE.

4.6.1 **Maintenance Standards**. The Association shall maintain everything it is obligated to maintain in a clean, sanitary and attractive condition reasonably consistent with the level of maintenance reflected in the most current Budget, and in conformance with any applicable Maintenance Guidelines. Unless specifically provided in any Maintenance Guidelines, the Board shall determine, in its sole discretion, the level and frequency of maintenance of the Association Property and Improvements thereon. Each Owner shall maintain everything the Owner is obligated to maintain in a clean, sanitary and attractive condition, and in conformance with any applicable Maintenance Guidelines. Each Owner and the Association will comply with the Maintenance Obligations and each Owner is further obligated to provide a copy of the Homeowner Maintenance Guide and any documentation describing the Maintenance Obligations to any successors in interest and/or subsequent purchasers of such Owners.

4.6.2 **Specific Maintenance Obligations**. The specific items listed in this Section for the Lofts or Park Houses shall be maintained by either the Association or the Owners, as indicated. If an item is not listed in this Section, then it shall be maintained in accordance with the general rules established in Section 4.6.3. The maintenance obligations imposed in this Section can be varied as provided in Section 4.6.4.

The Lofts at Playa Vista

MAINTENANCE ITEM	RESPONSIBILITIES
General elements of the Unit	The Association maintains structural elements of the building that extend within the Unit, such as bearing walls. The Association also maintains any utility installations contained within one Unit that serve other Units. The Association provides periodic pest control services. The Owner maintains everything else inside the Unit, including all interior doors and their hardware, wall surfaces, drywall, cabinets, floor coverings, ceilings, permanent fixtures, appliances, electrical outlets and switches, toilets, smoke detectors (including periodic testing and replacement of batteries) and washing machine water hoses. Each Owner maintains any intrusion alarm system serving the Owner's Unit.
Unit entry door	The Owner repairs and replaces the door and maintains the interior surfaces, the handle, locking mechanism, kick plates and performs any touch up painting on the exterior surface if necessary before the Association's periodic exterior painting. Owners are prohibited from rekeying the locks on the front doors to their Units. The locks must work with the master key kept in a knox box in the Community. Locks on front doors can only be replaced with locks approved by the Association that are consistent with the master key in the

MAINTENANCE ITEM	RESPONSIBILITIES
	Community's knox box. This is a fire department requirement.
Decorative Fireplaces in some Units	The Owner maintains the interior surface of the flue and firebox, including periodically removing soot, and maintains any gas pipes, logs and other contents of the firebox. These fireplaces are decorative and not designed to burn wood or other materials.
Glass doors and screen doors serving the Unit	The Owner maintains all portions of these items, including the weatherproofing, sheathing, frame, the locking mechanisms and any glass.
Windows serving the Unit	The Owner maintains and repairs all portions of the windows including the frame, locking mechanism, window pane, screens, weather stripping, caulking, and sheathing. The Association is responsible for washing the exteriors of the windows that are not located in the Exclusive Use Area patios with such frequency as the Board determines is appropriate. The Owner washes the exterior of all windows in the Owner's Exclusive Use Area patio.
Exterior light fixtures	The Association maintains the light fixtures located outside the Units which are actuated from switches controlled by the Association.
Exclusive Use Area patio	The Association maintains the structural elements and periodically resurfaces and repaints the Exclusive Use Area patio. The Owner maintains any tile, paver or other material located on the surface of the patio floor. The Owner must ensure that the drainage facilities are kept clear and that water does not pond on the Exclusive Use Area patio. Any potted plants in the patio must be maintained so that they do not stain the surface of the Exclusive Use Area patio and water does not pond under or around the pot. The Owner sweeps the patio regularly and keeps it free from debris and reasonably protected against damage. The Owner maintains any electrical outlets and switches in the Exclusive Use Area patio.
Exclusive Use Area parking space	The Association maintains the structural elements and periodically resurfaces and repaints the parking spaces. The Owner keeps the Exclusive Use Areas free from debris and reasonably protected against damage.

MAINTENANCE ITEM	RESPONSIBILITIES
Unit systems - Water pressure regulator, hot water heater, plumbing outlets and fixtures, furnaces, ducts, built-in appliances (microwave, range, and ovens), electrical wiring and circuit breakers.	No matter where they are located, the Owner maintains the portions that exclusively serve either (a) the Unit, or (b) the Exclusive Use Area patio appurtenant to the Unit. The Association maintains both the portions serving multiple Units and the portions serving the Exclusive Use Area parking spaces.
Air conditioning compressor(s) and related equipment mounted on roof serving individual Units.	Owners are responsible for maintenance and repair of the all air conditioning compressors and related equipment; however, all maintenance and repair must be performed by a contractor approved by the Association.
Telephone wiring exclusively serving a Unit.	The Owner maintains.
Utilities	The Association maintains (a) the utilities serving the Association Property, (b) utilities serving at least two Units, or Exclusive Use Area patios, (c) any utilities serving the Exclusive Use Area parking spaces, and (d) any other utilities which serve individual Units but which are subject to a common meter, such as potable water, irrigation water and fire sprinkler water and common (entry system) telephone lines. Each Owner maintains the separately metered utilities that exclusively serve the Owner's Unit or Exclusive Use Area patio. This includes all gas lines serving the Units that are not serviced by the gas company.
Buildings housing the Loft Units	The Association maintains the structural components, elevators, building entry area, hallways, stairs and other building areas serving multiple Units, building exterior, and roofs. The Association operates, maintains and tests the storm water drainage facilities, the water quality systems and the methane venting and monitoring systems in accordance with Section 2.16.8 of this Declaration. The Association operates, maintains and tests the fire alarm and sprinkler systems. The Association maintains the trash chutes in the buildings.

Park Houses at Playa Vista

MAINTENANCE ITEM	RESPONSIBILITIES
General elements of the Unit	The Owner maintains everything inside the Unit including the interior doors and their hardware, interior wall surfaces, drywall, cabinets, floor coverings, ceilings, permanent fixtures, appliances, electrical outlets and switches, toilets, smoke detectors (including periodic testing and replacement of batteries) and washing machine water hoses. The Association has the responsibility to engage periodic pest control services. Each Owner maintains any intrusion alarm system serving the Owner's Unit.
Elevator serving the Unit	The Owner maintains all parts of the elevator, including the cab, elevator call button, the motor, pumps and the cables. The Owner also maintains and repaints the elevator shaft and repairs damage to the walls surrounding the elevator shaft.
Unit entry doors	The Owner maintains, repairs and replaces the doors, including the interior and exterior surfaces, the handle, locking mechanism, kick plates and performs any touch up painting on the exterior surface as necessary.
Fireplace in the first floor Exclusive Use Area patio and fire place inside the Unit	The Owner maintains the interior surface of the flue and firebox, including periodically removing soot, and maintains any gas pipes, logs and other contents of the firebox and repairs minor damage to the surface of the fireplace. The Association replaces the structure.
Glass doors and screen doors serving the Unit	The Owner maintains all portions of these items, including the weatherproofing, sheathing, frame, the locking mechanisms and any glass.
Windows serving the Unit	The Owner maintains and repairs all portions of the windows including the frame, locking mechanism, window pane, screens, weather stripping, caulking, and sheathing and washes the windows.
Exterior light fixtures	The Owner maintains the light fixtures located outside the Units but which are actuated from switches controlled from, or separately metered to, the Owner's Unit.

MAINTENANCE ITEM	RESPONSIBILITIES
Exclusive Use Area Patios	The Association maintains the structural elements and periodically resurfaces and repaints the Exclusive Use Area patio. The Owner maintains any tile, paver or other material located on the surface of the patio floor. The Owner must ensure that the drainage facilities are kept clear and that water does not pond on the Exclusive Use Area patio. Any potted plants in the patio must be maintained so that they do not stain the surface of the Exclusive Use Area patio and water does not pond under or around the pot. The Owner sweeps the patio regularly and keeps it free from debris and reasonably protected against damage. The Owner maintains any hose bibs, electrical outlets and switches, and the Owner must keep the drains clear of debris.
Exclusive Use Area Garage	The Owner maintains the interior surface of the floors, ceiling and walls, permanent fixtures, electrical outlets and switches, the garage door opener, the interior surface and structure of the garage door. The Owner paints the exterior surface of the garage doors.
Stairs outside of the Unit that exclusively serve the Unit	The Owners maintain, repair and replace the stairs that exclusively serve the Unit.
Unit systems - Water pressure regulator, hot water heater, plumbing outlets and fixtures, furnaces, ducts, built-in appliances (microwave, range, and ovens), electrical wiring and circuit breakers.	No matter where they are located, the Owner maintains the portions that exclusively serve the Unit, the stairs serving the Unit, the elevator serving the Unit, and the Exclusive Use Area patios and garages appurtenant to the Unit.
Air conditioning compressor(s) and related equipment serving individual Units.	The Owner maintains, repairs and replaces.
Telephone wiring exclusively serving a Unit.	The Owner maintains.
Utilities	Each Owner maintains the separately metered utilities that exclusively serve the Owner's Unit and Exclusive Use Area patio and garage. This includes all gas lines serving the Units that are not serviced by the gas company.
Building systems	The Association maintains the structural components, exterior surface of the buildings, chimneys and flues (excluding the interior surface) (do we exclude the chimney on the roof top patio fireplace?). The Association operates, maintains and tests the storm water drainage facilities, the

MAINTENANCE ITEM	RESPONSIBILITIES
	water quality systems and the methane venting and monitoring systems in accordance with Section 2.16.8 of this Declaration. The Association also operates, maintains and tests the fire alarm and sprinkler systems. Exclusive Use Area patios are located on the roofs of each Park House Unit. The Association maintains the portion of the roof that is not a part of the Exclusive Use Area. For the portion of the roof that is a part of the Exclusive Use Area, maintenance, repair and replacement responsibility is as described in the paragraph above regarding Exclusive Use Area patios.

4.6.3 **General Maintenance Obligations.**

(a) ***Maintenance Standards.*** Unless Section 4.6.2 provides otherwise or the maintenance obligation is changed pursuant to Section 4.6.4, the Association shall maintain the Association Property (including the Exclusive Use Areas), and the Owners shall maintain the Units. Each Owner shall immediately notify the Association of any dangerous, defective or other condition which could cause injury to person or property in such Owner's Unit or Exclusive Use Area. Unless other arrangements are approved by the Board, all Improvements an Owner installs in any area of the Property must be maintained by the Owner who installed the Improvements. If the Owner fails to maintain the Improvements and the Board determines that the Improvements significantly interfere with the Association's ability to fulfill its obligations, the Association may remove any Improvement installed by an Owner.

(b) ***Commencement of Association Maintenance.*** The Association's obligation to maintain Association Property in the Community commences on the date Annual Assessments commence on Condominiums in the Community.

4.6.4 **Variations in Maintenance Obligations.** The specific and general maintenance obligations established in Sections 4.6.2 and 4.6.3 may be varied as described in this Section.

(a) If an Owner fails to maintain any Improvement the Owner is obligated to maintain, the Association has the power but not the duty to perform the maintenance. In the case of a situation that the Association determines is an emergency, the Association may perform the maintenance immediately; in all other cases, the Association may perform the maintenance after Notice and Hearing.

(b) The Board has the power, but not the duty, to have the Association contract to fulfill any maintenance obligation of multiple Owners then charge the Owners for this expense.

(c) The Board has the power, but not the duty, to allow Owners to install title, paver or other surface material in an area the Association is obligated to maintain, subject