

**Year 2012
Reserve Study & Maintenance Plan**

**Orenco Gardens Rowhomes
Hillsboro Oregon**

PREPARED BY

Regenesis

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Regenesis

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August 12, 2011

Colleen Rathka crathka@bluestonehockley.com

RE: **Orenco Gardens Rowhomes**

Enclosed is the Reserve Study & Maintenance Plan Update you requested.

Type of Reserve Study Performed (in bold).

- Level I: Full reserve study with site inspection
- Level II: Reserve study update with site inspection
- Level III: Reserve study update with no site inspection**

Reserve Fund Balance: Effective January 1, 2012, the **Actual Starting Balance** is **\$162,518** versus the **Ideal Starting Balance** which is **\$400,475**.

Percent Funded. A key indicator of a homeowner association's reserve funding health. 100% Funded is ideal. To determine the current Percent Funded, the Actual Starting Balance is divided by the Ideal Starting Balance. Based on this formula, reserves are currently **41% Funded** (0-35%=Weak; 36-70%=Fair; 71-100%=Strong). The proposed Funding Plan will systematically adjust Annual Contributions to move this level toward the 100% Funded ideal.

Recommended Contribution to Reserves. The Funding Plan anticipates future costs to avoid special assessments when possible. To achieve this goal, a 2012 contribution of **\$121,491** is recommended.

Investment Rate. The Reserve Study allows informed long range investment planning. A **.33%** yield is projected based on current investments. Investing in the highest yielding and insured investments can substantially reduce owner contributions. See www.bankrate.com for local investment options.

Inflation Rate. **2%** was used based on the most recent 12 month average published by www.inflationdata.com/inflation/Inflation_Rate/CurrentInflation.asp

Tax Rate. **30%** was used based on using a Federal Tax Form 1120H versus Tax Form 1120 which carries a 15% tax rate. Form 1120 is more complicated than 1120H, requirements are more stringent and tax preparers charge more to complete it. However, if interest earnings are high enough, the additional preparation cost is worth it. See your CPA for more information on tax filing options.

Annual Review & Update Service. An annual review and update of the Reserve Study is required by statute and necessary for continued accuracy. A review and update provides a new 30 year projection with current inflation factor, investment rates and any known component cost changes. **The Client has agreed to a Price Guarantee as follows: \$499 for a 2013 No Site Inspection Update.** Please make sure to include the cost in the annual budget.

Innovative Homeowner Association Management Strategies

Regenesis Resources

- **The Regenesis Report** (FREE) Monthly newsletter considered to be the best HOA resource available. To subscribe, email info@regenesisis.net.
- www.Regenesisis.net Gold Subscribers enjoy the largest homeowner association information resource on the planet and a personalized Ask the HOA Expert service to address specific issues. *All for only \$99 a year.* To subscribe, go to www.Regenesisis.net and click on **Subscribe Here**.

It's been my pleasure to provide this valuable financial and maintenance planning information for your homeowners association.

Regards,



Richard L. Thompson PRA
PROFESSIONAL RESERVE ANALYST



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Reserve Study

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METHODOLOGY

Explains the purpose of the reserve study, how the information was gathered and the sources used.

LIMITATIONS & ASSUMPTIONS

Explains what a Reserve Study does and does not do.

WORKSHEET REPORT

Alphabetical listing of the reserve components by type, cost, year put in service, useful life and replacement year

FUNDING PLAN SUMMARY REPORT

- **Percent Funded:** Starting Balance divided by the Ideal Balance
- **Ideal Balance:** Each component is measured, assessed for useful and remaining useful life plus cost of repair or replacement. Based on this analysis, each component should have a certain amount of money set aside as of the year in question. The Ideal Balance is the sum of all these component amounts as adjusted by the inflation factor.
- **Starting Balance:** Reserve funds total at beginning of each year
- **Annual Contribution:** Funds needed to meet the reserve schedule
- **Interest Income:** Yield on invested reserve funds
- **Tax Liability:** Federal taxes owed on investment interest earned

ANNUAL EXPENDITURES REPORT

Chronological repair and replacement schedule

STARTING BALANCE FUNDS DISTRIBUTION

Allocates available funds to the components. If funds are insufficient to fully fund each component, funds are allocated to components that are scheduled to happen sooner.

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Reserve Study Methodology

DEFINITIONS

Reserve Study Identifies the components all or part of which will normally require major maintenance, repair or replacement in more than one and less than thirty years and the cost of repair or replacement of each at recommended intervals.

RESERVE STUDY CRITERIA

1. Identify current reserve funds balance
2. Identify components to be included
3. Establish reasonable life of each component
4. Establish remaining life of each component
5. Estimate replacement or repair cost of each component
6. Assemble data in Reserve Study
7. Generate Reserve Funding Plan.

FUNDING PLAN CRITERIA

The Funding Plan goal is to reach 100% Funding of the Ideal Balance during the life of the study period. If reserves are initially severely underfunded, the Funding Plan accelerates quickly to address immediate cash needs but then eases into a gradual annual increase. Due to cash inflows and outflows, the plan rarely hits 100% exactly but hovers below or over that mark.

The Funding Plan charts the annual beginning balance, yearly expenditures, contribution requirements and ending balance. It factors in interest earned on invested reserve funds, taxes paid on interest earned and area inflation.

SOURCES OF INFORMATION (as applicable):

Original plans and specifications
Original builder and developer
Contractors and vendors
Industry Professionals (engineers, architects, construction managers, etc.)
Board Members
General Members
Property Manager
Resident Manager
Cost Estimating Services

To remain accurate, the Reserve Study must be updated annually.

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Reserve Study Limitations & Assumptions

1. This Reserve Study is intended for the sole use of the Client and is not to be construed as a guarantee, warranty or an opinion on the advisability of purchase.
2. The information provided by this Reserve Study is effective for one year from the completion date of the report. An annual review and update of this Reserve Study is required to adjust known cost changes, to maintain accuracy and is required by state statute.
3. Consultant's financial liability for errors and omissions is limited to the charge made to Client to perform this Reserve Study.
4. The scope of this Reserve Study is expressly limited to the components included.
5. The remaining useful life estimates of this Reserve Study assumes normal weather conditions and does not factor in damage by flood, wind, storm, earthquake or other insurable events. The useful life estimates assume proper construction, installation, design plus adequate preventive maintenance. Improper construction, installation, design or failure to maintain will lead to shortened useful lives.
6. The cost estimates of this Reserve Study are based in current pricing for similar installations and materials and/or based in actual costs paid by Client. Future costs are subject to change according to supply and demand, material costs, effects of inflation and other forces which are not under Consultant's control.
7. The conclusions of this Reserve Study do not involve forensic or destructive testing of the components and were arrived at by either visual inspection and/or information provided by Client.
8. This Reserve Study is not intended to address or discover construction defects, asbestos, mold, water intrusion or lead paint. Client agrees to indemnify, defend and hold Consultant harmless from all related claims.

Worksheet

August 12, 2011

Sorted Alphabetically

Orenco Gardens Rowhomes

<u>Item Description</u>	<u>Sub-Group</u>	<u>Group</u>	<u>Number Of Items</u>	<u>Item Type</u>	<u>Item Cost</u>	<u>%</u>	<u>Total Item Cost</u>	<u>Year Built</u>	<u>Useful Life</u>	<u>Life Adj</u>	<u>Year Replace</u>	<u>Life Left</u>	<u>One Time?</u>
Barkdust	0	0	139	Units	50.000	100	6,950	2009	3	0	2012	1	no
Comments: Originally scheduled for 2010.													
Brick & Mortar-Clean, Repair & Seal	0	0	139	Units	500.000	100	69,500	2006	7	0	2013	2	no
Comments:													
Building Repairs	0	0	1	(none)	0.000	100	0	2010	10	0	2020	9	no
Comments: 2010: installed bird blocking in open roof vents					\$17,546								
Chimney Caps-Gas	0	0	139	Each	125.000	100	17,375	2002	15	0	2017	6	no
Comments:													
Concrete Safety Repairs	0	0	1	Total	5,000.000	100	5,000	2008	5	0	2013	2	no
Comments:													
Deck-Membrane-Recoat	0	0	6,672	Square Feet	4.000	100	26,688	2008	5	0	2013	2	no
Comments:													
Dryer Vent Cleaning	0	0	1	Total	9,730.000	100	9,730	2010	2	0	2012	1	no
Comments:													
Irrigation Controllers	0	0	1	Total	2,000.000	100	2,000	2002	10	0	2012	1	no
Comments: Remove and replace as failed. Note location, year and cost here.													
Landscape Renovation	0	0	139	Units	150.000	100	20,850	2008	5	0	2013	2	no
Comments:													
Lights-Exterior	0	0	417	Fixtures	50.000	100	20,850	2002	20	0	2022	11	no
Comments:													
Paint-Exterior	0	0	139	Units	2,022.000	100	281,058	2009	7	0	2016	5	no

Worksheet

August 12, 2011

Sorted Alphabetically

Orenco Gardens Rowhomes

<u>Item Description</u>	<u>Group</u>	<u>Sub-Group</u>	<u>Number Of Items</u>	<u>Item Type</u>	<u>Item Cost</u>	<u>%</u>	<u>Total Item Cost</u>	<u>Year Built</u>	<u>Useful Life</u>	<u>Life Adj</u>	<u>YearLife Replace</u>	<u>Left</u>	<u>One Time?</u>
Comments: Cost is actual by Western Accents.													
Paving-Asphalt-Overlay	0	0	35,000	Square Feet	1.500	100	52,500	2002	25	0	2027	16	no
Comments:													
Paving-Asphalt-Repair & Sealcoat	0	0	35,000	Square Feet	0.250	100	8,750	2008	5	0	2013	2	no
Comments:													
Roof-Composition-Asphalt	0	0	1,350	Squares (10'x10')	165.000	100	222,750	2002	30	0	2032	21	no
Comments:													
Roof-Gutters & Downspouts	0	0	1	Total	71,000.000	100	71,000	2002	30	0	2032	21	no
Comments: Gutters 8250 linear feet @ \$4/lf \$33000 Downspouts 9500 linear feet @ \$4/lf 38000													
Siding & Trim Repair	0	0	139	Units	100.000	100	13,900	2009	7	0	2016	5	no
Comments:													
Treework	0	0	1	Total	2,500.000	100	2,500	2008	5	0	2013	2	no
Comments:													
Wall-Brick & Mortar-Clean, Repair & Seal	0	0	18,000	Square Feet	0.500	100	9,000	2009	7	0	2016	5	no
Comments: Coordinate with Paint-Exterior.													
Total	18 items												

Funding Plan Summary

August 12, 2011

Orenco Gardens Rowhomes

Year	Percent Funded	Unadjusted Ideal Balance	Inflation Adjusted Ideal Balance	Starting Balance	Annual Contribution	Interest Income	Tax Liability	Inflation Adjusted Expenditures	Unadjusted Expenditures
2012	41%	400,475	400,475	162,518	121,496	675	(203)	(18,680)	(18,680)
2013	56%	469,377	478,765	265,806	119,584	626	(188)	(135,954)	(133,288)
2014	57%	423,672	440,789	249,874	108,453	970	(291)	(10,123)	(9,730)
2015	66%	501,525	532,223	348,884	106,303	1,302	(391)	(7,375)	(6,950)
2016	71%	582,158	630,147	448,723	107,172	537	(161)	(339,546)	(313,688)
2017	55%	356,053	393,111	216,725	108,932	832	(249)	(19,183)	(17,375)
2018	64%	426,261	480,039	307,056	110,988	897	(269)	(90,620)	(80,468)
2019	66%	433,376	497,813	328,052	113,664	1,270	(381)	0	0
2020	73%	520,959	610,386	442,605	116,599	1,347	(404)	(92,831)	(79,230)
2021	74%	529,312	632,577	467,316	119,693	1,712	(514)	(8,306)	(6,950)
2022	78%	609,944	743,519	579,902	123,125	1,986	(596)	(39,715)	(32,580)
2023	80%	664,947	826,778	664,702	126,831	894	(268)	(457,246)	(367,746)
2024	69%	384,785	488,000	334,913	130,029	1,250	(375)	(21,154)	(16,680)
2025	75%	455,687	589,480	444,662	133,646	1,688	(506)	0	0
2026	81%	543,270	716,834	579,490	137,881	2,097	(629)	(12,839)	(9,730)
2027	84%	621,123	835,950	706,001	142,929	1,993	(598)	(173,550)	(128,950)
2028	85%	579,756	795,881	676,776	146,739	2,142	(643)	(100,924)	(73,518)
2029	87%	593,821	831,493	724,090	148,917	2,635	(791)	0	0
2030	90%	681,404	973,212	874,852	148,763	1,621	(486)	(457,950)	(320,638)
2031	87%	448,349	653,159	566,800	139,493	2,101	(630)	0	0
2032	89%	535,932	796,366	707,763	143,975	990	(297)	(479,745)	(322,855)
2033	82%	300,660	455,700	372,686	143,763	1,113	(334)	(107,215)	(70,738)
2034	84%	317,505	490,856	410,012	141,591	1,182	(355)	(122,488)	(79,230)
2035	84%	325,857	513,844	429,943	142,641	1,654	(496)	0	0
2036	86%	413,440	664,993	573,742	145,060	2,044	(613)	(26,829)	(16,680)
2037	87%	484,343	794,616	693,405	148,295	887	(266)	(498,675)	(303,958)
2038	77%	267,968	448,423	343,645	151,121	977	(293)	(123,026)	(73,518)
2039	77%	282,033	481,398	372,424	154,232	1,444	(433)	(11,863)	(6,950)
2040	82%	362,666	631,410	515,804	157,739	1,907	(572)	(16,940)	(9,730)
2041	84%	440,519	782,293	657,937	161,455	2,030	(609)	(123,421)	(69,500)
Total					4,001,109	42,806	(12,842)	(3,496,199)	(2,569,360)
Average				482,237	133,370	1,427	(428)	(116,540)	(85,645)
Maximum			973,212	874,852	161,455	2,635	(791)	(498,675)	(367,746)
Minimum			393,111	162,518	106,303	537	(161)	0	0

0.33% Investment Rate
 30.00% Tax Rate
 2.00% Inflation Rate
 0.00% Contingency Rate

Annual Expenditures

August 12, 2011

Orenco Gardens Rowhomes

Year	Amount	Item Description
2012	6,950	Barkdust
	2,000	Irrigation Controllers
	9,730	Dryer Vent Cleaning
	<u>18,680</u>	
2013	70,890	Brick & Mortar-Clean, Repair & Seal
	5,100	Concrete Safety Repairs
	27,222	Deck-Membrane-Recoat
	21,267	Landscape Renovation
	8,925	Paving-Asphalt-Repair & Sealcoat
	2,550	Treework
	<u>135,954</u>	
2014	10,123	Dryer Vent Cleaning
	<u>10,123</u>	
2015	7,375	Barkdust
	<u>7,375</u>	
2016	304,226	Paint-Exterior
	15,046	Siding & Trim Repair
	9,742	Wall-Brick & Mortar-Clean, Repair & Seal
	10,532	Dryer Vent Cleaning
	<u>339,546</u>	
2017	19,183	Chimney Caps-Gas
	<u>19,183</u>	
2018	7,827	Barkdust
	5,631	Concrete Safety Repairs
	30,055	Deck-Membrane-Recoat

Annual Expenditures

August 12, 2011

Orenco Gardens Rowhomes

Year	Amount	Item Description
	23,480	Landscape Renovation
	9,854	Paving-Asphalt-Repair & Sealcoat
	2,815	Treework
	10,958	Dryer Vent Cleaning
	<u>90,620</u>	
2020	81,430	Brick & Mortar-Clean, Repair & Seal
	11,400	Dryer Vent Cleaning
	0	Building Repairs
	<u>92,831</u>	
2021	8,306	Barkdust
	<u>8,306</u>	
2022	2,438	Irrigation Controllers
	25,416	Lights-Exterior
	11,861	Dryer Vent Cleaning
	<u>39,715</u>	
2023	6,217	Concrete Safety Repairs
	33,183	Deck-Membrane-Recoat
	25,924	Landscape Renovation
	349,460	Paint-Exterior
	10,880	Paving-Asphalt-Repair & Sealcoat
	17,283	Siding & Trim Repair
	3,108	Treework
	11,190	Wall-Brick & Mortar-Clean, Repair & Seal
	<u>457,246</u>	
2024	8,814	Barkdust
	12,340	Dryer Vent Cleaning
	<u>21,154</u>	

Annual Expenditures

August 12, 2011

Orenco Gardens Rowhomes

Year	Amount	Item Description
2026	12,839	Dryer Vent Cleaning
	<u>12,839</u>	
2027	9,354	Barkdust
	93,538	Brick & Mortar-Clean, Repair & Seal
	70,658	Paving-Asphalt-Overlay
	<u>173,550</u>	
2028	6,864	Concrete Safety Repairs
	36,637	Deck-Membrane-Recoat
	28,623	Landscape Renovation
	12,012	Paving-Asphalt-Repair & Sealcoat
	3,432	Treework
	13,357	Dryer Vent Cleaning
	<u>100,924</u>	
2030	9,926	Barkdust
	401,420	Paint-Exterior
	19,853	Siding & Trim Repair
	12,854	Wall-Brick & Mortar-Clean, Repair & Seal
	13,897	Dryer Vent Cleaning
	0	Building Repairs
	<u>457,950</u>	
2032	25,818	Chimney Caps-Gas
	2,972	Irrigation Controllers
	330,995	Roof-Composition-Asphalt
	105,502	Roof-Gutters & Downspouts
	14,458	Dryer Vent Cleaning
	<u>479,745</u>	

Annual Expenditures

August 12, 2011

Orenco Gardens Rowhomes

Year	Amount	Item Description
2033	10,534	Barkdust
	7,578	Concrete Safety Repairs
	40,450	Deck-Membrane-Recoat
	31,602	Landscape Renovation
	13,262	Paving-Asphalt-Repair & Sealcoat
	3,789	Treework
	<u>107,215</u>	
2034	107,446	Brick & Mortar-Clean, Repair & Seal
	15,042	Dryer Vent Cleaning
	<u>122,488</u>	
2036	11,179	Barkdust
	15,650	Dryer Vent Cleaning
	<u>26,829</u>	
2037	461,105	Paint-Exterior
	22,804	Siding & Trim Repair
	14,765	Wall-Brick & Mortar-Clean, Repair & Seal
	<u>498,675</u>	
2038	8,367	Concrete Safety Repairs
	44,660	Deck-Membrane-Recoat
	34,891	Landscape Renovation
	14,642	Paving-Asphalt-Repair & Sealcoat
	4,184	Treework
	16,282	Dryer Vent Cleaning
	<u>123,026</u>	
2039	11,863	Barkdust
	<u>11,863</u>	

Annual Expenditures

August 12, 2011

Orenco Gardens Rowhomes

Year	Amount	Item Description
2040	16,940	Dryer Vent Cleaning
	0	Building Repairs
	<u>16,940</u>	
2041	123,421	Brick & Mortar-Clean, Repair & Seal
	<u>123,421</u>	

Total: 3,496,199

Starting Balance Funds Distribution

Sorted Alphabetically

August 12, 2011

Orenco Gardens Rowhomes

<u>Item Description</u>	<u>Useful Life</u>	<u>Year</u>	<u>Total</u>	<u>Ideal</u>	<u>Actual</u>	<u>2012</u>	
	<u>Life Left</u>	<u>Replace</u>	<u>Item Cost</u>	<u>Balance</u>	<u>Balance</u>	<u>Contribution</u>	
Barkdust	3	1	2012	6,950	6,950	6,950	2,317
Brick & Mortar-Clean, Repair & Seal	7	2	2013	69,500	59,571	59,571	9,929
Building Repairs	10	9	2020	0	0	0	0
Chimney Caps-Gas	15	6	2017	17,375	11,583	0	3,475
Concrete Safety Repairs	5	2	2013	5,000	4,000	4,000	1,000
Deck-Membrane-Recoat	5	2	2013	26,688	21,350	21,350	5,338
Dryer Vent Cleaning	2	1	2012	9,730	9,730	9,730	4,865
Irrigation Controllers	10	1	2012	2,000	2,000	2,000	200
Landscape Renovation	5	2	2013	20,850	16,680	16,680	4,170
Lights-Exterior	20	11	2022	20,850	10,425	0	2,085
Paint-Exterior	7	5	2016	281,058	120,453	23,422	64,409
Paving-Asphalt-Overlay	25	16	2027	52,500	21,000	0	3,500
Paving-Asphalt-Repair & Sealcoat	5	2	2013	8,750	7,000	7,000	1,750
Roof-Composition-Asphalt	30	21	2032	222,750	74,250	0	11,138
Roof-Gutters & Downspouts	30	21	2032	71,000	23,667	0	3,550
Siding & Trim Repair	7	5	2016	13,900	5,957	5,957	1,986
Treework	5	2	2013	2,500	2,000	2,000	500
Wall-Brick & Mortar-Clean, Repair & Seal	7	5	2016	9,000	3,857	3,857	1,286
Total		<i>18 items</i>		840,401	400,475	162,518	121,496
		0.33% Investment Rate		Contingency	0	0	0
		30.00% Tax Rate		Total	400,475	162,518	121,496
		2.00% Inflation Rate					
		0.00% Contingency Rate					

**Year 2012
Maintenance Plan**

**Orenco Gardens Rowhomes
Hillsboro Oregon**

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Maintenance Plan for Orengo Gardens Rowhomes

The proper care and maintenance of substantial assets have been entrusted to the homeowner association. The key to any effective Maintenance Plan is consistency and expertise. The goal of this Maintenance Plan is to provide general information and direction on how to maintain those assets to produce the highest livability and market values for member units. While many specific items are included, the list is not exhaustive and some issues may develop over time which should be added to the Plan.

Many building and grounds components require specific maintenance to ensure their proper function. Many of the tasks are suitable only to trained professionals with a thorough understanding of the systems. It is highly recommended that only licensed, bonded and insured workman with the training, knowledge, tools and equipment to handle the maintenance of those systems or components be used to ensure highest service quality.

The Maintenance Plan is divided into two parts: **Annual Maintenance** and **Reserve Repairs & Replacements**. The first deals with annual tasks while the second deals with cyclical tasks. Close attention to both are required to achieve the desired results.

Annual Maintenance

The following tasks should be performed on according to a regular and adequate schedule as preventive maintenance:

General Repairs The Operating Budget should provide money to handle various minor repairs like paint touchup, recaulking, minor electrical, plumbing and roof repairs. Various non-emergency repair requests should be grouped together so work can be handled cost effectively.

Landscape-Maintenance Landscaping is an extremely important aspect of livability and market value. Having a contractor that is competent and regularly attending to the landscaping is the proper approach. When the contractor completes work, a job slip should be left with a designated Committee member so the work can be reviewed. If there are deficiencies, the contractor should be notified immediately. If the contractor is consistently unresponsive or the quality of work deficient, a change in contractors is indicated. For details on landscape maintenance, refer to the landscape contractor's agreement.

Lights-Exterior For appearance and security, all exterior light fixtures should be in good working order. Repair fixture or replace bulbs as needed.

Pressure Washing Each year, selected areas of asphalt and concrete sidewalks and steps should be pressure washed to remove oil spots, algae and moss which could cause slipping hazards.

Roof & Gutter Maintenance To ensure the roof lasts its normal useful life:

1. The roof must be kept clean of dirt, debris, moss and algae. As needed, apply moss killer and clear moss away when it is dead and dry. Repair roofing and flashing as needed at least once a year.
2. Keeping scuppers, gutters and downspouts unobstructed is extremely important to prevent damage to the paint, siding and landscaping. Perform at least twice per year, in the fall just prior to winter rains and again in the spring after winter rains have passed.

Siding & Trim All siding and trim should be inspected, repaired and caulked as necessary at least once per year, generally before winter rains come to ensure it is watertight.

Water Intrusion Repairs A knowledgeable building envelope contractor should inspect the buildings for sources of potential water intrusion, like missing flashing, failed caulking or negative drainage which directs water toward the building. Take appropriate corrective action as indicated.

Reserve Repairs & Replacements

The following items should be performed according to the schedule outlined in the Reserve Study:

Barkdust Barkdust beautifies, reduces irrigation water and retards weed growth. Install 2" of medium fresh fir on all planting beds.

Brick & Mortar-Clean, Repair & Seal

1. Coordinate with Paint-Exterior when possible.
2. Pressure wash to remove dirt, algae and moss.
3. Repair mortar as needed.
4. Apply two coats of high quality ten year warranty sealer according to manufacturer's specifications.

Chimney Caps-Gas Remove, replace and install as needed.

Concrete Safety Repairs

1. Inspect all flatwork and sidewalks for tripping hazards of 3/8" or more.
2. Grind down or remove and replace selected sections as needed.

Dryer Vent Cleaning

1. Remove vent to access tubing.
2. Use vacuum with attachment designed to loosen and extract lint and debris.
3. Replace vent ensuring that bird blocking flap is functioning properly.

Landscape Renovation Bushes and plants mature, overgrow their location and die. This fund is to remove and replace those specimens that need it. It is recommended to use drought and pest resistant native species. Use this fund for drainage correction as well.

Paint-Exterior Includes siding, trim, doors and wrought iron.

1. Inspect and repair as needed.
2. Power wash all surfaces to remove peeling paint, moss, algae, dirt and other contaminants.
3. Treat areas with mildew with mildewcide.
4. Scrape or wire brush loose paint and prime all bare spots with primer.
5. Remove and/or provide adequate protection for lighting fixtures and other hardware.
6. Mask with tape and paper, cover with plastic tarp or otherwise protect windows, other unpainted surfaces, landscaping and personal property from paint drips and/or overspray.
7. Surface to be painted shall be dry and free of dirt, dust, oils or other contaminants which will prevent adhesion of the coating.
8. Coating shall be applied at a temperature in accordance with manufacturer's specification.
10. Spray and backroll high quality paint or stain product suitable for siding, trim, soffit and fascia according to manufacturer's guidelines.
11. Spray high quality paint or sealer product as applies on exterior doors.
12. Clean up all work related debris and dispose of off site.

Paving-Asphalt-Overlay

1. Keep sprinkler system turned off (if applies) before and throughout process
2. Seal cracks with rubberized sealer
3. Remove and patch crumbled or alligatored areas
4. Apply 2" overlay of new material
5. After three months have elapsed, apply two coats of emulsified sealcoat 20 gallons per 1000 sf
6. Add 3 lbs of sand per gallon to first coat
7. Apply sealcoat in dry weather only with surface temperature of at least 60 degrees F
8. Allow first coat to dry to touch before applying second coat.
9. Wait 24 hours before driving on
10. Restripe to original pattern (if applies).

Paving-Asphalt-Repair & Sealcoat

1. Keep sprinkler system (if applies) turned off before and throughout process
2. Thoroughly clean all asphalt surfaces removing moss, algae, oil, dirt, rocks and weeds
3. Seal cracks with rubberized sealer
4. Remove and patch crumbled or alligatored areas
5. Apply two coats of emulsified sealcoat according to the following application rates:
 - a. Smooth surfaces (newer): 20 gallons per 1000 sf
 - b. Medium surfaces (middle age): 30 gallons per 1000 sf
 - c. Rough surfaces (older): 50 gallons per 1000 sf
6. Add 3 lbs of sand per gallon to first coat
7. Apply sealcoat in dry weather only with surface temperature of at least 60 degrees F
8. Allow first coat to dry to touch before applying second coat.
9. Restripe to original pattern (if applies).
10. Wait 24 hours before driving on.

Roof-Composition-Asphalt When due for replacement, roofing must be removed to install the new shingles. Consider upgrading to a longer life product for greater durability and smaller per year cost. Remove and replace with comparable quality roofing according to manufactures specification; replace all flashing. Coordinate with replacement of Roof-Gutters & Downspouts.

Roof-Gutters & Downspouts Coordinate with Roof-Composition-Asphalt. Remove and replace with comparable material and design.

Siding & Trim Repair

1. Coordinate with Paint-Exterior.
2. Inspect all siding and trim for loose or bad boards.
3. Renail or remove and replace as needed.

Treework Have all trees inspected by certified arborist; Perform corrective pruning as needed to insure maximum health and beauty of trees.