

**LAKE FOREST PROPERTY MANAGEMENT REPORT 5/3/2018 report covers month of April 2018**

**MAINTENANCE CLASSIFICATON**

Window Screen Repair As needed with continued monitoring.	na
Window Glass Repair/Clean annually	na
Painting - minor common area touchup, i.e. spot paint with brush to cover visible bare spots. As needed with continued monitoring.	na
Painting - individual unit touchup from common area water damage	na
Painting - individual unit touchup from inside unit water damage	na
Painting - major repaint of common areas as directed by Board	na
Carpentry - major common area repairs	na
Carpentry - minor common area repairs, i.e. replace or reattach small part of existing structure like siding or trim. As needed with continued monitoring.	na
Drywall - repairs from water damage in units from inside unit	na
Drywall - repairs from water damage in units from common elements	na
Plumbing repairs - common areas	2hr
Plumbing repairs - inside units	na
Tile repairs - inside units	na
Sewer repairs - common areas	6hr
Sewer repairs - inside units	na
Parking lot repairs, striping, resurfacing. Inspect bi-annually with report to Board at a regular board meeting.	na
Parking lot - minor crack sealing (1/2" wide or less, no more than 2 ft long, no plant material present), sweeping, cleaning. As needed with continued monitoring.	na
Electrical repairs - common areas	na
Electrical repairs - inside units	na
Lights - inspect and replace common area light bulbs within 36 hour of a bulb reported burnt out As needed with continued monitoring or as requested by homeowner.	3x
Lights - clean common area light globes at least 2 times annually	na
Roof repairs. Have a qualified roof contractor inspect and repair roof jacks and other roof protusions every three years.	na
Hot Tub routine maintenance. Daily	60x
Hot Tub repairs. As needed with continued monitoring.	3hr
Hot Tub Gazebo daily maintenance and cleaning	30x
Hot Tub Gazebo repairs/replacements. As needed with continued monitoring.	30x
Snow Removal - parking lots/driveways to be plowed by outside contractor. Daily monitor during snow season.	30x
Snow Removal - common areas other than parking lots/driveways after each snowstorm	emore
Snow Removal - additional assistance to shovel over 6" accumulation of new snow on common areas other than driveways/parking lots at discretion of property manager	emore
Ice Removal - up to 3" on common areas except driveways/parking lots, including icicles posing danger to people, using sand/ice melt	emore
Ice Removal - 3" or more on all common areas, including driveways/parking lots, including icicles not posing danger	emore
Heat tape - common areas: repair or maintenance	15x
Trash Removal - daily policing of grounds	30x
Trash Removal - removal of large items dumped by dumpster, i.e. TV, couch, drywall, etc.	2x
Landscaping - inspect and monitor weekly. Perform spot weed control.	4hr

Landscaping - mow; trim & fertilize lawn; spray for weeds; weed established flower beds ,  
prune bushes & trees up to 8' tall as time permits; replace small squares of sod as  
needed. Check irrigation zones and sprinkler heads monthly in summer

na

Landscaping - spring cleanup, plant flowers & trees; aeriare lawns, planting, improvement  
projects and other non-maintenance work; moving trees or removing dead trees; replace  
whole areas of sod; prune trees over 8' tall; fertilize trees and shrubs

2hr

Landscaping - irrigation system repairs. As needed with continued monitoring. Includes  
sprinkler heads and minor irrigation line leaks.

na

Common stairwell cleaning. In warm weather clean stairwells on a rotating weekly basis.  
Power wash stairwells annually.

4x

Security checks - as part of the daily inspection: observe and report suspicious activity and  
vandalism

30x

Bi-annual inspection of R/R ties and rock retaining walls with report to Board at a regular  
board meeting.

na

Annual inspection of common area fire extinguishers

Annual inspection of common area fire and/or security systems

Annual inspection of fire sprinkler systems. Contract with qualified inspection firm and  
monitor work performed.

4/7 owner called B bld common stairwell flooding drain is not working! Owner was also  
concerned that the units could flood. Arrived within 30 minutes to inspect called a sewer  
service to see if the drain could be cleared drain was not able to keep up with the incoming  
water. Then we installed a pump to pump water out of common area. Upon inspection the  
water did not flood any units. This was an unusual amount of ground water. All lake side  
common stairwells take on water from rain and snow. However the drain in this b bld  
common stairwell is not functioning properly. Possibly a sump pump failure. Once spring  
arrives we will investigate further. Today 5/3/18 its snowing and we have 3-4 inches of fres  
snow.

4/29 owner from E bld reports that numerous people are jumping fence to hot tub area.  
Same owner reports a dog in hot tub area. Upon arrival no dog found and nobody in hot tub  
area.

Spring projects 1. paint touch up, once temps are over 50 degrees at night. 2. Hot tub area  
needs painting of the railings and walls and floors paint is peeling and railings need to be  
replaced some are rusted thru. 3. Flower bed near trash/recycle room needs work, fake  
wall is completely rotted and nails are sticking out. 4. numerous owners are awaiting repair  
and painting of there decks. Again painting projects can begin once evening temps remain  
above 50 degrees

