

**LAKE FOREST PROPERTY MANAGEMENT REPORT 8/9/2018 report covers month of July 2018**

**MAINTENANCE CLASSIFICATON**

Window Screen Repair As needed with continued monitoring.	1hr
Window Glass Repair/Clean annually	6hr
Painting - minor common area touchup, i.e. spot paint with brush to cover visible bare spots. As needed with continued monitoring.	
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.	1hr
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	10
Tile repairs - inside units	Na
Sewer repairs - common areas	2hr
Sewer repairs - inside units	2hr
Parking lot repairs, striping, resurfacing. Inspect bi-annually with report to Board at a regular board meeting.	1hr
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.	4hr
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.	1x
Lights - clean common area light globes at least 2 times annually	1x
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.	6hr
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.	na
Snow Removal - common areas other than parking lots/driveways after each snowstorm	na
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	na
	na
Ice Removal - 3" or more on all common areas, including driveways/parking lots, including icicles not posing danger	na
Heat tape - common areas: repair or maintenance	na
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.	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

Neils luncford

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

Neils luncford

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

Neils luncford

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.

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.

Fire sprinkler  
inspection  
9/4-6

Fire sprinkler inspection scheduled 9/4-6<sup>th</sup> 2018

B-bld leak from shower 2 shower. F bld sink overflow. A bld repeated sewer line issues

Staining of stairwell wood floors throughout complex. Numerous railings need painting. If  
we are planning to reuse railing, they need to maintained. Sanded and painted

Parking lot report. Last year we made some of the recommended repairs to parking lot.. I  
believe we waited to see how we would address areas of b bld drainage repairs. The  
parking lot asphalt needs major sealing, there are numerous repairs needed.

Spring projects are delayed pending board/EDC decision 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 possibly stain railroad tiles brown. 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

