

## Maintenance Schedule - Baywater Estates RV Resort

Updated: 29-May-23

### 2023 Maintenance Projects

Frequency	Asset	Projects	Project Resources	Target Date	Contact Person	Completed
As needed	Buildings	Gutter cleaned and cleaned out	Maintenance Committee	Apr to Oct	Vice President	Ongoing
As needed	Buildings	Cleaning window and screens in common buildings	Maintenance Committee	Apr to Oct	Vice President	Ongoing
As needed	Buildings	Clubhouse interior clean - furniture, walls, surfaces, etc.	Maintenance Committee	Apr to Oct	Vice President	
TBD	Buildings	Drainage issue near Clubhouse Entry/Site #7	Contractor	TBD	President	
TBD	Buildings	Clubhouse - lights at back door require replacement	Maintenance Committee	TBD	Vice President	
TBD	Buildings	Clubhouse - back door , window sills, required rust protection paint	Maintenance Committee	TBD	Vice President	
TBD	Buildings	Laundry/Washrooms waterside - Paint interior	Maintenance Committee	TBD	Vice President	
TBD	Buildings	Washroom door trims waterside require repainting	Maintenance Committee	TBD	Vice President	
TBD	Buildings	Repurpose Waterside storage enclosure (scope out what is possible)	Maintenance Committee	TBD	Ray #5	
As needed	Buildings	Fix detached dryer vent on Forest side	Maintenance Committee	Apr	President	Completed
Annual	Buildings	Exterior stain on Forest side Laundry	Maintenance Committee	TBD	John #52	
TBD	Buildings	Finish exterior stain on Electrical Building by Gazebo	Maintenance Committee	TBD	John #52	
TBD	Buildings	Replacement for Pumphouse Shed (scope out what is possible)	Maintenance Committee	TBD	President	
As needed	Buildings	Adding power/locks, lighting of Gazebo/Electrical buildings	Contractor	Apr	President	Completed
Annual	Buildings	Clubhouse Chimney Inspection/Clean out	Contractor	Sept	President	
Annual	Buildings	Clubhouse storm windows - clean & then replace for winter storms	Maintenance Committee	May; Oct	Vice President	Cleaned
As needed	Buildings	Janitorial/Cleaning for common buildings	Contractor	As required	Vice President	In progress
TBD	Buildings	Replace toilet sets in washrooms where required.	Contractor	As required	Vice President	
Annual	Buildings	Power wash exterior of all common buildings	Maintenance Committee	Apr;May	John #52	
As needed	Electrical	Fix covers on electrical posts	Contractor			
As needed	Electrical	Inspect extension cords -sites 9, 11 and 13 for integrity	Maintenance Committee			
TBD	Fencing	Posts for weaken fences - site 21, west side (sites 45-48); etc.	Contractor	July; Aug	President	
Bi Annual	FF&E	Staining Picnic Tables in Gazebo	Maintenance Committee	June	John #52	
Bi Annual	Foreshore	Foreshore /rip rap maintenance	Contractor	Apr; May	Director	In progress
As needed	Foreshore	Foreshore Management Plans with Ministry	Contractor	Apr; May	Director	In progress
As needed	Grounds	Weeding around common buildings & areas /road edges	Maintenance Committee	Apr to Oct	John #52	Ongoing
As needed	Grounds	Mowing highway 19 frontage	Maintenance Committee	Apr to Oct	Tom #32	Ongoing
As needed	Grounds	Water flower baskets, garden beds	Maintenance Committee	Apr to Oct	President	Ongoing
As needed	Grounds	Mowing playground green space & Gazebo green space	Maintenance Committee	Apr to Oct	Tom #32; John #52	Ongoing
As needed	Grounds	Trimming hedges/trees along highway and signage	Maintenance Committee	Apr to Oct	Larry #25	Ongoing
As needed	Grounds	Sweep/clean Garbage/Bio Bin enclosure area	Maintenance Committee	Apr to Oct	John #51	Ongoing
Annual	Grounds	Power washing roadways/walkways - waterside	Maintenance Committee	Apr; May	John #51	
Annual	Grounds	Dust suppressant for gravel roads - forest side	Maintenance Committee	May;June	John #51	Completed
Annual	Grounds	Pothole filling - gravel roads forest side & Baywater Rd	Maintenance Committee	Apr; May; June	President	Partially
Annual	Grounds	Add flowers for Planters, garden beds, baskets	Maintenance Committee	May; June; Sept	President	Completed
Annual	Grounds	Set up Playground and Take down for winter storage	Maintenance Committee	Apr ; Sept	Vice President	Set up done
As needed	Grounds	Relocated bin to cement pad	Contractor	Apr	President	Completed
As needed	Grounds	Hedge/Securing/Beautification of Garbage Enclosure	Contractor	June; July	Vice President	Started
As needed	Septic	Weed eating Septic Bio Beds (behind south fence)	Maintenance Committee	Monthly	Ron #56	Ongoing
As needed	Septic	Weed eating Septic enclosure (site 52)	Maintenance Committee	Monthly	John #52	Ongoing
As needed	Septic	Weed eating Septic Bio Beds (by site 40)	Maintenance Committee	Monthly	John #52	
Annual	Septic	Septic - Tank flush/Pump Check/Bio Bed (Each Phase every 3 yrs)	Contractor	May	President	Started
As needed	Signage	New Signage for Park/new signs for access points	Contractor	June; July	President	Started
Annual	Water	Pond water turn on/shut off	Maintenance Committee	May;Sept	Andy#26 ; Jack#32	Water is on
Annual	Water	Re-connect HW Tanks on Forest side (to be code compliant)	Contractor	June; July	President	
TBD	Water	Potable water connection at Gazebo	Contractor	TBD	President	
Annual	Water	Water System Leak check including soaker hoses	Maintenance Committee	TBD	President	

### 2023 Capital Projects

	Project #	Project Description	Project Resources	Target Date	Contact Person	Status
Capital	1	Tree Replacement/Inspection	Contractor	Aug; Sept	President	TBD
Capital	2	Washer/Dryer Replacement	Contractor	TBD	President	Started
Capital	3	Clubhouse exterior work (completion from 2022)	Contractor	May; June	President	Completed
Capital	4	Electrical breakers/new posts, re wiring to code	Contractor	May; June	President	Completed
Capital	5	Baywater Road Gate	Contractor	Aug; Sept	President	Started
Capital	6	Survey for Phase 2	Contractor	Aug; Sept	President	Started
Capital	7	Replacement HW Tank	Contractor	June	President	Completed
Capital	8	Replacement On Demand Tank - Clubhouse	Contractor	June	President	TBD