

Quarter 1 Maintenance Check List
January to April

<u>MAINTENANCE TASK</u>	<u>STATUS</u>
Clean-up front entrance	
Complete grounds pickup	
Sweep and clean curb areas	
Snow and ice removal	
Clean-up floating material from under docks	
Inspect smoke detectors	
Install Carbon Monoxide detectors	
Install and remove holiday decorations	
Clean lawn area along state property	
Lawn repairs completed by snow plow Contractor	
Install mulch	
Straighten signs/posts/lights	
Inspect patios and proceed with violations as needed	
Mow and Trim Lawns	
Check for weed trimmer damage on trees	
Remove grass clippings	
Walk Docks	
Prepare summer equipment	
Service and store winter equipment	
Inspect dock bumper boards	
Remove debris from catch basins to assure drainage	
Install tennis net for the season	
Review life rings	
Clean outside air intakes on simplexes	
Clean simplex hallway carpets as needed	

Monitor and recommend buildings for painting and repairs as needed	
Reset thermostat In clubhouse for the season	
Clean gutters	
Install ladders-HQ responsibility	
Remove air conditioner covers	
Install bicycle racks/bicycles for the season	
Open Car Wash for the Season	
Trim trees and bushes as needed	
Inspect post and street lights as needed	
Inspect watchman lights	
Receive, log, and complete service requests	
Have boiler serviced for pool	
Lawn Treatment	
Open pool for the season	
Have generator serviced	
Address service requests	

<u>Trash/Recycle-Maintenance Areas</u>	
* Open gate and close gate at beginning and end of shift	
* Assure appearance of maintenance area	
* Pick up debris and clean areas as needed	

<u>Clubhouse</u>	
* Monitor clubhouse appearance	
* Clean windows inside and out	
* Clean carpets as needed	

<u>Monthly Activities</u>	
* Deliver Happenings	
* Deliver completed variances and service requests	

* Set up and break down for Board meetings	
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<u>Weekly Activities</u>	
* Clean clubhouse	
* Clean Laundry room	
* Complete garbage and recycling pick up	
* Empty pet cans	
<u>Daily</u>	
Monitor lift station daily	

<u>BOARD/KENRICK TASKS</u>	
Conduct Board training	
Monthly Board Meetings	
Distribute boating applications	
Landscape Tree Planting/Removal	
Complete road sealing	
Complete repair of dock in 400 Block	
Complete railing repairs	
Complete pool permit for the season	
Hire Seasonal Employees	
Update resident directory	
Complete monthly maintenance task sheet	

2nd Quarter Maintenance Check List
May to July

<u>MAINTENANCE TASK</u>	<u>STATUS</u>
Clean-up front entrance	
Complete grounds pickup	
Sweep and clean curb areas	
Clean-up floating material from under docks	
Inspect smoke detectors	
Inspect Carbon Monoxide detectors	
Clean lawn area along state property	
Straighten signs/posts/lights	
Inspect patios and proceed with violations as needed	
Mow and Trim Lawns	
Remove grass clippings	
Walk Docks	
Remove debris from catch basins to assure drainage	
Clean outside air intakes on simplexes	
Clean simplex hallway carpets as needed	
Monitor and recommend buildings for painting and repairs as needed	
Clean gutters	
Open Car Wash for the Season	
Trim trees and bushes as needed	
Inspect post and street lights as needed	
Receive, log, and complete service requests	
Have boiler serviced for pool	
Have generator serviced for clubhouse	
Lawn Treatment	
Open pool for the season	
Powerwash pool area	
Open tennis court for the season	

Address service requests	
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<u>MAINTENANCE AREA</u>	
* Open gate and close gate at beginning and end of shift	
* Assure appearance of maintenance area	
* Pick up debris and clean areas as needed	

<u>CLUBHOUSE</u>	
* Monitor clubhouse appearance	
* Clean windows inside and out	
* Clean carpets as needed	

<u>MONTHLY ACTIVITIES</u>	
* Deliver Happenings	
* Deliver completed variances and service requests	
* Set up and break down for Board meetings	

<u>WEEKLY ACTIVITIES</u>	
* Clean clubhouse	
* Clean laundry room	
* Complete garbage and recycling pick up	
* Meet with Portfolio Manager weekly	
* Empty pet cans and refill bags	

<u>DAILY</u>	
Monitor lift station daily	

<u>BOARD/KENRICK TASKS</u>	
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Conduct Board training				
Monthly Board Meetings				
Distribute boating applications				
Landscape Tree Planting/Removal				
Road Sealing				
Complete monthly maintenance task sheet				

Quarter 3 Check List
August to December

MAINTENANCE TASK	STATUS
Upgrade front entrance	
Complete grounds pickup	
Sweep and clean curb areas	
Clean-up floating material from under docks	
Clean lawn area along state property	
Straighten signs/posts/lights	
Trash/Recycle-Maintenance Areas	
* Open gate and close gate at beginning and end of shift	
* Assure appearance of maintenance area	
* Pick up debris and clean areas as needed	
Clubhouse	
* Monitor clubhouse appearance	
* Clean windows inside and out	
* Clean carpets as needed	
Inspect patios and proceed with violations as needed	
Mow and Trim Lawns	
Check for weed trimmer damage on trees	
Complete final raking of leaves	
Remove grass clippings	
Close pool and store equipment for the season	
Walk Docks as able to	
Prepare winter equipment	
Repair dock bumper boards	

Downspouts Diverted From Patios	
Remove debris from catch basins to assure drainage	
Remove tennis net and screen for the season	
Clean outside air intakes on simplexes	
Clean simplex hallway carpets as needed	
Monitor and recommend buildings for painting and repairs as needed	
Clean Summer Equipment	
Install holiday decorations	
Reset thermostat In clubhouse for the season	
Clean gutters	
Remove fender/ladders--HO responsibility. Only remove when HO does not	
Install air conditioner covers	
Remove bicycle racks/bicycles for the season	
Close Car Wash for the Season	
Remove kayaks	
Trim trees and bushes as needed	
Inspect post, street and watchman lights	
Report, monitor and follow-up with violations	
Complete snow/ice removal as needed.	
Remove from gutters	
Clean Up Dead Flowers	
Receive, log, and complete service requests	

<u>Monthly Activities</u>	
* Deliver Happenings	
* Deliver completed variances	
* Clean simplexes	
* Set up and break down for Board meetings	
<u>Weekly Activities</u>	
* Clean clubhouse	
* Clean Laundry room	
* Complete garbage and recycling pick up	
* Empty pet cans	
<u>Monitor lift station daily</u>	
Complete furnace and air conditioning servicing	
Complete fire alarm inspection	
Complete chair lift inspection	
Lawn Treatment	
Complete Cathodic System Inspection	

BOARD/KENRICK TASKS

Complete annual meeting preparation-notice/candidate names/proxies distributed to HO's	
Nominating committee reviews candidate forms	
Conduct Annual Meeting	
Election of officers/establishment of committees	
Conduct Board training	
Monthly Board Meetings	
Distribute boating applications	

Bid out and select snow removal contractor	
Bid out and select masonry contractor	
Bid out and select kick board repair/replacement contractor	
Landscape Tree Planting/Removal	
Complete road sealing	
Complete repair of dock in 400 Block	
Complete railing repairs	