

LAKE FOREST PROPERTY MANAGEMENT REPORT 4/14/2018 report covers month of march 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.	3hrs
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	2x
Plumbing repairs - inside units	na
Tile repairs - inside units	na
Sewer repairs - common areas	na
Sewer repairs - inside units	4hrs
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.	4x
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.	3x
Landscaping - inspect and monitor weekly. Perform spot weed control.	2x

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

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

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.

3/16/18 owner called concerned water is pouring out of shower light. Immediately notify
upstairs owner. Immediately notify guest not to use shower. Where is the water coming
from is it HOA responsibility or home owner. Notify Thane. Notify plumber looks like
irresponsible tub use.

3/20 receive another call from owner concerned about water leaking. Speak with guest
upstairs he was using tub and it overflowed

3/24 receive call owner concerned power is flickering contact excel energy . excel stated
there is issue in area working on repair. Owner called back he feels its an hoa issue. Spoke
with thane. Next day Excell stated HOA issue. Repair was done by 10 am

3/26 board meeting

