



HOA Maintenance Manual



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Overview

Purpose of this Maintenance Manual

This maintenance manual was generated to serve as an aid to Encinitas Ranch Homeowners Association in managing the grounds and facilities of the community. It is a definition and schedule of the primary maintenance tasks and preventive maintenance procedures that are required to keep the grounds of this development in optimum condition. *The common area components included in this manual are based upon the builder's direction received by Master Manuals on the information needed sheet and the DRE budget.*

The intent of this manual is to serve as a guideline for the Board of Directors and the Association's management company. Implementation of the guidelines and procedures should be under the control of the duly appointed representative of Encinitas Ranch. It will also provide some continuity between governing boards when there are changes in management personnel.

Cost effective maintenance includes attending to immediate maintenance needs and to the implementation of a comprehensive **preventive** maintenance program. Preventive maintenance is important in extending the life and maintaining the aesthetic appearance of the physical components within the community. This is essential in maintaining the property value.

Limitations

The intent of this manual is to identify the major physical components included within the common area of the development, and to describe the ordinary maintenance required for these components.

However, since it is not possible to foresee every potential maintenance need that might arise, this manual is **not "all encompassing"** and should not be considered as the sole source of information concerning maintenance requirements for Encinitas Ranch. However, used in conjunction with all other authoritative information and expert advice available, it will provide a good basis for strategic planning.

Considerations

This manual was written with consideration for normal usage in average environmental and weather conditions. However, preventive maintenance is never fully predictable. It is subject to all types of unusual weather conditions, normal and abusive use, vandalism, and the unexpected. **Therefore, the schedule recommendations within this document are general requirements and will need to be adjusted to compensate for either adverse or exceptional conditions.**

Over time, the maintenance requirements of Encinitas Ranch will undoubtedly change. Physical components may change as replacements are made. Accordingly, revisions will need to be made to this maintenance manual to keep it current and, as such, a viable reference for the Association.

The success in maintaining the aesthetics and functionality of the community amenities depends upon Board commitment to continuous, quality maintenance.

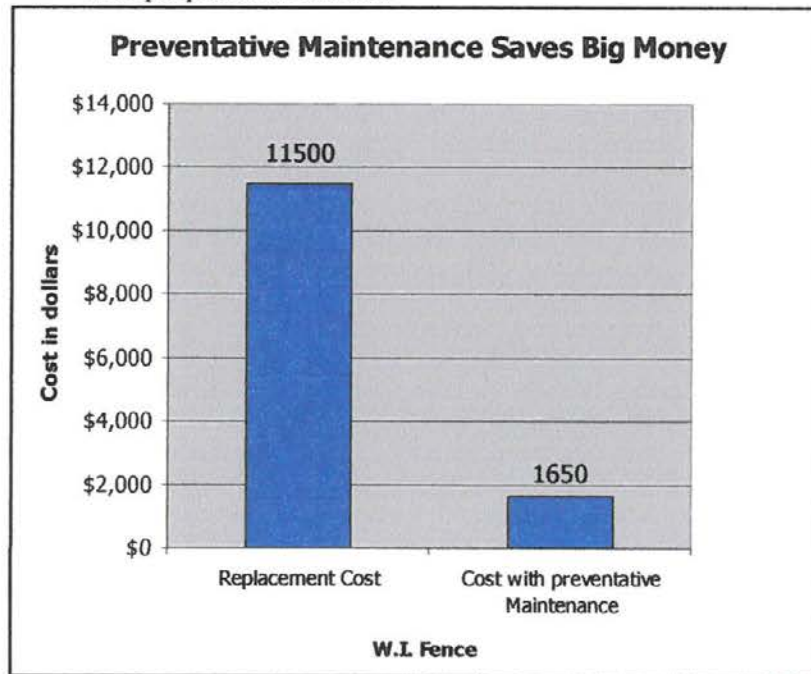
The irrigation system has been designed in accordance with currently accepted standards for the industry, using appropriate equipment and materials currently available in this area. In order to preserve the reliability of the system, it is important that a comprehensive maintenance program be implemented and adhered to. The landscaping has been designed for an aesthetically pleasing appearance and maximum longevity.

The maintenance considerations, recommended inspection program and maintenance specifications included in this manual are meant to be guidelines. These guides will assist the Association in monitoring the growth, health and changing requirements of the landscape and allow maintenance practices to be adjusted to obtain the best results that can be reasonably expected, given the conditions which exist at the site.

Due to the many variables involved, these are only guidelines, and intended as a starting point for the development of a long-term maintenance program.

Implementing This Manual

There are several great reasons to implement this manual. It is an excellent management tool. The CC&Rs and California State Law require that the community implements this manual. It is a good idea to create a standing agenda item at each board meeting to ensure its implementation. The schedules and logs provided in this manual are helpful for the Board, its committee, and maintenance vendors. The Board should contractually require the property management and property maintenance companies to implement the requirements in this manual. Preventative maintenance also saves you money and time. Property values tend to be higher with proper maintenance.



By implementing the preventative maintenance procedures in this manual, you will maximize the beauty of your community. This has proven to improve property values. By utilizing these time-tested checks and balances you will also greatly reduce the inconvenience experienced by homeowners when an element, such as landscaping, fails and is no longer aesthetically pleasing.

Getting Started

How to Use This Manual

The maintenance program required by this manual will only be as effective as the implementation. Without a clearly defined strategy for implementing the maintenance, diligent adherence to that system, and a conscientious follow-up to ensure all maintenance items are completed per schedule, proper maintenance of the common area components will not be achieved.

To ensure an effective implementation of this manual, it is strongly recommended that the Association's Board of Directors:

Consult Experts.

Employ licensed landscape contractors and/or landscape architects and building experts to regularly assess the condition of different components within Encinitas Ranch. From the information provided by these experts, adjustments should be made to maintenance schedules and financial adjustments made to budgets to assure adequate funding of operation and reserves. Establish Board member liaisons responsible for coordinating each area.

Use the maintenance and inspection record logs included or those provided by your contractor.

Establish logs to record the specifics of each maintenance task performed: such as date, time, task, company or person responsible, verification, results (workmanship quality), and any follow-up required.

Schedule a Reserve Study Consultant to Perform an Annual Audit of the Maintenance Log and Property.

Place a maintenance audit reminder on the annual calendar so that every year the Association property is inspected to assess the condition of the components and that all maintenance logs are reviewed to validate that scheduled maintenance has been performed.

Revise your Maintenance Manual and Schedules

Update your maintenance manual and schedule as the Association's needs change. One of the benefits of regularly scheduled maintenance inspections, reports, record logs, and audits is that a clearer picture of the maintenance needs will result over time. As these evolve and become more distinct, your maintenance manual should be updated to incorporate your community's changing maintenance requirements.

Please, protect your investment!



Overwatering can cause problems

Routine preventative maintenance is essential for long lasting enjoyment of your community!

What Your Manual Contains

Overview outlines the purpose and benefits of the manual. It explains how your community will benefit from this manual and its implementation.

Getting Started highlights how to use the manual, icon conventions, the critical areas that need special attention.

Maps contains site maps showing the site and utilities.

Landscape includes landscaping components and gives specific maintenance requirements and time frames.

Site Improvements contains information on the walls, streets and components surrounding your buildings.

Schedules contains schedules sorted by vendors. Landscaper, Janitorial, and Lighting are the main vendors working for you. The schedules enable you to easily review the vendor's work with the responsible committee and contractor.

Maintenance Logs contains performance records and are for your vendor and manager's use so the Board can easily monitor progress.

Reserve Study contains the Reserve Study for your community.

CC&R excerpts include the maintenance portion of the CC&R document.

The *Glossary* contains definitions of building and maintenance terms you may not be familiar with.

Designed With You In Mind

Many board members may have little direct property maintenance knowledge. Yet, by taking on the important management responsibilities outlined in this manual, the Board can ensure that the property is “maintained, protected and enhanced.”

This manual has been assembled specifically with you in mind. Commissioned by your builder, it highlights your efforts to ensure you are delighted with your home and your community for years to come.

Icon Conventions

Icons draw attention to especially important information:



The Note icon indicates important points of interest related to the current subject.




The Caution icon brings to your attention those conditions and maintenance steps that, if not properly followed, could cause damage to your facilities.




The Warning icon alerts you to procedures or conditions that could be hazardous to the Association members or their guests.

The Few Critical Areas


Use professionals.

-  Hiring vendors (such as relatives) without proper licenses, bonding and insurance is very risky business!


Keep water off streets, sidewalks and away from the buildings.

-  Water intrusion is a common problem due to the improper maintenance of landscaping. Caulking around windows is essential. Also, keep soil below the weep screed at the foundation.

Landscape changes must not affect drainage.

-  Landscape additions that change slopes or grades can affect drainage. Often communities are built so that water drains from yard to yard. If you install landscaping or hardscape (decks, walkways, and walls) that interferes with this flow, you could create a significant problem. Always consult the expert when work affects drainage.

Do not allow soil to contact wood.

-  Wood that contacts soil deteriorates very quickly. This can result in premature replacement of the wood components of the Association common areas.

Maps

This section contains the community's site and common area maps. They are very useful for directing vendors to locations and are a constant reference source for the property manager.

Source of information

These maps are based on information provided by your builder and are for schematic purposes. As such, they do not include all information that is found on a full set of blue prints.

Useful Documents

You will find that these maps are convenient. They will be referred to at Board of Directors' meetings, meetings with homeowners and meetings with vendors.

Landscaping

Grounds Maintenance

Grounds maintenance is defined as all maintenance required for the grounds within Encinitas Ranch, including the common walkways, drainage systems, landscaped areas, and the irrigation system.

Unless otherwise indicated, these tasks are to be performed by the landscape maintenance contractor, which is hired by the Board of Directors.



Most recommendations should be included in the contractor's routine maintenance contract and coincide with the Department of Real Estate budget or annual budget.

Landscaping

Landscaping is defined as the grounds of the development, encompassing the turf areas, trees, shrubs, and groundcover. The irrigation system, walkways and drainage system maintenance are covered separately. A listing of the plant materials used within the Encinitas Ranch project is also included at the end of this section.



Turf and Groundcover

Turf and groundcover are defined as the major landscaped ground areas found within the development.

Groundcover, trees and shrubs have been selected for their compatibility with each other, with architectural, site, and soil conditions, and are planted from containers, cuttings, etc. They grow at varying rates depending upon climatic conditions, maintenance, and a host of other factors. Some will not thrive. The important thing to keep in mind is that the landscaping is a dynamic, living system and, therefore, proper care is critical for it to mature successfully.

Regular fertilizing is a must. All areas should be fertilized according to the minimum schedule set forth in the specifications. Periodic inspections should evaluate the response to the recommended fertilization program and adjustments should be made as necessary.

Weeds will be a continuous problem, more so during the early stages before plantings become fully established, and to a lesser degree thereafter. All areas should be maintained weed-free.



Required Maintenance

Maintenance	Frequency
Mow grass areas (turf).	Weekly
Gather and dispose of leaves and trash from flower beds.	Weekly
Remove turf, by hand or spraying, from within 12 inches of tree trunks to eliminate damage potential from mowers and string trimmers.	As needed
Edge grass areas (turf).	Twice per Month
Apply insecticides for control of aphids, snails, etc., and chemical control of plant diseases.	Only as required
Remove weeds. Periodically apply herbicides for control of Bermuda grass, crabgrass, nutgrass and dandelions.	As required
Apply fertilizers to replenish soil nutrients required for healthy turf and plant growth.	At least 4 times per year: March, May, July, and September
Aerate and vertically mow turf areas to relieve soil compaction and thatch buildup, allowing air and water to reach the root system of grass.	At least once per year
Cut back excess groundcover to prevent "choking" of other trees and shrubs.	4 times per year

Effects of Deferred Maintenance

Failure to provide adequate maintenance will result in deterioration of turf and groundcover areas and loss of aesthetic appearance. Soil erosion may develop in areas where the groundcover and other plant life have deteriorated. Prolonged neglect could require new landscaping in major portions of the development, at an added cost to the Association.

Trees

Trees are defined as those trees planted within the development. (See the attached plant materials list for a complete listing of plants.)

The trees selected for use in Encinitas Ranch will grow at varying rates depending upon climatic conditions, maintenance, and a host of other factors. Some may die. The important thing to keep in mind is that the landscaping is a dynamic, living system and, therefore, proper maintenance is critical for it to mature successfully.

As mentioned with other plant materials, regular fertilizing of trees is a must. Periodic inspections should evaluate the response to the recommended fertilization program and adjustments made as necessary. Special fertilization needs should be identified and implemented as needed.



Required Maintenance

Maintenance	Frequency
Prune to remove dead, diseased or weakened limbs to promote the healthy and symmetric growth of the tree.	Once a year

Remove any diseased or weakened trees, any limbs, branches, or fronds which might impact a building or structure under windy conditions.	As needed
Inspect trees to determine whether staking should be added, removed or adjusted to promote growth in the appropriate direction.	At least 4 times per year
Apply fertilizers near the drip line to promote healthy growth.	March and September of each year
Replace trees, planted in areas of less than 5 feet wide, when trunk caliper exceeds 6 inches.	Annual evaluation
Thin or lace.	Once per year as required
Apply insecticides to control infestations.	Only as required to affected trees
Prune roots to avoid potential cracking of sidewalks or driveways. A proportional amount of foliage should be removed at the same time as roots are pruned. Note: Never root prune more than 25% of a tree's surface roots in any one year.	Yearly after 3 years.
Check breather tubes to evaluate proper drainage. Remove any standing water from such breather tubes.	Monthly

Effects of Deferred Maintenance

Failure to provide adequate maintenance will eventually take its toll leading to deterioration in the health and general appearance of the project's trees. Improper staking or root pruning could result in long term damage to adjacent hardscapes or structures.

Shrubs and Vines

Shrubs planted within the development are listed at the end of this section. These shrubs have been selected for their compatibility with each other, with site and soil conditions and are planted from containers. They will grow at varying rates depending upon climatic conditions, maintenance, and many other factors. Some will die. Again, keep in mind that landscaping is a dynamic, living system and, therefore, proper maintenance is critical for it to mature successfully.

Shrubs will receive the benefit of the fertilization applied to the ground covers; generally, no additional fertilizer is needed. However, periodic inspections should evaluate the response to the recommended fertilization program and adjustments made as necessary. Special fertilization needs should be identified and implemented as needed.



Required Maintenance

Maintenance	Frequency
Prune to prevent shrubs and plants from becoming "rangy" and to contain their size. Pruning should be done with care not to "poodle" shrubs.	Prune as needed. All trimmings should be promptly removed from the site.
Apply insecticides to control infestations (such as aphids or white fly).	Only as required
Apply snail bait to prevent snails from devouring shrubs and plants.	As required to control the problem
Fertilizing of shrubs will occur in conjunction with the fertilization of ground cover.	Check twice per year for plant stress
Shrubs should be monitored for signs of micronutrient deficiency and treated.	As needed
Apply chemical controls for fungus, bacterial, and viral infestations.	As symptoms appear
Vines and "espaliere" plants should be neatly pruned and securely attached to walls or fences.	Monitor and correct continually



Only the Privet and Myrtle hedges should be sheared. All other shrubs should receive selective branch trimming.

Effects of Deferred Maintenance

Neglect would result in the deterioration of the shrubs within the development, eventually requiring removal, replacement, or "drastic" pruning of shrubs, and loss of aesthetic appearance.

Irrigation System

The irrigation system encompasses all components involved with distribution of water to the landscaping within the development. **As part of a water conservation program, Encinitas Ranch may use reclaimed water. Reclaimed water is not safe to use for drinking water.**

**Irrigation Controller**

The irrigation controller is defined as the master controls that regulate the irrigation process. The system has been installed using state-of-the-art equipment. However, as with any device, the equipment will not last forever, and components will need to be repaired or replaced periodically.

Irrigation controllers maintain the time of day and the frequency with which the irrigation system disperses water. It turns irrigation valves on and off according to a programmed watering schedule.

Multiple irrigation cycles will be used to allow each watering to completely soak the soil. The intention is to reduce runoff and wasted water.

Each controller has a battery back up; however, the timing schedule may be lost as a result of a power outage. Changing short-term weather conditions and seasonal changes will require fine-tuning the program for proper watering.

During extended rainy periods, the controllers should be shut down until additional water is needed in the landscape areas.

The goal is to apply only as much water as the plants need for healthy growth.

Required Maintenance

Maintenance	Frequency
Inspect controllers to minimize moisture damage and corrosion. Check for dead backup batteries, loosened connections, deteriorated weatherproofing or damaged hardware.	Weekly inspections with adjustments, repairs or replacements made immediately.
Lightning strikes may affect the system.	Check after electrical storms for any adverse effects
Inspect time clocks to determine that the scheduled program is working properly and adjust for proper watering.	Weekly
Reset and adjust each irrigation station's run time in response to changing weather conditions and plant needs.	Weekly and as needed
Record any changes to clock settings. Always keep a current record of settings.	When changes are made
Adjust controllers based on the actual evapotranspiration (E.T.) needs of the plants with allowances for adjustments due to on-site conditions.	Continually
Reset clocks for daylight savings time and after any power failures. Keeping a good battery in the clocks should minimize the need for resetting.	Reset clock twice per year. After power failures restore schedule programming, from list of recorded settings.
Electric time clocks will eventually need to be replaced.	Every 4-5 years

Effects of Deferred Maintenance

Failure to inspect time clocks may result in inadequate or over-watering, which for even a short period of time, could be disastrous to surrounding landscaping. Over-watering can cause water accumulation leading to plant death, pavement failures, slippery pavements, and waterproofing problems. Time clocks that are not properly set may also cause watering during inappropriate hours. It is very important that regular inspections be performed to identify any overly wet or overly dry areas and that corrective measures be implemented immediately.

Water should be applied only in amounts necessary to meet plant needs, without excess.

Because weather and growth vary by month, water application needs to be reset on a monthly and seasonal basis and to allow for specific site conditions. Generally, the following amounts of water should be applied to landscaped areas on a weekly basis. Exposure, weather, soil variables, and other factors, which cannot be predicted, will affect these amounts.

Water Guidelines	
Turf Areas – summer	1.5 inches per week
Turf Areas – winter	.75 – 1.0 inches per week
Shrub Areas – summer	.75 - 1.0 inches per week
Shrub Areas – winter	.50 - .75 inches per week

Backflow Preventer

A backflow preventer is defined as a device whose function is to permanently separate the domestic (potable) water supply from the irrigation system. The backflow units are the "Reduced Pressure" type and are located near the points of connection (water meters).



Required Maintenance

Maintenance	Frequency
Check for visible leaks and vandalism. Periodic discharge of water from the relief valve is not a problem. This is their intended function.	Weekly
Schedule a licensed inspector to check for leaks.	Annually. This testing is usually required by local health codes.

Effects of Deferred Maintenance

Failure to inspect and repair backflow units may cause their malfunction and affect nearby turf, trees, and other plant life. Ineffective backflow prevention can also cause contamination of the domestic water supply.

Sprinkler Heads

Sprinklers are defined as the dispersal points of water in the irrigation system. Every attempt has been made to provide double-coverage for all areas irrigated by the sprinkler system. However, because every area is a unique shape, with varying sun, wind, and soil conditions, dry (or wet) spots may develop.



While the sprinkler patterns have been chosen to keep overspray off walls, sidewalks, and structures, windy conditions, plant growth, and other factors will sometimes result in isolated overspray problems. Regular inspections should identify any such areas. Make necessary adjustments immediately.

As shrubs and ground covers grow, it may be necessary to add risers to certain sprinkler heads or cut back shrubbery, so that the spray patterns are not blocked. Regular inspections should identify any such areas. Make necessary adjustments immediately.



Water must be kept off structures, streets and hardscapes in order to avoid damage.

Required Maintenance

Maintenance	Frequency
Inspect for broken or improperly adjusted sprinkler heads, clogged nozzles, worn nozzles and gear drives, grit in seals or moving parts, mower or other physical damage, and broken sprinkler lines.	Minimum of once a week. To assure adequate coverage and prevent over-spray this inspection should be made even more frequently during dryer, warmer seasons.
Ensure appropriate coverage in all areas. Prevent over watering, and minimize any over-spray. After any irrigation repair, piping should be flushed and re-tested for proper function and adequate coverage.	Weekly inspection
The riser height of sprinklers should be adjusted with care not to interfere with pedestrian traffic.	Adjust as required
Monitor the amount of water being applied and corrective measures taken immediately.	Weekly visual and annual comparison and analysis



It may be necessary to stake irrigation heads for risers 12” or larger to maintain performance. Heads can start to tilt or sway if riser is not secured.

Effects of Deferred Maintenance

Failure to inspect, replace, and adjust sprinkler system components may result in inadequate or surplus water supply, affecting nearby turf, trees, and other plant life. Over watering will eventually lead to soil erosion, and could harm nearby structures and/or hardscape surfaces.

Valves

Valves are defined as those remote control irrigation valves that are part of the irrigation system and, in conjunction with the time clocks, regulate the flow of water throughout the system.



Required Maintenance

Maintenance	Frequency
Valves should be manually operated and visually inspected.	At least once per month
Schedule a thorough inspection for diaphragm or seat wear, sticking solenoids or diaphragm, corrosion of wire connections, clogged screens and orifices, and debris or stones lodged under the valve.	At least once a year. Repairs or replacement are to be done as soon as any malfunction is detected.
Inspect quick coupling valves, and ball or gate valves.	At least once per month. More thorough inspections annually.

Effects of Deferred Maintenance

Because the remote control valves control the disbursement of water, repairs that are not attended to could result in long term damage to landscaping in the affected areas.

Mainline and Lateral Pipes

The mainline and lateral pipes are defined as the interconnecting channels that carry the water from the water source to, and between, the disbursement points (sprinkler heads). Mainline (supply) pipes are "hot" (always pressurized) and connect the valves to the water source. Lateral pipes are filled with water only when a remote control valve is opened to serve a group of sprinkler heads.

Required Maintenance

Maintenance	Frequency
The irrigation supply and lateral pipes within the development are plastic (PVC). If not disturbed by trenching or digging, minimal maintenance should be required.	Repair immediately when a leak is detected

Effects of Deferred Maintenance

As with the other components of the irrigation system, repairs that are not attended to immediately could result in long term damage to plant life and cause soil erosion in the affected areas.

Area Drains

Area drains are defined as those drains within the development, which allow drainage of excess surface water from the landscape.



Required Maintenance

Maintenance	Frequency
Inspect drains, inlets and catch basins for blockages.	Check at least once a month in dry seasons and weekly in rainy seasons. Clogged pipes should be corrected immediately.
Inspect surface swales to ensure that they are draining freely to catch basins and/or drain inlets with no blockage or forming of ponds.	At least once a month Any such conditions limiting surface drainage should be repaired immediately.
Cut groundcover around drain inlets and remove debris.	At least 4 times per year
Inlets, catch basins and lines should be flushed to keep them free of debris.	Flush at least twice a year

Effects of Deferred Maintenance

Blockage of the landscaping drains could lead to collection of water in lower ground areas, which would flood surrounding lawn or plants. Few plants can survive a flooded or overly wet condition for any length of time. Severe flooding can also adversely affect nearby hardscape, structures and contribute to soil erosion.

Walkways

Walkways are defined as the common use concrete sidewalks within the development. All walks that contain hazards such as lifting, ponding of water, etc. should be barricaded from use by the maintenance contractor. The maintenance contractor should notify the Association of hazard and schedule necessary repairs.



Required Maintenance

Maintenance	Frequency
Walkways should be cleaned to remove any debris.	Weekly after mowing
Inspections for cracks, fissures, or lifted panels should be done. Repair as soon as possible.	Twice per year
Clean off walks. Schedule to coincide with mowing or other maintenance occurring in the area.	Quarterly

Effects of Deferred Maintenance

Accumulations of dirt and debris on walkways and in the street drains are a nuisance and detraction to the development. Serious cracks or fissures in the walkway that remain unrepaired are a potential liability to the Association.

Decomposed Granite Trails

The trails are made of natural components. It is imperative to keep water off of the trails as much as possible to avoid erosion. Typically, these types of trails require very little maintenance.



Required Maintenance

Maintenance	Frequency
Replace components in trail as needed.	Every 3-5 years
Always keep water off the trails!	On-going

Effects of Deferred Maintenance

Failure to maintain will result in higher replacement costs.

Brow Ditch

The brow ditch is in place to carry excess water to proper drainage.



Required Maintenance

Maintenance	Frequency
Inspect brow ditches to ensure they are free flowing and free from any blockage.	Twice per year during rain season
Remove accumulated dirt by flushing ditch.	Annually or as needed
Inspect and clean all brow ditches at toe of slope(s) until adjacent slopes achieve a minimum of 90% coverage and ground cover.	Annually

Effects of Deferred Maintenance

Blocked drainage can cause flooding that may result in damage to landscaping, hardscape and structures.

Brush Management

Source: San Diego Municipal Code, Land Development Manual (Section III)

3.1 Brush Management - Description

Fire safety in the landscape is achieved by reducing the readily flammable fuel adjacent to structures. This can be accomplished by pruning and thinning of native and naturalized vegetation, revegetation with low fuel volume plantings or a combination of the two. Implementing brush management in an environmentally appropriate manner requires a reduction in the amount and continuity of highly flammable fuel while maintaining plant coverage for soil protection. Such a transition will minimize the visual, biological and erosion impacts while reducing the risks of wildland fires.

3.2 Brush Management Requirements

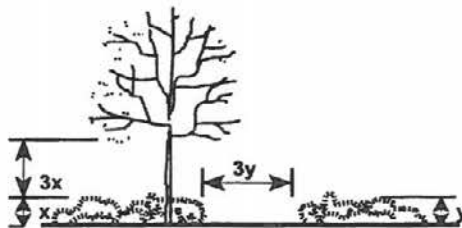
3.2-1 Basic Requirements - All Zones

3.2-1.01 For zone two, plants shall not be cut below six inches.

3.2-1.02 Debris and trimmings produced by thinning and pruning shall be removed from the site or if left, shall be converted into mulch by a chipping machine and evenly dispersed, non-irrigated, to a maximum depth of 6 inches.

3.2-1.03 Trees and large tree form shrubs (e.g., Oaks, Sumac, Toyon) which are being retained shall be pruned to provide clearance of three times the height of the under story plant material or six feet whichever is higher (Figure 3-1). Dead and excessively twiggy growth shall also be removed.

Figure 3-1



3.2-1.04 All plants or plant groupings except cacti, succulents, trees and tree-form shrubs shall be separated by a distance three times the height of the tallest adjacent plants (Figure 3-1).

3.2-1.05 Maximum coverage and area limitations as stated herein shall not apply to indigenous native tree species (i.e., Pinus, Quercus, Platanus, Salix and Populus).

3.2-2 Zone I Requirements - All structures

3.2-2.01 Do not use, and remove if necessary, highly flammable plant materials.

3.2-2.02 Trees should not be located any closer to a structure than a distance equal to the tree's mature spread.

3.2-2.03 Maintain all plantings in a succulent condition.

3.2-2.04 Non-irrigated plant groupings over six inches in height may be retained provided they do not exceed 100 square feet in area and their combined coverage does not exceed 10 percent of the total Zone I area.

3.2-3 Zone 2 Requirements - All Structures

3.2-3.01 Individual non-irrigated plant groupings over 18 inches in height may be retained provided they do not exceed 400 square feet in area and their combined coverage does not exceed 30 percent of the total Zone 2 area.

Plant Legend-(Landscape Varieties Installed)

Botanical Name

Common Name

Trees:

Shrubs:

Vines and Espaliers:

Groundcovers:

***Water* is the #1 potential hazard to your community!**

Attention to maintenance is critical!



Keep it away from structures and roadways.

Pay special attention to water and save.

Site Improvements

This section outlines how to maintain the components around your buildings and is designed to guide you as you walk through to inspect your community.

Walkways

The walkways are defined as the pathways around the buildings. Please see the landscape section for this component.

Walls and Fencing

The walls and fencing are defined as the masonry wall, wrought iron and wood fencing. Each type requires different maintenance.



Keep water off all structures, including the fences and walls.



Efflorescence refers to the condition where a white powdery substance appears on stucco and concrete walls. It is caused by the lime in cement reacting to moisture in the air and is considered normal. To remove the efflorescence, scrub the surface with water and a brush.



Required Maintenance

Maintenance	Frequency
The masonry wall requires very little maintenance. Inspect masonry wall for structural integrity.	Every 4-5 years
Keep sprinklers off the structures.	Ongoing
Inspect and re-stain/repaint wood fencing as needed.	Approximately every 2-3 years



Please see the section after the entryway for wrought iron maintenance.

Effects of Deferred Maintenance

Failure to provide adequate maintenance, and especially failure to keep water off these structures, will shorten the useful life. Water can stain fences and walls, reducing curb appeal.

Entryway

The community’s entryway is the first impression residents, visitors and prospective buyers receive. “Curb appeal” is an important factor in maintaining property values. It is important to maintain a neat appearance. Flowers may be planted to add color. Be sure to check this area on your walk throughs.



Required Maintenance

Maintenance	Frequency
Sweep or use a leaf blower to clear the area of debris.	Weekly
Wall maintenance.	See walls
Ground cover and shrubs.	See ground cover and shrubs in the landscape section.
Replant flowers to maintain a fresh, bright appearance.	Quarterly
Paint and touch up Association sign.	Inspect annually. Paint every 2-3 years.

Effects of Deferred Maintenance

Failure to provide adequate maintenance may result in a dirty unkempt appearance and may have a negative affect on property values.

Fence and Gate Inspection Procedure

Because each fence resides in an unique environment mandating different levels of maintenance, we suggest semi-annual inspections of the Association iron fence. A simple three-part procedure is recommended:

1. Mark the yearly calendar with 2 dates approximately 6 months apart so you do not forget about the inspection.
2. When the inspection week arrives, walk the fence lines paying close attention to "problem areas" - welds, post bottoms, sprinkler areas, heavy vegetation, etc.
3. If there are areas where breakdown is beginning, clean with a wire brush, prime, and paint them before damage can occur.



IRON WILL MATURE

Determining when to repaint your fence depends on aesthetics and in what area your home is located. Proper maintenance will prevent damage to the fence. When you do repaint, view it as a long-term investment. The older your iron gets and the more coats of paint are applied, the less maintenance will be required and the more attractive it becomes.

As a rule of thumb, we suggest you paint your iron fence every 12 - 18 months if you live within 30 miles of the ocean. If not, then every 24 - 30 months is generally sufficient. If you're using reclaimed water for irrigation then you need to repaint every 12 months to avoid rapid deterioration.

Asphalt

The asphalt is defined as the “black top” street surface running throughout the community.

Avoid the enemies of asphalt:

1. Water from irrigation over-spray and run off.
2. Oil dripping from cars.
3. Car wash cleansers.

Required Maintenance

Maintenance	Frequency
Make regular inspections to avoid the “enemies” listed above.	On-going
Seal-coat.	Every 3-5 years
Inspect for signs of decay. Repair as necessary.	Annually

Effects of Deferred Maintenance

Failure to provide adequate maintenance will result in premature failure of the asphalt system. When it comes to asphalt, a “stitch in time, saves nine”, and as always, use qualified vendors and sub-contractors.

**Types of asphalt maintenance and repair:**

Sealcoating: This maintenance provides a smooth black finish and extends the useful life of the asphalt. Usually a two-coat application is recommended.

Skin patching: Apply a thin layer of new asphalt for small, isolated areas with surface erosion.

Removal and replacement: When the asphalt is broken or “alligatored” (cracked), the area is sectioned out and replaced. Usually 4” in thickness.

Overlay: Due to age the asphalt loses its strength and smooth surface. Overlay can be performed when the majority of a larger area or road needs repair. Usually 1” in thickness when there are no signs of instability; 1½” when instability and alligatoring are present.

Petro-Mat overlay: Used for a large area with severe cracking. Usually 1½” of new asphalt over reinforcement fabric (e.g.petro-mat).

Concrete Surfaces

The concrete surfaces are defined as the stamped concrete, curbs, gutters and drains beside the roads and require very little maintenance. See the landscape section for walkways.

Concrete is a very hard resilient type of material. However, small cracks due to normal wear and tear is common in concrete.



Required Maintenance

Maintenance	Frequency
Inspect periodically for chipping and patch as necessary. This is primarily to improve the appearance of the surfaces.	Every 5 years
Inspect concrete for lifting or separating. This can create a safety hazard resulting in HOA liability.	Annually

Effects of Deferred Maintenance

Failure to provide adequate maintenance may create safety hazards.

Mailboxes

The mailboxes are grouped in clusters. They are one place residents go on a daily basis. Therefore, they should be kept clean and operational at all times.



Required Maintenance

Maintenance	Frequency
Lubricate locks with graphite or teflon.	Twice per Year
Wipe down the exteriors of the units with a teflon spray to remove any oxidation, salt or debris. This wipe down will provide lubrication to the door hinges	Quarterly
Seal the bottom anchoring plate with a vulcom sealant to prevent rust.	As needed

Graffiti should be removed immediately. According to Police, removing the “tagging” quickly has proven to be the greatest deterrent to vandals. Remove graffiti with a commercially available liquid graffiti remover.

As with all structures, keep water off!

Effects of Deferred Maintenance

Rust and accumulated dirt will diminish the appearance and may reduce the life expectancy of the mailboxes.

Storm Drains

Storm drains carry away large quantities of water from the paved surface areas within your community.



Required Maintenance

Maintenance	Frequency
Visually check storm drain for any obstructions.	Quarterly and at beginning of rainy season
Remove dirt, mud and debris to keep drain clear.	As needed.

Effects of Deferred Maintenance

Failure to maintain the storm drains may result in flooded areas. This could lead to asphalt damage or Association liability for injury.

Lighting

The lighting is pictured below.



Required Maintenance

Maintenance	Frequency
Check to ensure the lights are functioning.	Monthly at a minimum
Clean the light fixture	Every 3-5 years

Effects of Deferred Maintenance

Failure to provide the maintenance required may cause injury as a result of poor illumination.

The Schedules

This section contains all of the recommendations outlined in the preceding sections. They have been conveniently grouped by vendor. Each vendor's activity has been further grouped by how often the work should be done.



During the early years of your community, less maintenance will be required. For example, trees may not require pruning. As components age, more frequent service will be needed. However, regular inspections must be conducted to determine the need for maintenance.



Starting your maintenance monitoring at the inception of your community is the best way to ensure you will maximize the value and enjoyment of your community.

Vendors should provide, to the Board of Directors, logs of the work performed. This information should be maintained in a central historical database file.

The items listed with time frames such as "*Periodically*", "*Daily*", "*Weekly*", "*Twice per Month*" and "*Monthly*" are usually included in **vendor's routine contractual responsibilities and fees.**

When drafting the specifications for your maintenance contractors, refer to these sections. *You can often negotiate them into the standard fee!*

Maintenance Schedules Sorted by Vendor and Time

Vendor Janitorial

When

Component

Mailboxes Graffiti should be removed immediately. This can be done by painting over the graffiti.

Date Completed:

When

Component

Mailboxes Wipe down the exteriors of the units with a Teflon spray to remove any oxidation, salt or debris. This wipe down will provide lubrication to the door hinges.

Date Completed:

Vendor**Landscaper****When**

Periodically

Component

Decomposed Granite Trails Always keep water off the trails.

Date Completed:

Irrigation Controller Controllers should be adjusted based on the actual evapotranspiration (E.T.) needs of the plants with allowances for adjustments due to on-site conditions.

Date Completed:

Lighting Keep water off the unit.

Date Completed:

Shrubs and Vines Vines and "espaliered" plants should be neatly pruned and securely attached to walls or fences.

Date Completed:

Sprinkler Heads Sprinklers should be directed away from the iron fence. When this is not feasible, extra maintenance will be required for these areas to prevent possibly voiding your warranty.

Date Completed:

Walls and Fencing Keep sprinklers off the structures.

Date Completed:

Vendor**Landscaper****When**

Weekly

Component

Backflow Preventers	Check for visible leaks and vandalism. Periodic discharge of water from the relief valve is not a problem. This is the intended function.	<u>Date Completed:</u> _____ _____
Entryway	Keep the area clear of debris.	<u>Date Completed:</u> _____ _____
Groundcover	Gather and dispose of leaves and trash from flower beds.	<u>Date Completed:</u> _____ _____
Irrigation Controller	Inspect time clocks to determine that the scheduled program is working properly and adjust for proper watering.	<u>Date Completed:</u> _____ _____
Irrigation Controller	Inspect controllers to minimize moisture damage and corrosion. Check for dead backup batteries, loosened connections, deteriorated weatherproofing or damaged hardware.	<u>Date Completed:</u> _____ _____
Sprinkler Heads	Inspect for broken or improperly adjusted sprinkler heads, clogged nozzles, worn nozzles and gear drives, grit in seals or moving parts, mower or other physical damage, and broken sprinkler lines.	<u>Date Completed:</u> _____ _____
Sprinkler Heads	Monitor the amount of water being applied and take corrective measures immediately.	<u>Date Completed:</u> _____ _____
Sprinkler Heads	Insure proper coverage in all areas.	<u>Date Completed:</u> _____ _____
Turf	Mow grass areas (turf).	<u>Date Completed:</u> _____ _____
Walkways	Walkways should be cleaned to remove any debris after mowing.	<u>Date Completed:</u> _____ _____

Vendor

Landscaper

When

Twice per Month

Component

Turf

Edge grass areas (turf).

Date Completed:

When

Monthly

Component

Area Drains

Inspect surface swales to insure that they are draining freely to catch basins and/or drain inlets with no blockage or forming of ponds.

Date Completed:

Area Drains

Inspect drains, inlets and catch basins for blockages. Check at least twice a month in dry seasons and weekly in rainy seasons. Clogged pipes should be corrected immediately.

Date Completed:

Trees

Check breather tubes to evaluate proper drainage. Remove any standing water from such breather tubes.

Date Completed:

Valves

Valves should be manually operated and visually inspected.

Date Completed:

Vendor**Landscaper****When**

Quarterly

Component

Area Drains

Cut groundcover around drain inlets and remove debris.

Date Completed:

Entryway

Re-plant flowers to maintain a fresh, bright appearance.

Date Completed:

Groundcover

Cut back excess groundcover to prevent "choking" of trees and shrubs.

Date Completed:

Groundcover

Apply fertilizers to replenish soil nutrients required for healthy plant growth. March, May, July, and September.

Date Completed:

Storm Drains

Visually check storm drain for any obstructions. (Especially at the beginning of the rainy season.)

Date Completed:

Trees

Inspect trees to determine whether staking should be added, removed or adjusted to promote growth in the appropriate direction.

Date Completed:

Turf

Apply fertilizers to replenish soil nutrients required for healthy turf and plant growth. March, May, July, and September.

Date Completed:

Walkways

Hose off walks. Schedule to coincide with mowing or other maintenance occurring in the area.

Date Completed:

Vendor**Landscaper****When**

Twice per Year

Component

Area Drains

Inlets, catch basins, and lines should be flushed to keep them free of debris.

Date Completed:

Brow Ditch

Inspect brow ditch to insure it is flowing and free from blockage.

Date Completed:

Irrigation Controller

Reset clocks for Daylight Savings Time and after any power failures. Keeping a good battery in the clocks should minimize the need for resetting.

Date Completed:

Irrigation Controller

Record any changes to clock settings. Always keep a current record of settings.

Date Completed:

Shrubs and Vines

Check for plant stress. Fertilizing of shrubs will occur in conjunction with the fertilization of ground cover.

Date Completed:

Trees

Apply fertilizers near the drip line to promote healthy growth. March and September of each year.

Date Completed:

Vendor

Landscaper

When

Annually

Component

Brow Ditch

Remove accumulated dirt by flushing ditch.

Date Completed:

Brow Ditch

Inspect and clean all brow ditches at toes of slope(s) until adjacent slopes achieve a minimum of 90% coverage of shrub and groundcover.

Date Completed:

Trees

Prune to remove dead, diseased or weakened limbs to promote the healthy and symmetric growth of the tree. Trees should not be topped.

Date Completed:

Trees

Prune roots, after first 3 years, to avoid potential cracking of sidewalks or driveways. Yearly after 3 years. A proportional amount of foliage should be removed at the same time as roots are pruned.

Date Completed:

Trees

Thin or lace.

Date Completed:

Turf

Aerate and vertically mow turf areas to relieve soil compaction and thatch buildup, allowing air and water to reach the root system of grass.

Date Completed:

Turf

Test soil suitability to help identify levels of fort.

Date Completed:

When

4-5 years

Component

Decomposed Granite Trails

Replace components in trail as needed.

Date Completed:

Irrigation Controller

Electric time clocks will eventually need to be replaced.

Date Completed:

Vendor**Landscaper****When**

As Needed

Component

Groundcover	Apply insecticides for control of aphids, snails, etc., and chemical control of plant diseases.	<u>Date Completed:</u> _____ _____
Irrigation Controller	Lightning strikes may affect the system. Check after electrical storms for any adverse effects.	<u>Date Completed:</u> _____ _____
Irrigation Controller	Reset and adjust each irrigation station's run time in response to changing weather conditions and plant needs.	<u>Date Completed:</u> _____ _____
Lateral and Mainline Pipes	On occasion, some repairs may need to be done to maintain the integrity of the system and an occasional inspection of portions of the piping system is recommended. Repair immediately when a leak is detected.	<u>Date Completed:</u> _____ _____
Shrubs and Vines	Apply chemical controls for fungus, bacterial, and viral infestations as symptoms appear.	<u>Date Completed:</u> _____ _____
Shrubs and Vines	Prune to prevent shrubs and plants from becoming "rangy" and to contain their size. Pruning should be done with care not to "poodle" shrubs. All trimmings should be promptly removed from the site.	<u>Date Completed:</u> _____ _____
Shrubs and Vines	Apply insecticides to control infestations (such as aphids), as required.	<u>Date Completed:</u> _____ _____
Shrubs and Vines	Apply snail bait to prevent snails from devouring shrubs and plants.	<u>Date Completed:</u> _____ _____
Shrubs and Vines	Shrubs should be monitored for signs of micronutrient deficiency and treated.	<u>Date Completed:</u> _____ _____
Sprinkler Heads	The riser height of sprinklers should be adjusted with care not to interfere with pedestrian traffic.	<u>Date Completed:</u> _____ _____
Storm Drains	Visually inspect for obstructions; remove dirt, mud and debris as needed to keep drain clear.	<u>Date Completed:</u> _____ _____

Vendor**Landscaper**

Trees

Remove any diseased or weakened trees, any limbs, branches, or fronds which might impact structures under windy conditions.

Date Completed:

Trees

Apply insecticides to control infestations.

Date Completed:

Turf

Apply insecticides for control of aphids, snails, etc., and chemical control of plant diseases.

Date Completed:

Turf

Remove weeds. Periodically apply herbicides for control of Bermuda grass, crabgrass, nut grass and dandelions.

Date Completed:

Turf

Remove turf, by hand or spraying, from within 12 inches of tree trunks to eliminate damage potential from mowers and string trimmers.

Date Completed:

Vendor

Lighting

When

Periodically

Component

Lighting

Check to insure the lights are functioning.

Date Completed:

When

Monthly

Component

Lighting

Check for and replace burned out bulbs.

Date Completed:

When

Annually

Component

Lighting

Clean the encasement so light can shine at full illumination.

Date Completed:

Vendor

Painter

When

2-3 years

Component

Walls and Fencing Inspect and re-stain/repaint walls and fencing as needed.

Date Completed:

Vendor

Specialty

When

Annually

Component

Asphalt

Inspect for signs of decay. Repair as necessary.

Date Completed:

Backflow Preventers

Schedule a licensed inspector to check for leaks. This testing is usually required by local health codes.

Date Completed:

When

4-5 years

Component

Asphalt

Seal-coat.

Date Completed:

Masonry Wall

Inspect masonry wall for structural integrity.

Date Completed:

Vendor

Structure Maintenance

When

Component

Mailboxes Lubricate locks with graphite or Teflon.

Date Completed:

Walkways Inspections for cracks, fissures, or lifted panels should be done. Repair as soon as possible.

Date Completed:

When

Component

Concrete Surfaces Inspect concrete for lifting or separating. This can create a safety hazard resulting in HOA liability.

Date Completed:

Mailboxes Seal the bottom with vulcom sealant to prevent rust.

Date Completed:

When

Component

Concrete Surfaces Inspect periodically for chipping and patch as necessary.

Date Completed:

Walls and Fencing Inspect masonry wall for structural integrity.

Date Completed:



Maintenance Performance Logs

The following logs are made for use in reporting and tracking the maintenance of your property. Detailed records of work performed kept on these or a similar log is vital to the ongoing maintenance of your community.



The Board should decide on the level of reporting they want. **With the Board Meeting Report, the Board of Directors and the manager can see the status of the entire maintenance program. (See example on the following page.)**

Here is an example of how to use them:

1. Each month, in time for the Board Meeting, the vendor completes and sends his sheet(s) detailing what has been done during the preceding month including notes and costs.
2. The property manager records the information from the vendors to one sheet for the Board of Directors' review at their meeting.
3. Take action to ensure proper maintenance.

Board Meeting Report for Maintenance Action and Recommendations

Vendor Category

Report for Board Meeting Scheduled on

Janitorial	Action and Recommendations	Associated Cost
	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

Landscaper	Action and Recommendations	Associated Cost
	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

Lighting	Action and Recommendations	Associated Cost
	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

Painter	Action and Recommendations	Associated Cost
	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

Specialty	Action and Recommendations	Associated Cost
	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

Structure Maintenance	Action and Recommendations	Associated Cost
	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

Monthly Fax

Janitorial

Vendor Janitorial

When Periodically

Component	Task	Notes and Costs
<input type="checkbox"/> Mailboxes	Graffiti should be removed immediately. This can be done by painting over the graffiti.	

When Quarterly

Component	Task	Notes and Costs
<input type="checkbox"/> Mailboxes	Wipe down the exteriors of the units with a Teflon spray to remove any oxidation, salt or debris. This wipe down will provide lubrication to the door hinges.	

Signature: _____

Date: _____

Fax monthly to your property manager.

Vendor Landscaper

When 4-5 years

Component	Task	Notes and Costs
<input type="checkbox"/> Decomposed Granite Trails	Replace components in trail as needed.	
<input type="checkbox"/> Irrigation Controller	Electric time clocks will eventually need to be replaced.	

When Annually

Component	Task	Notes and Costs
<input type="checkbox"/> Brow Ditch	Inspect and clean all brow ditches at toes of slope(s) until adjacent slopes achieve a minimum of 90% coverage of shrub and groundcover.	
<input type="checkbox"/> Brow Ditch	Remove accumulated dirt by flushing ditch.	
<input type="checkbox"/> Trees	Prune roots, after first 3 years, to avoid potential cracking of sidewalks or driveways. Yearly after 3 years. A proportional amount of foliage should be removed at the same time as roots are pruned.	
<input type="checkbox"/> Trees	Prune to remove dead, diseased or weakened limbs to promote the healthy and symmetric growth of the tree. Trees should not be topped.	
<input type="checkbox"/> Trees	Thin or lace.	
<input type="checkbox"/> Turf	Aerate and vertically mow turf areas to relieve soil compaction and thatch buildup, allowing air and water to reach the root system of grass.	
<input type="checkbox"/> Turf	Test soil suitability to help identify levels of fort.	

When As Needed

Component	Task	Notes and Costs
<input type="checkbox"/> Groundcover	Apply insecticides for control of aphids, snails, etc., and chemical control of plant diseases.	
<input type="checkbox"/> Irrigation Controller	Lightning strikes may affect the system. Check after electrical storms for any adverse effects.	
<input type="checkbox"/> Irrigation Controller	Reset and adjust each irrigation station's run time in response to changing weather conditions and plant needs.	
<input type="checkbox"/> Lateral and Mainline Pipes	On occasion, some repairs may need to be done to maintain the integrity of the system and an occasional inspection of portions of the piping system is recommended. Repair immediately when a leak is detected.	
<input type="checkbox"/> Shrubs and Vines	Apply insecticides to control infestations (such as aphids), as required.	
<input type="checkbox"/> Shrubs and Vines	Apply snail bait to prevent snails from devouring shrubs and plants.	

Signature: _____

Date: _____

Fax monthly to your property manager.

Vendor	Landscaper
--------	------------

- | | | |
|--------------------------|------------------|--|
| <input type="checkbox"/> | Shrubs and Vines | Shrubs should be monitored for signs of micronutrient deficiency and treated. |
| <input type="checkbox"/> | Shrubs and Vines | Apply chemical controls for fungus, bacterial, and viral infestations as symptoms appear. |
| <input type="checkbox"/> | Shrubs and Vines | Prune to prevent shrubs and plants from becoming "rangy" and to contain their size. Pruning should be done with care not to "poodle" shrubs. All trimmings should be promptly removed from the site. |
| <input type="checkbox"/> | Sprinkler Heads | The riser height of sprinklers should be adjusted with care not to interfere with pedestrian traffic. |
| <input type="checkbox"/> | Storm Drains | Visually inspect for obstructions; remove dirt, mud and debris as needed to keep drain clear. |
| <input type="checkbox"/> | Trees | Apply insecticides to control infestations. |
| <input type="checkbox"/> | Trees | Remove any diseased or weakened trees, any limbs, branches, or fronds which might impact structures under windy conditions. |
| <input type="checkbox"/> | Turf | Apply insecticides for control of aphids, snails, etc., and chemical control of plant diseases. |
| <input type="checkbox"/> | Turf | Remove weeds. Periodically apply herbicides for control of Bermuda grass, crabgrass, nut grass and dandelions. |
| <input type="checkbox"/> | Turf | Remove turf, by hand or spraying, from within 12 inches of tree trunks to eliminate damage potential from mowers and string trimmers. |

When	Monthly		Notes and Costs
Component	Task		
<input type="checkbox"/> Area Drains	Inspect drains, inlets and catch basins for blockages. Check at least twice a month in dry seasons and weekly in rainy seasons. Clogged pipes should be corrected immediately.		
<input type="checkbox"/> Area Drains	Inspect surface swales to insure that they are draining freely to catch basins and/or drain inlets with no blockage or forming of ponds.		
<input type="checkbox"/> Trees	Check breather tubes to evaluate proper drainage. Remove any standing water from such breather tubes.		
<input type="checkbox"/> Valves	Valves should be manually operated and visually inspected.		

When	Periodically		Notes and Costs
Component	Task		
<input type="checkbox"/> Decomposed Granite Trails	Always keep water off the trails.		

Signature:

Date:

Fax monthly to your property manager.

Vendor Landscaper

- Irrigation Controller Controllers should be adjusted based on the actual evapotranspiration (E.T.) needs of the plants with allowances for adjustments due to on-site conditions.
- Lighting Keep water off the unit.
- Shrubs and Vines Vines and "espaliere" plants should be neatly pruned and securely attached to walls or fences.
- Sprinkler Heads Sprinklers should be directed away from the iron fence. When this is not feasible, extra maintenance will be required for these areas to prevent possibly voiding your warranty.
- Walls and Fencing Keep sprinklers off the structures.

When	Quarterly	Component	Task	Notes and Costs
<input type="checkbox"/>		Area Drains	Cut groundcover around drain inlets and remove debris.	
<input type="checkbox"/>		Entryway	Re-plant flowers to maintain a fresh, bright appearance.	
<input type="checkbox"/>		Groundcover	Apply fertilizers to replenish soil nutrients required for healthy plant growth. March, May, July, and September.	
<input type="checkbox"/>		Groundcover	Cut back excess groundcover to prevent "choking" of trees and shrubs.	
<input type="checkbox"/>		Storm Drains	Visually check storm drain for any obstructions. (Especially at the beginning of the rainy season.)	
<input type="checkbox"/>		Trees	Inspect trees to determine whether staking should be added, removed or adjusted to promote growth in the appropriate direction.	
<input type="checkbox"/>		Turf	Apply fertilizers to replenish soil nutrients required for healthy turf and plant growth. March, May, July, and September.	
<input type="checkbox"/>		Walkways	Hose off walks. Schedule to coincide with mowing or other maintenance occurring in the area.	

When	Twice per Month	Component	Task	Notes and Costs
<input type="checkbox"/>		Turf	Edge grass areas (turf).	

When	Twice per Year	Component	Task	Notes and Costs
<input type="checkbox"/>		Area Drains	Inlets, catch basins, and lines should be flushed to keep them free of debris.	
<input type="checkbox"/>		Brow Ditch	Inspect brow ditch to insure it is flowing and free from blockage.	

Signature: _____

Date: _____

Fax monthly to your property manager.

Vendor Landscaper

- Irrigation Controller Reset clocks for Daylight Savings Time and after any power failures. Keeping a good battery in the clocks should minimize the need for resetting.
- Irrigation Controller Record any changes to clock settings. Always keep a current record of settings.
- Shrubs and Vines Check for plant stress. Fertilizing of shrubs will occur in conjunction with the fertilization of ground cover.
- Trees Apply fertilizers near the drip line to promote healthy growth. March and September of each year.

When **Weekly**

Component	Task	Notes and Costs
<input type="checkbox"/> Backflow Preventers	Check for visible leaks and vandalism. Periodic discharge of water from the relief valve is not a problem. This is the intended function.	
<input type="checkbox"/> Entryway	Keep the area clear of debris.	
<input type="checkbox"/> Groundcover	Gather and dispose of leaves and trash from flower beds.	
<input type="checkbox"/> Irrigation Controller	Inspect time clocks to determine that the scheduled program is working properly and adjust for proper watering.	
<input type="checkbox"/> Irrigation Controller	Inspect controllers to minimize moisture damage and corrosion. Check for dead backup batteries, loosened connections, deteriorated weatherproofing or damaged hardware.	
<input type="checkbox"/> Sprinkler Heads	Monitor the amount of water being applied and take corrective measures immediately.	
<input type="checkbox"/> Sprinkler Heads	Insure proper coverage in all areas.	
<input type="checkbox"/> Sprinkler Heads	Inspect for broken or improperly adjusted sprinkler heads, clogged nozzles, worn nozzles and gear drives, grit in seals or moving parts, mower or other physical damage, and broken sprinkler lines.	
<input type="checkbox"/> Turf	Mow grass areas (turf).	
<input type="checkbox"/> Walkways	Walkways should be cleaned to remove any debris after mowing.	

Signature: _____

Date: _____

Fax monthly to your property manager.

Vendor **Lighting**

When **Annually**

Component	Task	Notes and Costs
<input type="checkbox"/> Lighting	Clean the encasement so light can shine at full illumination.	

When **Monthly**

Component	Task	Notes and Costs
<input type="checkbox"/> Lighting	Check for and replace burned out bulbs.	

When **Periodically**

Component	Task	Notes and Costs
<input type="checkbox"/> Lighting	Check to insure the lights are functioning.	

Signature: _____

Date: _____

Fax monthly to your property manager.

Painter

Vendor Painter

When 2-3 years

Component	Task	Notes and Costs
<input type="checkbox"/> Walls and Fencing	Inspect and re-stain/repaint walls and fencing as needed.	

Signature: _____

Date: _____

Fax monthly to your property manager.

Specialty

Vendor	Specialty
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When **4-5 years**

Component	Task	Notes and Costs
<input type="checkbox"/> Asphalt	Seal-coat.	
<input type="checkbox"/> Masonry Wall	Inspect masonry wall for structural integrity.	

When **Annually**

Component	Task	Notes and Costs
<input type="checkbox"/> Asphalt	Inspect for signs of decay. Repair as necessary.	
<input type="checkbox"/> Backflow Preventers	Schedule a licensed inspector to check for leaks. This testing is usually required by local health codes.	

Signature: _____

Date: _____

Fax monthly to your property manager.

Vendor **Structure Maintenance**

When **4-5 years**

Component	Task	Notes and Costs
<input type="checkbox"/> Concrete Surfaces	Inspect periodically for chipping and patch as necessary.	
<input type="checkbox"/> Walls and Fencing	Inspect masonry wall for structural integrity.	

When **Annually**

Component	Task	Notes and Costs
<input type="checkbox"/> Concrete Surfaces	Inspect concrete for lifting or separating. This can create a safety hazard resulting in HOA liability.	
<input type="checkbox"/> Mailboxes	Seal the bottom with vulcom sealant to prevent rust.	

When **Twice per Year**

Component	Task	Notes and Costs
<input type="checkbox"/> Mailboxes	Lubricate locks with graphite or Teflon.	
<input type="checkbox"/> Walkways	Inspections for cracks, fissures, or lifted panels should be done. Repair as soon as possible.	

Signature: _____

Date: _____

Fax monthly to your property manager.

Reserve Study

Following is an excerpt from the Reserve Study guidelines for Homeowner Association Budgets developed by the California Department of Real Estate. (Dated January 1997, reprinted April 1999.)

Introduction

Common interest developments (CIDs) are defined by shared property and restrictions in the deed on use of the property. A CID is governed by a mandatory association which administers the property and enforces its restrictions. The association is responsible for repairing, replacing, or maintaining the common areas. The owner of each separate interest is responsible for maintaining that separate interest and any exclusive use common area appurtenant to the separate interest. (California Civil Code Section 1364)

Importance of Reserve Studies

A reserve study provides a current estimate of the costs of repairing and replacing major common area components (such as roofs or pavement) over the long term. Ideally, all major repair and replacement costs will be covered by funds set aside by the association as reserves, so that funds are there when needed. This requires:

- examination of the association's repair and replacement obligations;
- determination of costs and timing of replacement; and
- determination of the availability of necessary (reserve) cash resources.

Because the board has a fiduciary duty to manage association funds and property, a replacement reserve budget is very important. Not only does this information supplement the annual *pro forma* operating budget in providing owners with financial information; the reserve study is also an important management information tool as the association strives to balance and optimize long-term property values and costs for the membership.

For buyers, understanding the reserve study is an important part of evaluating the value of a CID property. For association

members, reserve planning helps assure property values by protecting against declining property values due to deferred maintenance and inability to keep up with the aging of components.

A good reserve study shows owners and potential buyers a more accurate and complete picture of the association's financial strength and market value. The reserve study should disclose to buyers, lenders, and others the manner in which management of the association (i.e. the board and outside management, if any) is making provision for non-annual maintenance requirements. Preparing a reserve study calls for an explicit association decisions on how to provide for long-term funding, and on the extent to which the association will set aside funds on a regular basis for non-annual maintenance requirements.

CC&R Excerpts for Maintenance

For easy reference this section contains excerpts from your CC&Rs (Covenants, Conditions and Restrictions).

The excerpts included are from the following sections:

- Legal Descriptions
- Definitions
- Use Restrictions
- Maintenance Obligations

Glossary

Here are helpful words you will want to know.

Aerator - Located at the end of the kitchen and bathroom faucets. It mixes air with the water in order to provide a smooth, splash-free flow of water. Occasionally, debris may collect in the aerator and restrict the flow of water. If this happens, unscrew the aerator and remove the debris.

Base/Baseboard - The strip of molding or trim at the bottom of walls. The baseboard adds an attractive finish and protects the wall from scuff and damage from furniture or vacuum cleaners.

Berm - A small ridge of soil that directs the flow of rain and irrigation water toward drains or sewers.

Builder - The person who oversees the construction of homes is called the Builder. The builder is responsible for making sure that the subcontractors perform their work on time and to the standards established by the builder.

C.C.&R.'s - The covenants, conditions and restrictions that govern your subdivision.

Caulking - This material is used as a sealant around sinks, tubs and showers. Other applications for caulking include sealing window and door frames.

Circuit - The electrical system in your home is separated into individual units referred to as circuits. Depending upon the layout of your home and electrical codes in your area, each circuit may be designed for a room, an area of the home or a single appliance.

Circuit Breakers - Prevent electrical overload or shorting. The circuit breaker opens the circuit when an overload or short occurs, thereby breaking the flow of electricity. It can be reset manually by moving the circuit breaker lever OFF and then to the ON position once the source of overload has been corrected. Refer to the Electrical Systems section of this manual for more information.

Common Areas - Many neighborhoods have areas that are common property and owned by a homeowners association. These areas may include streets, parking areas, walkways,

slopes and recreational areas. They are maintained and their use is governed by the homeowners association.

Condenser -The unit of heating and air conditioning system that is located outside the home.

Cultured Marble - This is a man-made product that has much of the durability and beauty of a natural marble.

Drywall - The interior walls of a home are usually constructed of drywall. This material also is called gypsum board or sheetrock. The material is functional, and can be textured and painted to complement the style of any home.

Efflorescence - The white, powdery substance that sometimes accumulates on stucco, masonry, concrete and brick. Excessive efflorescence can be removed by scrubbing with a strong vinegar solution or commercial product.

Erosion - The flow of water from irrigation systems or rain can erode landscaping and change the drainage of the yard. Most erosion can be prevented by maintaining the original grading of the yard.

Fluorescent - The lighting fixtures that provide even soft illumination in kitchens, bathrooms and other areas of the home may use fluorescent bulbs.

GFI - Abbreviation for Ground Fault Interrupt Device. Similar to a circuit breaker on that it is designed to interrupt the flow of electricity. GFI's are usually located in the kitchen or the bathrooms. In the even of a short circuit such as dropping an appliance into a filled tub or sink, the GFI will break the electrical circuit immediately and prevent a serious electrical shock.

Graphite - A carbon-based powdery substance that is used as a lubricant for applications in which oil can be damaging. Graphite is usually recommended for used on your aluminum windows and doors.

Grout - Grout is the cement-like material visible between squares of ceramic tile.

Hardware - The hinges, locks, handles and other metal attachments to doors, cabinets and drawers are commonly referred to as hardware.

Header - The header is relatively heavy, structural wood piece that spans open spaces such as doors and window frames. The header supports other structural lumber.

Homeowner Maintenance - As a new homeowner you need to routinely maintain the various features of your home. Some of these maintenance items have been indicated in the Fit & Finish section of this manual. This continuing maintenance is the responsibility of the owner.

Homeowners Association - In this area, many neighborhoods are governed by a small group of homeowners who represent the interests of all nearby homeowners. The association is usually formed by the builder and is turned over to the homeowners when the majority of the homes are sold. The association collects dues that are to be used for proper maintenance of the common areas and to communicate with the members.

Hose Bib - A water faucet that is outside the home and is intended for use with a garden hose.

Incandescent - Lighting fixtures that use traditional light bulbs are called incandescent fixtures. Incandescent lighting is used for lamps, spot lighting and exterior lighting.

Manufacturer's Warranty - The appliances and certain other components of a new home are covered by warranties that are supplied by original manufacturers. These warranties are passed on to you. They include components of the plumbing and electrical systems, heating and air conditioning system, water heater and other manufactured items.

Masonry - The stucco, stonework, fireplace, chimney and brickwork in a home.

Nail Pops - The natural expansion and contraction of wood can cause the nails that hold the wall surfaces in place to move or pop out of place. The nails can be reset and, if necessary, touch up paint can be applied.

Porcelain Enamel - Your tubs and sinks may be constructed of porcelain-glass enamel. Made of a silicate paint which is fired onto steel at high temperatures, it forms a durable smooth and shiny surface much like glass.

Return Air Vent - Because modern homes feature almost airtight seals, the heating and air conditioning systems require return air vents to draw air back to the heating and cooling system.

Scuttle - The opening in the ceiling which gives access to the attic space.

Settling - In the first months and for years after a new home is built some settling can occur as the underlying soil gains and loses moisture. Minor settling is normal, particularly in the first months after a new home is built.

Spackle - The putty-like material that is used to fill surface irregularities in drywall. Its most common use is to fill nail holes in walls before repainting.

Stucco - The mortar-like material that covers the exterior of many homes in this area is called stucco. It provides excellent durability, insulation and beauty to the home. Stucco is relatively brittle so you should avoid sharp blows to the walls. Turn sprinklers away from stucco to prevent water stains.

Subcontractor-Most homes in our area are built by specialized trades people who contract with larger builders or developers to perform their area of specialization. This allows the Superintendent to select those trades with the highest standards and the best reputation. Examples of subcontractors are plumbers, roofers and electricians.

Superintendent-The person who oversees the construction of homes is called the Superintendent. The Superintendent is responsible for making sure that the subcontractors perform their work on time and to the standards established by the Superintendent.

Swale - A swale is similar in purpose to a berm, but it is a depression in the ground. It is designed to channel rain and irrigation water away from structures and toward sewers and drains.

Tack Strips - The devices between the flooring and carpeting that are used to hold wall-to-wall carpeting in place.

Thermostat - The wall-mounted device that controls the heating and air conditioning units is a thermostat. By cycling the heating or air conditioning units on and off, it will maintain a desired temperature in the home.

Vitreous China - The kiln-fired, pottery material that is used in most toilet bowls and tanks. It is a very durable and impervious to water but can be broken by sharp blows from hard objects.

Weep Holes - Small holes in door and window frames and decorator walls that allow water to drain away are called weep holes. They should be kept free of dirt and debris.