

Arbor Village Homeowners Association

2010 Maintenance Plan

The following maintenance items and frequency are highly recommended to provide the best opportunity of gaining the most useful life for the common elements of the association:

1. **Site Inspection.** A walkthrough of the property should be performed to ensure that:

- There is proper drainage and flow of water away from all buildings
- The finish grade is kept a minimum of six inches below siding or trim
- There isn't any standing water or water that pools for more than 72 hours
- Garbage and debris is routinely removed from the community common areas

Annually

March

2. **Picnic Assets.** The picnic table and benches should be checked to insure their stability and proper function.

- Exterior coatings should be touched up and reapplied if needed or applicable to insure the water resistant protection of the material.
- Screws, nails, nuts and bolts should be checked to insure the safety of anyone using the equipment.

Annually

August

3. **Masonry.** Brickwork and other masonry should be checked for:

- Stability.
- Proper function.

Loose or damaged bricks should be repaired immediately by a qualified professional.

Annually

August

4. **Mailboxes.** Mailboxes should be kept free of moss and algae buildup to protect their weather resistant properties.

Annually

June

5. **Fencing.** Fencing and gates should be checked to ensure:

- Structural stability.
- Proper function.
- The integrity of the exterior coating or stain application on the Cedar fence. Any exterior coating or stain should be re-applied per manufacturer's recommendations to ensure the proper UV protection of the wood.
- The vinyl fencing should be pressure washed to remove any moss or algae buildup from prematurely damaging the vinyl.

Annually

June

6. **Signs.** Signage, including handicap parking signs, entry monuments, and any other common signs should be checked to ensure:

- Proper visibility.
- Appropriateness.

Annually

September

7. Landscaping. Common area landscaping should be checked to ensure the following are being done as needed:

- Pruning.
- Weed and turf control.
- Moss and algae control.
- Any other measures necessary or desirable to ensure the health of plant materials, safety, and aesthetic of the community.
- Trees should be pruned as needed and determined by an Arbor care professional. **(Annually)**
- The sprinkler system should be winterized during the winter months to prevent freezing and broken irrigation lines. **(Annually)**

*At Least
Monthly*

8. Concrete curbs and walkways. All concrete curbs and walkways should be kept safe. This includes:

- **Moss and Algae control.** This can cause a slipping hazard.
 - It is important to annually check the community and remove moss build up.
- **Removal of tripping hazards.**
 - Settled walkways or raised walkways that have a greater than $\frac{3}{4}$ " should be eliminated either through grinding or removal of a portion of the sidewalk and a level walkway re-poured.

*At Least
Annually*