

**Exhibit A to Site Manager Agreement**

**Lake Forest Routine Maintenance Tasks: FREQUENCY**

Item	Task	Action
<b>Daily</b>	<b>missing unlock time</b>	
Hot Tub Maintenance	Routine operations, maintenance and minor repair unlock am, lock 10 pm	Perform
Security Check	Driveway, parking area, common areas and entrances for activity and rules compliance	Perform, Report to BP
Trash Cleanup: General	Entrance, driveway, parking, picnic area, trash room, bldg. entrances, hot tub area	Perform
<b>Weekly</b>		
Barbeque Grills: Clean	Inspect and Clean; refill/replace propane tanks; minor repairs ( May-Oct)	Perform
Grounds Clean Up	Bldg. E & F rear, bldg. A-D lake side, between garages and bldgs.: inspection and trash removal	Perform
Heat Tape and Concrete Heating Elements Monitorin	Activate and inspect to ensure proper functioning, maintain, repair and replace (Oct - May)	Perform
Irrigation System Monitoring	Inspect zones and sprinkler function: ensure lawns are well maintained (May - Oct)	Manage Contract Compliance
Landscaping Monitoring	Inspection: document and report landscaping defects, dead or diseased bushes or trees (May - Oct)	Manage Contract Compliance
Garbage Building: Routine Maintenance	Sweep floor, ensure garbage can etc. are orderly manage trash and recycle pick up	Perform
<b>Monthly</b>		
HOA Building Maintenance Supplies	Manage, purchase and maintain inventory of required/approved supplies (lightbulbs, doggy bags, cleaning supplies etc.)	Perform; Report to MC
HOA Building Maintenance Tools & Equipment	Manage, purchase and maintain inventory of required/approved tools and equipment	Perform; Report to MC
Minor Repair or Replace Walk Through Inspection	Inspect common area bldgs. and grounds for defects (follow process per Exhibit C of contract)	Perform
Maintenance Committee Meetings	Attend, participate and provide monthly report and minor repair or replace (MMR) list update report	Report to MC
<b>Bimonthly</b>		
Stairwell Cleaning: (all 14 vestibules)	Inspect and clean (vacuum, sweep as needed)	Perform
<b>Biannually</b>		
Building Exterior Inspection with binoculars	Patios, decks, upper floors, inspection via ground observation and report conditions and defects	Report to MC
Lights	Common areas: clean, repair or replace light fixtures	Perform
Water Spigots--Exterior	Seasonal monitoring to ensure water flow is off and hoses removed Oct-May	Perform
Retaining Walls	Inspect, record deflection measurements, report findings (May & Dec)	Report to MC
<b>Annual</b>		
Barbeque Grills--Repair	Inspect, repair, clean thoroughly (May)	Perform
Fire Extinguisher Inspection	Inspect and replace as needed; repair enclosures to maintain good condition	Perform
Fire/Security/Sprinkler System Inspection	Arrange for inspection, testing and formal report by qualified vendor	Report to MC
Stairwell cleaning--Routine (all 14 vestibules)	Power wash (use shop vac if drainage inadequate)--perform annually in May	Perform
Garbage Room	Power wash room and floor, touch up or paint door as needed	Perform
Window Screen Inspection	Inspect all Unit window screens and document those in need of repair/replacement	Perform; Report to MC
Window Cleaning	Common area window cleaning June	Perform
Lakeside Bank Cleanup	Organize & direct homeowner volunteers	
<b>Triennial</b>		
Roof Inspection	Schedule and coordinate roof inspection and report by qualified vendor	Report to MC
<b>As Needed</b>		
Barbeque Grills--Propane Tanks	Purchase and replace propane tanks, reimbursed paid by HOA	Perform
Response Time: Site Manager	Provide 24-7-365 on site response within 2 hr. to emergency calls (e.g., safety, property damage risk)	Report to BP
Fire/Security Alarms System Monitoring	Assess problems and/or engage qualified vendor and report recommendations	Report to BP
Garbage Building--Remove Dumped Items	Remove large items dumped in or beside dumpster to landfill; fees paid by HOA	Perform; Report to MC
Light Bulbs Maintenance	Replace bulbs within 36h of reporting across all common areas	Perform
Numbers: Buildings, Units and Garages	Report and replace damaged or missing numbers/letters ASAP	Perform
Owner Maintenance and Other Requests	Manage process per Exhibit B of contract	Report to MC
Painting: Touch Up	Touch up accessible (see below) bares spots; for inaccessible touch up needs, report to MC	Perform, Report to MC
Snow Removal Monitoring	Oversee snow removal contractor to ensure effective removal and to reduce property damage	Manage Contract Compliance
Contractor/Vendor Management	Manage process per Exhibit D of contract	Perform; Report to MC
Unit and Complex Access Security	Manage, secure and log key & code access required for HOA-related work on complex, units & garages	Perform
Window Glass Repair	Report broken window glass in common areas & outsource to qualified vendor with MC approval	Perform; Report to MC

**Site Manager Process and Procedure Notes:**

**Supervision:** HOA Board President or her/his designee shall be responsible for the oversight and contractual performance of the Site Manager

**Reporting:** The Site Manager shall report routine maintenance issues per the list above and submit monthly written reports (the Site Manager Report and Site Manager Minor Repair and Replacement List) at the regular meetings of the Maintenance Committee and to the Board Representative

**Owner Communication to Site Manager:** All communication shall go through the owners maintenance request process

**Height Limit:** Work performed by the Site Manager shall be limited to areas that are easily accessible and must not require ladders exceeding 8' in height

**Compensation:** The monthly property site management fee covers all Routine Maintenance work as defined in Exhibit A; additional work performed by the Site Manager that is outside

**Painting Touchup:** priorities shall be hot tub building, entrance to garbage building, garages and building entrances to a max of 10 hours

**Rules Enforcement:** site manager shall be alert to violations, identify home owner responsible, communicate violation to offender & homeowner, issue and collect fines.

All fines shall be paid to site manager.

**Hours for Routine Maintenance:** Monday - Friday, 9 am - 5 pm

**Owner Unit Maintenance & Repair:** Unit maintenance performed outside of the Site Manager contract shall be arranged directly with the unit owner and is not considered part of

**HOA Property Emergencies:** Site Manager is expected to manage HOA emergencies (including safety and property damage)

Remediation is extra to contract

**Definitions:**

**MC:** Maintenance Committee

**BP:** Board President (or designated Board Representative)