

**LAKE FOREST PROPERTY MANAGEMENT REPORT 01/26/2018**

**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	na
Plumbing repairs - inside units	na
Tile repairs - inside units	na
Sewer repairs - common areas	na
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.	2x
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	62x
Hot Tub repairs. As needed with continued monitoring.	2x
Hot Tub Gazebo daily maintenance and cleaning	31x
Hot Tub Gazebo repairs/replacements. As needed with continued monitoring.	31x
Snow Removal - parking lots/driveways to be plowed by outside contractor. Daily monitor during snow season.	31x
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	31x
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.	na

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	na
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	31x
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	1x
Annual inspection of common area fire and/or security systems	1x
Annual inspection of fire sprinkler systems. Contract with qualified inspection firm and monitor work performed.	4x
2/3/18 Keith Mcbrearty tears the ACL and MCL in his left knee 3 days off to recover. I think its important that board members are aware of the seamless service provided by SPM&M	
2/9/18 reported to Thane concerns with amount of ground water noted in front of B bld	
2/14/18 guest staying in E bld commented how nice the complex is kept and the hot tubs are sparkling and the snow removal is very timely	
2/16/18 E bld owners concerned with landscaping and express concerns with landscaping service	
2/20/18 reported concerns with water flowing over railroad tile walls reported to thane via text	

