



PREVENTATIVE MAINTENANCE BLUE-PRINT™

Lyndale Green Townhomes Association, Inc.

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What is a Preventative Maintenance Plan?

Our Preventative Maintenance Blue-Print™, a forward-thinking preventative maintenance plan, provides actionable recommendations and best practices for all commonly-owned assets at your property.

Why have a preventative maintenance plan conducted?

Preventative maintenance is easy and inexpensive to implement, but can result in significant long-term cost reductions in capital projects by allowing you to anticipate and prepare for repairs rather than waiting for emergencies. In fact, Preventative Maintenance Programs result in 12% to 18% cost savings compared to Reactive Maintenance Programs according to the U.S. Department of Energy Federal Energy Management Program.

OPTIMIZE AND CONSERVE THE USEFUL LIFE OF YOUR PROPERTY'S COMPONENTS

REDUCE EQUIPMENT FAILURES

DECREASE EQUIPMENT DOWNTIME

LOWER VARIATION IN SERVICE COSTS

FEWER UNEXPECTED SERVICE CALLS

AVOID DEFERRED MAINTENANCE ISSUES

OPPORTUNITY FOR ENERGY SAVINGS & IMPROVED EFFICIENCY

IMPROVED BUILDING SAFETY

INCREASED BUILDING RELIABILITY

CLASSIFICATION OF COMPONENTS

Property components are classified as one of the following categories:

- 1.) Reserve Components
- 2.) Operating Budget Components
- 3.) Long-Lived Components
- 4.) Unit Owner Responsibilities
- 5.) Components Maintained by Others

Reserve Components

Reserve Components are classified as items that are:

- 1.) The association's responsibility
- 2.) Have a remaining expected useful life within the next 30 years
- 3.) Have a remaining expected useful life beyond 30 years, for which partial, or long-term funding is included
- 4.) Have a replacement cost above a minimum threshold
- 5.) Components which are funded from the association's capital reserve funds

Non-Reserve Components

Operating Budget Components are classified as:

- 1.) Relatively minor expenses which have little effect on Suggested Reserve contributions
- 2.) Components which are funded through the operating budget
- 3.) Components which have a current cost of replacement under **\$4,500**

Long-Lived Components are classified as:

- 1.) Components with estimated remaining useful life beyond 30-Years
- 2.) Components without predictable remaining useful life

Unit Owner Responsibilities are classified as:

- 1.) Components maintained and replaced by the individual unit owners

Components Maintained by Others are classified as:

- 1.) Components maintained and replaced by the local government, the utility service provider or others

RESPONSIBILITY MATRIX

This responsibility matrix is not intended to constitute legal advice. Responsibility classifications used within this report are based upon Building Reserve's interpretation of the association's governing documents and/or directives from association representatives. The governing documents are the final authority on defining asset responsibilities and may require professional legal review.

<u>Component Name</u>	Association-Responsibility				
	Reserve	Operating	Long-Lived	Owner	Other
Asphalt Pavement, Driveways and Streets, Crack Repair, Patch and Seal Coat	X				
Asphalt Pavement, Driveways, Full-Depth Replacement	X				
Asphalt Pavement, Streets, Full-Depth Replacement	X				
Asphalt Pavement, Streets, Mill and Overlay	X				
Attic Insulation				X	
Catch Basins, Capital Repairs	X				
Columns at Entries, Replacement			X		
Concrete Curbs and Gutters, Partial Replacement	X				
Concrete Flatwork, Partial Replacement	X				
Concrete Patios				X	
Concrete, Sidewalk, Parallel to W. 84th Street					X
Doors				X	
Dryer Vents				X	
Electrical Systems, Common, Complete Replacement			X		
Electrical Systems, Common, Repairs		X			
Electrical Systems, Serving Individual Unit(s)				X	
Fencing, Vinyl	X				
Fire Detection, Emergency Devices (Interior and Exterior)				X	
Fire Hydrants					X
Foundations			X		
Garage Doors, Phased Replacement	X				
Garage Operators and Hardware				X	
Gutters and Downspouts, Aluminum, Cleaning, Inspection and Repairs		X			
Gutters and Downspouts, Aluminum, Phased Replacement	X				
Heating, Ventilation, and Air Conditioning				X	
Irrigation System, Annual Repairs and Interim Controller Replacements		X			
Irrigation System, Replacement	X				
Landscaping, Capital Improvements	X				
Landscaping, Maintenance		X			
Light Fixtures, Exterior				X	
Light Poles and Fixtures at Streets					X
Mailbox Stations	X				
Maintenance Items Normally Funded through the Operating Budget		X			
Monument Signage					X
Paint Finishes, Touch-Up		X			
Park Elements (Sidewalks, Landscaping, Benches, Pergolas, Light Fixtures, etc.)					X
Party Walls				X	
Piers, Masonry, Capital Repairs, Near Park		X			
Pipes and Plumbing Systems, Serving Individual Unit(s)				X	
Pipes, Subsurface Utilities, Common, Inspections and Repairs		X			
Pipes, Subsurface Utilities, Laterals, Sanitary Sewer				X	
Pipes, Subsurface Utilities, Laterals, Water Supply				X	
Pipes, Subsurface Utilities, Mains and Laterals, Gas					X
Pipes, Subsurface Utilities, Mains, Sanitary Sewer					X
Pipes, Subsurface Utilities, Mains, Water Supply					X
Pipes, Subsurface Utilities, Storm Water, Private			X		
Pipes, Subsurface Utilities, Storm Water, Public					X
Retaining Wall, Segmental Masonry	X				
Roof Inspections, Preventative Maintenance, and Repairs		X			
Roofs, Asphalt Shingles, Phased Replacement	X				

Asphalt Pavement

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
<p>Visually inspect the asphalt pavement to identify large areas of deterioration, settlement, pot holes, trip hazards or pavement cracks in excess of 1/4".</p> <p>Rout all cracks with a width of 1/4" or greater, clean and fill with hot emulsion.</p> <p>Clean pot holes and fill with asphalt pavement patch. Compact the patched area.</p> <p>1) Areas of settlement or deterioration should be cut out, the base should be repaired and new asphalt pavement should be installed.</p> <p>Apply a seal coat periodically (every 3 to 5 years) to all driveways, parking areas and finger drives. Streets do not require a seal coat application; however, it may be applied for aesthetics.</p> <p>Alternatively, perform the visual inspection as noted above and create a punch list of items that need to be addressed. Contact a qualified contractor to conduct repairs as needed.</p>	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) Well maintained pavement helps ensure the full useful life of the asphalt surfaces.	As-Needed	

Notes:

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Catch Basins

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) Inspect catch basins and associated piping for debris accumulation, vegetation growth or any other obstructions. Identify locations of cracks, spalling or settlement. Conduct repairs as necessary.	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) Clear inlets of debris. Usually necessary after storm events. Hand-apply underground utility mortar to inside of adjusting rings and casting frames to fill voids. Repoint grouting of pipe and lid seals. Repair pipe joints with underground mortar and geotextile fabric in sufficient layers to form seal. Repair damaged, cracked, or settled concrete curbs and gutters adjacent to catch basins and curb inlets.	As-Needed	

Notes:

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Concrete Curbs / Gutters

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
<p>Visually inspect the curbs and gutters to identify areas of deterioration, large cracks, settlement, standing water or damage. Create a punch list of all areas that require replacement.</p> <p>Concrete with hairline cracks or displacement of less than 1/4" do not require replacement but should be monitored on an annual basis.</p> <p>1) Replace areas of concrete curbs and gutters that exhibit deterioration, large cracks, settlement or damage.</p> <p>Alternatively, perform the visual inspection as noted above and create a punch list of items that need to be addressed. Contact a qualified contractor to conduct repairs as needed.</p>	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
<p>Remove any accumulated debris from the curbs and gutters to ensure proper drainage of stormwater.</p> <p>7) Areas of curbs and gutters that are painted should be scraped and repainted as-needed.</p> <p>Clean curbs and gutters with a hose or power washer.</p>	As-Needed	

Notes:

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Concrete Flatwork

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) Visually inspect the concrete flatwork to identify areas of deterioration,	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) Ensure that flatwork is free of debris. Remove any accumulated debris. Areas of flatwork that are painted should be scraped and painted as-needed. Clean flatwork with a hose or power washer.	As-Needed	

Notes:

Ongoing maintenance of the concrete flatwork will help ensure a safe surface for pedestrians, and reduce the likelihood of accidents from falling/tripping.

Electrical Systems, Common

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) --	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
<p>Due to the possibility of electric shock, physical inspection and repairs/replacements of electrical components are recommended to be performed by a qualified electrician.</p> <p>Survey and create an inventory of all Association maintained electrical equipment, noting the location, area of service, condition and age. The frequency of maintenance will be dependent on the age, type, condition, history of maintenance and location of the electrical equipment. This analysis of the electrical system should be performed by a qualified electrician.</p> <p>Create an electrical maintenance plan (EMP) based on the above analysis.</p> <p>7) Keep a log of all electrical related issues and maintenance activities.</p> <p>Inspect all electrical equipment, fixtures, outlets as necessary, (or as required by local statutes or insurance). Look for loose connections, corrosion, damage, moisture issues or debris/dirt accumulation. Conduct repairs or replacements as needed.</p> <p>Conduct a thermoscan of equipment to ensure proper function. Replace components that do not function properly. This activity should be performed by qualified technician/contractor as necessary.</p> <p>Test light fixtures, outlets and GFCI receptacles to ensure proper function. If the any of the equipment does not function properly, repair or replace immediately.</p>	As-Needed	

Notes:

Ongoing maintenance of the electrical systems will extend the useful life of the systems, save money over time, minimize the risk of fire, as well as minimize downtime for maintenance and unexpected power outages.

Fencing, Vinyl

Preventative Maintenance Tasks		Frequency	Your Recorded Cost
1)	Clean vinyl surfaces by hose spraying to remove dirt. For stubborn	Annually	
2)	--	Semi-Annually	
3)	--	Quarterly	
4)	--	Monthly	
5)	--	Weekly	
6)	--	Daily	
7)	--	As-Needed	

Notes:

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Foundations

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
<p>Visually inspect all observable foundation surfaces for signs of cracks. Details of cracks should include a measurement of the width of the crack as well as the length. Keep a log of locations and details of cracks.</p> <p>Visually inspect the walls for signs of moisture or water infiltration. Keep a log of any signs of moisture or water infiltration and note locations.</p> <p>Alternatively, contact a qualified contractor to inspect the foundation, perform measurements, conduct moisture readings, and repairs as needed.</p> <p>1) Ensure proper drainage of stormwater along the exterior perimeter of the structure. Note any areas of ponding water near the structure and correct the issue as necessary.</p> <p>Visually inspect the perimeter of the structure for large trees/shrubs located within close proximity. Large trees or shrubs within close proximity to the foundation may cause damage. Monitoring and potential removal of the trees/shrubs should be addressed as needed. Alternatively, consult a qualified contractor to conduct an inspection of the tree/shrub in an effort to determine if it requires removal.</p>	Annually	
2) --	Semi-Annually	
3) Visually inspect and monitor known cracks for signs of increasing width	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
<p>Maintain a consistent temperature and humidity level.</p> <p>7) During times of extended drought, use a garden hose to water the exterior perimeter of structure (2 to 3 feet out from the structure). Severely dry soil conditions may create cracks or movement in the foundation, due to contraction of the soil, and eventually may lead to water infiltration.</p>	As-Needed	

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Garage Doors, Metal Sectional

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
Lubricate all moving parts, including opener chain, rollers, hinges and springs. 1) Test auto-reverse safety function. If the door uses a photoelectric system, place object in the path of the beam while the door is operation. If the door uses a mechanical system, place an object on the ground while door is in operation. If door does not reverse in either situation, contact a specialist.	Annually	
2) Test the balance of the door. Detach opener and manually lift door about half way. The door should remain stationary. If the door moves, the springs will need adjustment. Inspect springs for wear. The springs are under great pressure. Only a professional should attempt any repairs to the springs. Inspect rollers; replace any that are cracked, worn or chipped. Clear tracks of any debris.	Semi-Annually	
3) Examine and tighten bolts and roller brackets.	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) Listen each time the door and operator are used. Identify any noises or motion that is atypical.	Daily	
7) Replace weather stripping at base of door.	As-Needed	

Notes:

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Gutters and Downspouts, Aluminum

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
<p>1) --</p> <p>Inspect gutters and downspouts for debris (leaves, sticks, buds, balls, nests, seeds, etc.). Clear with hand, hose or plumber's snake.</p> <p>Inspect for pooling water. If water is pooling away from downspouts, the alignment of the gutter may be incorrect or the gutter may be dented. Refasten gutter with a 1/16" drop for every 1' in length. Dented sections may require replacement.</p> <p>Inspect joints and end caps for leaks. If leaks exist, clean area and apply gutter sealant.</p>	Annually	
<p>2) --</p> <p>If water leaks from rear of downspout, the seam may have burst and the section of downspout will require replacement.</p> <p>If water leaks from holes in the gutter, repair with roofing cement or gutter tape.</p> <p>Check and tighten hangers and brackets</p> <p>Observe where the downspouts discharge to ensure there is a positive slope away from the buildings, that there is no visible erosion, and that the discharge is ideally 6' from building foundation. If downspouts discharge into buried pipes, inspect and clean out buried pipes with plumber's snake. Address poor discharge conditions.</p>	Semi-Annually	
<p>3) --</p>	Quarterly	
<p>4) --</p>	Monthly	
<p>5) --</p>	Weekly	
<p>6) --</p>	Daily	
<p>7) --</p> <p>Observe the downspouts and gutters during rainfall events. Look for water overflowing gutters. Water overflowing gutters near downspouts indicated a clogged downspout. Water overflowing in other areas indicated poor slope of gutter.</p> <p>If ice accumulates in during winter, investigate the use of electric heat trace cables to melt accumulation. Standing freezing water can burst downspouts and will put excess stress on brackets and hangers.</p>	As-Needed	

Notes:

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Irrigation System

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
Winterize system at end of season: drain system and reprogram controller(s). 1) Return to normal service: inspect system for damage and reprogram controller(s). Inspect and test backflow prevention devices and file copy of report with other irrigation system documents.	Annually	
Clean controller or cabinet of debris, dirt, cobwebs, etc. Inspect for worn or loose wires. 2) Replace batteries (if applicable). Examine pump and restore bearings and drive belt (if applicable).	Semi-Annually	
3) Program controller(s) for watering needs of the season. Adjust watering times to consider clay soils (about 5 minutes), loamy sand soils (about 17 minutes), and decrease these times for sloped landscapes. Adjust programming to account for changes in weather due to the season and in coordination with rain sensors.	Quarterly	
4) Check and repair seals and oil bearings at pumps (if applicable).	Monthly	
5) Check pump for water or oil leaks (if applicable).	Weekly	
6) --	Daily	
7) Replace or repair any heads that are missing, broken, clogged, constantly	As-Needed	

Notes:

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Landscaping

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) Inspect trees for dead limbs. Prune or remove any that might endanger pedestrians, homes or site improvements like fences. Consult with an arborist to plan the installation of annual plants and replacements of dead perennials.	Annually	
2) Follow arborist's recommendations for fertilizer and soil amendment schedule given the make up of trees, shrubs and plants. Install or augment mulch at planter beds to maintain adequate moisture in soil and prevent weed growth. Clear fallen leaves from grass and planter areas.	Semi-Annually	
3) Prune or install plants to provide adequate clearance from structures such as siding or pavement.	Quarterly	
4) Inspect plants for signs of pest damage. Apply wildlife control measures such as diatomaceous earth or insecticide according to manufacturer's recommendations. Apply herbicide or fungicide to control unwanted growth according to manufacturer's recommendations. Maintain irrigation system to prevent leaks, over or under-watering (if applicable).	Monthly	
5) Mow grass to no less than 3 inches in height. Weed planter beds. Edge planter beds.	Weekly	
6) --	Daily	
7) Stabilize slopes where erosion is observed using additional grass	As-Needed	

Notes:

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Mailbox Stations

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) --	Annually	
2) --	Semi-Annually	
3) Conduct a physical inspection of the mailbox station and ensure that the mailbox station is secure to the frame or structure. If the mailbox is loose and cannot be tightened, the mailbox station should be removed and then reinstalled with proper fasteners. Conduct a visual inspection of the mailbox station surfaces and note any areas of surface deterioration such as rust or scratches. Surfaces with finish deterioration should be cleaned, flaked / chipped paint should be removed, surfaces should be spot primed, and two coats of exterior grade paint specified for metal surfaces should be applied where needed. Conduct a visual inspection of the mailbox stations for sharp edges. Sharp edges should be repaired immediately. Ensure that the mailbox components (i.e. doors, hinges, locks) are functioning properly. If any components do not function properly, replace the non-functioning part(s). Ensure that all address numbers are legible and replace any that are not legible.	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) --	As-Needed	

Notes:

Mailbox repairs improve safety, ensure weatherproofing for mail, and improve the community appearance.

Wear and tear is caused by usage, weather and damage.

Address labels are important to keep legible for proper mail delivery as well as for emergency responders.

Paint Finishes, Exterior, Metal and Wood

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
<p>Conduct a visual inspection of the painted surfaces and note surface finish deterioration, such as scratches or peeling paint finishes.</p> <p>Metal surfaces with finish deterioration should be cleaned, flaked / chipped paint should be removed, surfaces should be spot primed, and two coats of exterior grade paint specified for exterior metal surfaces should be applied where needed.</p> <p>1) For painted wood surfaces, finishes should be reapplied every 3 to 5 years, or more frequently in areas of high use or in areas of extreme weather exposure. Lightly sand surfaces to remove flaked / chipped paint and to ensure a smooth wood surface. Apply spot primer in areas of bare wood, then apply one to two coats of an exterior grade paint suitable for wood surfaces.</p>	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) --	As-Needed	

Notes:

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Pipes, Subsurface Utilities, Common Portions

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
<p>Monitor water usage to identify possible leaks. Conduct further investigation if needed.</p> <p>1) Observe landscape and paving above water and sewer lines for settlement or standing water that may indicate a leak.</p> <p>Exercise valves and add tag indicating date of last exercising.</p> <p>Replace worn fastening, fittings and gaskets.</p>	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
<p>Hydro jet sewer lines to clear blockages from grease, hair, hard water build up, dental floss, baby wipes, tree roots, etc.</p> <p>7) Repair damaged concrete pipe joints with utility mortar and geotextile fabric in sufficient layers to form seal. Replace pipe that cannot be repaired.</p>	As-Needed	

Notes:

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Retaining Walls, Masonry, Segmental

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
<p>Visually inspect all walls to identify signs of deterioration, settlement, cracks, spalling, efflorescence or movement (when compared to the condition from the previous year). Identify if the wall can be repaired or requires replacement.</p> <p>Repair the wall as necessary. Deteriorated, cracked, spalled or damaged blocks should be removed and replaced. Areas with improper base should be replaced, utilizing the same blocks if possible.</p> <p>Areas of efflorescence or bulging should be monitored and inspected by a qualified contractor and may be indicative of a drainage issue. In some cases, it may be necessary to install additional wall drainage.</p> <p>1) Visually inspect the surfaces at the top, base and sides of the walls to identify areas of erosion. Using proper construction techniques, remedy all areas of observed erosion.</p> <p>Visually inspect the surfaces at the top, base and sides of the walls to identify large trees or shrubs. Remove trees, shrubs or any other undesired organic growth that develops on or near the walls. Root systems have a high potential to damage the structure, and excess vegetation can hide potential issues during the inspection process.</p> <p>Alternatively, perform the visual inspection as noted above and create a punch list of items that need to be addressed. Contact a qualified contractor to conduct repairs as needed.</p>	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) Maintain and control all landscape around the walls. Remove trees, shrubs or any other undesired organic growth that develops on or near the walls. Large roots have a high potential to damage the structure and can hide potential issues during the inspection process.	As-Needed	

Notes:

Maintenance and repair of a retaining wall will help the wall reach a full

Roofs, Asphalt Shingles

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
<p>1) --</p> <p>Visually inspect all roof components, including shingles, flashing, penetrations, ventilation. Look for any signs of damage to any roofing component, including missing shingles, damaged shingles, nail pops, damaged ventilation components or damaged flashing. Note all areas that require attention. Contact a qualified contractor to conduct repairs.</p> <p>Visually inspect the roofs for signs of organic growth (e.g. mildew, algae, etc.). Note locations and clean as necessary. Use caution when attempting to clean organic growth as there is a likelihood of causing damage to the shingles during the cleaning process. Light organic growth is not a large concern, however, an abundance of organic growth can lead to premature deterioration of the roofing system. Alternatively, contact a qualified contractor to spot clean as necessary.</p>	<p>Annually</p>	
<p>2)</p> <p>Clean all debris from roof surface to ensure proper stormwater drainage. Alternatively, contact a qualified contractor to remove debris.</p> <p>Clean gutters of all debris to ensure proper drainage. Alternatively, contact a qualified contractor to remove debris.</p> <p>Trim all tree limbs back to ensure that no tree limbs grow over the roof area.</p>	<p>Semi-Annually</p>	
<p>3) --</p>	<p>Quarterly</p>	
<p>4) --</p>	<p>Monthly</p>	
<p>5) --</p>	<p>Weekly</p>	
<p>6) --</p>	<p>Daily</p>	
<p>7)</p> <p>Report any leaks to the interior spaces to management. Contact a qualified contractor to conduct repairs as needed.</p> <p>Visually inspect all roof components, including shingles, flashing, penetrations, ventilation. Look for any signs of damage to any roofing component, including missing shingles, damaged shingles, nail pops, damaged ventilation components or damaged flashing. Note all areas that require attention. Contact a qualified contractor to conduct repairs.</p> <p>Conduct an analysis of the insulation and ventilation system. This should be performed by a qualified individual. Inspect the insulation in the attic space to ensure that it is adequate. Lack of proper insulation can result in damage to roofing components and interior spaces via ice dams. Ensure that the ventilation is adequate for a properly functioning roofing system. Add insulation and/or roof vents as needed.</p>	<p>As-Needed</p>	

Notes:

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Sealants and Caulking

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) --	Annually	
2) --	Semi-Annually	
3) Visually inspect all sealant joints for signs of gaps, shrinkage, cracking, missing locations, adhesive failure, etc. Note all locations. Remove all failed sealants; clean and prepare surfaces; apply a backer rod (if necessary); apply sealant to manufacturers specifications. Alternatively, contact a qualified contractor to conduct sealant replacements as needed.	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) Visually inspect all sealant joints for signs of gaps, shrinkage, cracking, missing locations, adhesive failure, etc. Note all locations. Remove all failed sealants; clean and prepare surfaces; apply a backer rod (if necessary); apply sealant to manufacturers specifications. Alternatively, contact a qualified contractor to conduct sealant replacements as needed. Physically inspect a sampling of the sealants by pressing lightly against the sealant with a finger or plastic tool (do not use a sharp edge). The sealant should be flexible and fully adhered to the surfaces on both sides of the gap. Replace the sealant if brittle or a gap is observed. If the sealant is brittle, this is the sign that the sealant is near or at the end of its useful life.	As-Needed	

Notes:

Proper maintenance of exterior sealants will help avoid potential costly expenses due to water infiltration, interior damage, energy loss, infestation and mold. Sealants are a critical component of exterior facades and should frequently monitored.

Shutters, Vinyl

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) -- Visually inspect the shutters to identify damage, warp, excessive color fading, staining, organic growth or loose fasteners. We reference the reader to the "As-Needed" section of this text for recommended shutter cleaning.	Annually	
2) Replace shutters with damage, warp or excessive color fading. Tighten or replace loose or missing fasteners to ensure that the shutter is secure to the facade. Alternatively, contact a qualified contractor to conduct repairs as needed.	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) Clean shutters with visual signs of stains or organic growth. Begin by spraying the shutter with a garden hose. If necessary, use a soft bristle brush to lightly scrub the surface and rinse with low pressure water such as from a garden hose. If necessary, chemicals can be used to clean the surface. The exact chemicals to be used should be determined at the time of cleaning to address actual issues (e.g. rust from a fastener, mildew, algae, etc.). Recommended chemicals include soap and water, chlorine bleach, oxygen bleach, algaecide, mildewcide, fungicide or a combination of the previously mentioned chemicals. Care should be given to how the other exterior building elements will be affected by the cleaning chemicals.	As-Needed	

Notes:

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Signage, Street Identification and Traffic Control/Parking

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) Visually inspect (during daytime) all surfaces of the signage, structural	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) Clean the signage. Maintain surrounding landscape. Trim back landscape to ensure that the signs are visible.	As-Needed	

Notes:

Upkeep of the signage will extend the useful life and keep a positive appearance for current residents, guests and potential buyers.

Signage, Unit Address

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) Visually inspect all surfaces of the signage, supports and fasteners to	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
Clean the signage.		
7) Maintain surrounding landscape. Trim back landscape to ensure that the signs are visible.	As-Needed	

Notes:

Upkeep of the signage will extend the useful life and keep a positive appearance for current residents, guests and potential buyers.

Soffits and Fascia, Aluminum

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) --	Annually	
2) Visually inspect all soffits and fascia for signs of damage, finish deterioration, loose sections, missing sections or any other obvious	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) Visually inspect the soffits and fascia and note any areas that require cleaning. The soffits and fascia should be kept clean and all ventilation openings in the soffits should be free of debris. Use water and a cloth or soft bristle brush to clean the surfaces if within reach. Higher locations of soffits and fascia should be cleaned with a low pressure sprayer, such as a garden hose, spraying the outer surface only. Use caution if cleaning with a pressure washer to ensure that water is not driven above the soffit or behind the fascia.	As-Needed	

Notes:

Proper maintenance of the soffits and fascia will benefit the appearance of the community, as well as help prevent moisture and pest issues.

Structural Building Frames

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
<p>Visually inspect interior and exterior surfaces for signs of movement or cracks. Depending on the severity of the crack or movement, the issue may be a sign of a structural frame issue.</p> <p>Visually inspect all observable areas of the structural building frame members and note conditions such as deterioration, loose fasteners, movement of a structural member from the previous year, water damage or infestation. As these areas may be difficult to observe, use a flashlight or camera with flash to assist the inspection.</p> <p>Due to critical nature of the building structure, a qualified contractor is most suitable for this task. If a problem exists, discuss the extent of the issue(s) with the contractor, gather multiple bids and make any necessary repairs.</p>	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) --	As-Needed	

Notes:

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Valves

	Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1)	-- Exercise all valves by turning the valve completely off and on a few times. Lubricate the valve.	Annually	
2)	Inspect all valves for signs of leaks. Conduct necessary repairs to the valves. Many valves can be disassembled, repaired and rebuilt. If the valve cannot be repaired, replace it immediately. Ensure that all valves operate correctly. If the valve does not completely shut off, replace it immediately.	Semi-Annually	
3)	--	Quarterly	
4)	--	Monthly	
5)	--	Weekly	
6)	--	Daily	
7)	Leak in a valve: Inspect the valve to determine the cause of the leak. Conduct necessary repairs to the valve. Many valves can be disassembled, repaired and rebuilt. If the valve cannot be repaired, replace it immediately.	As-Needed	

Notes:

Valves should be routinely maintained. Maintenance will ensure that each valve will function properly. Disruptions to residents will be less frequent due to unscheduled maintenance.

Walls, Composite Hardboard Trim

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) -- Visually inspect all composite hardboard trim and search for signs of damage, rot, deterioration, loose sections, missing sections, flaking/peeling/missing paint finishes or any other obvious issues. Conduct repairs to composite hardboard trim, ensuring that the all components are securely in place. Replace areas of composite hardboard trim that cannot be easily repaired.	Annually	
2) -- Conduct touch-up paint finishes to all exposed surfaces, using proper surface preparation and painting techniques. Surfaces with finish deterioration should be cleaned, flaked / chipped paint should be removed, surfaces should be spot primed, and two coats of exterior grade paint specified for composite surfaces should be applied where needed. Composite hardboard trim is prone to water absorption at locations that are exposed (not painted). Water absorption leads to rapid deterioration of composite hardboard materials. Alternatively, perform the visual inspection as noted above and create a punch list of items that need to be addressed. Contact a qualified contractor to conduct repairs as needed.	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) --	As-Needed	

Notes:

Proper maintenance of the composite hardboard trim will benefit the appearance of the community, as well as help prevent moisture and pest issues.

Walls, Masonry

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
<p>Conduct visual inspection of masonry facades. Observe signs of damaged or loose masonry. Cracked mortar may be an indication of building settlement. Efflorescence, a white chalky residue, is an indication that water is migrating through the substrate and is evidence of a past or current leak. Conduct further investigation to locate the source(s) of leak(s) to repair.</p> <p>For limited locations of mortar deterioration, color-matched grout may be hand applied and tooled. Do not use flexible sealant or caulk between bricks. For large cracks or loose masonry, contact a specialist.</p> <p>Hose brick walls to remove dirt and debris. For north elevations or shaded elevations, use a solution of 1 cup bleach and a gallon of water, along with a soft or medium brush to remove moss, mold or mildew.</p> <p>1) Prune back vegetation at least 6 inches from walls. Ivy should be removed from walls, as the suckers can penetrate the mortar and brick and cause deterioration. Care should be given to methodically remove the ivy by first cutting the trunk and allowing the vines to dry over 2 to 3 weeks.</p> <p>Inspect interface between masonry and other materials, such as window and door frames, or other siding. Flexible sealants should be continuous and soft to the touch. Replace sealants where needed.</p> <p>Inspect flashing at openings in the brick. Steel lintels above windows and doors should be rust free. Weeps should be visible and unobstructed to allow water to migrate from behind the wall. Do not caulk or mortar weep holes; this will lead to water retention, efflorescence and brick and mortar damage.</p>	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) Sealer applications may be beneficial in locations where masonry is low	As-Needed	

Notes:

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Walls, Stucco

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
<p>Visually inspect flashing and sealants to ensure building envelope are weathertight. Replace damaged or missing flashing. Replace dry, cracked or brittle sealants.</p> <p>Clean surface with cool, low pressure water, a soft bristle brush and a mild detergent. Do not use any solvents on the surfaces.</p> <p>1) Conduct crack repairs and patches to damaged walls with manufacturer-approved products. With continued spot repairs, the exterior surface may develop uneven coloring or may become unsightly. Investigate the benefit of an exterior coating (usually acrylic or elastomeric). The coating should be vapor permeable to prevent trapping moisture against building.</p>	Annually	
<p>2) If applicable, ensure gutters and downspouts are clear and appropriately sized. Check that irrigation system heads are directed away from the buildings to prevent exposure to moisture.</p> <p>Prune vegetation back at least 6 inches from buildings.</p>	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) Visually inspect stucco or EIFS facades after major storm events and	As-Needed	

Notes:

Proper maintenance of the exterior finishing system will benefit the appearance of the community, as well as help prevent moisture and pest issues.

Walls, Vinyl Siding

Preventative Maintenance Tasks	Frequency	Your Recorded Cost
1) Visually inspect all vinyl siding for signs of damage, shrinkage, warping, loose sections, loose fasteners, missing sections or any other obvious issues. Conduct repairs to vinyl siding, ensuring that the all parts are securely in place. Replace areas of vinyl siding that cannot be easily repaired. Alternatively, perform the visual inspection as noted above and create a punch list of items that need to be addressed. Contact a qualified contractor to conduct repairs as needed.	Annually	
2) --	Semi-Annually	
3) --	Quarterly	
4) --	Monthly	
5) --	Weekly	
6) --	Daily	
7) Visually inspect the vinyl siding and note any areas that require cleaning.	As-Needed	

Notes:

Proper maintenance of the vinyl siding will benefit the appearance of the community, as well as help prevent moisture and pest issues.



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