

2018	CRESTVIEW CHATEAUX ANNUAL MAINTENANCE CALENDAR	COST	DATE COMPLETED	PERSON RESPONSIBLE
JAN	Automatic monthly savings	\$500	Monthly	Chad/Board/Treasurer
	Website Renewal~Neighborhood Link	180.	1/18	Webmaster/Chad
	Annual Fire Sprinkler Inspection	450.	1/16/18	Chad/Board/Metro Fire
FEB	ANNUAL MEETING		2/10/18	Board/Chad
	Pool area review—furniture/poolhouse needs.			Board/Chad
	Recoat flat roofs—determine 5 yr rotation (1 st done 2013; A,B,C,D in 2017)	\$??		Chad/EcoDry
	<i>Schedule</i> → Building Repair & Paint & termite check: Bldg. C (Cycle: C,A,F,B,E,D,G)	\$8,200	2/2018	Chad/Valor Fresco
	Landscape Walk-thru / Hard cutbacks of shrubs & frost damage; this year: Perimeter.		2/2018	Chad/Landscape Comm.
	Dumpster/ dumpster areas powerwashed	\$135.	2/2018	Chad/Aina
MAR	<i>Schedule</i> → Tree-trimming for monsoon storms, to be done by May.		3/2018	Chad
	Discuss pigeon-baiting, whether needed this year. <i>Yes.</i>		3/15/18	Chad/Board
	Inspect/repair roofs A,B,D,F	\$526.	3/8/18	Chad/Board
APRIL	Pigeon-bait all buildings if needed	\$625. Partial	3/19/18	Chad
	Tree-trimming completed	\$4,500 est	4/12/18	Chad/
MAY	Before Memorial Day: Check flag for repair or replace			Chad
	Dumpsters/dumpster areas powerwashed...as needed.	250.		Chad
JUNE	Palm Tree pruning, early June	760. est	<i>Chad, contact pool service for next day.</i>	Chad/GreenKeeper
	County Pool & Spa Permit renewals	495.		Heywood/HOA
	Roof cleaning / Gutter cleaning /chk tile count for repair	1,000.est		Chad/Board
JULY	<i>No board meeting, unless there is pressing business.</i>			
AUG	Parking Structure (341 -) <i>Reminder: Review trash co. contract in 2020.</i>	\$7,475		Chad/SCI Construction Chad/Board

SEPT	Begin preliminary budget discussion: include next parking structure; flat-roof work; pool fence integrity; landscape needs (Next irrig/gravel project), consider slurry proj. for 2020 will be \$20K., etc.		Board/Treas/Chad
	<u>CHAD: Send letters to A,B,C,D re. Chimney cleaning requirement.</u>		Chad/Heywood
	Landscape Walk-thru; fall planting plan.		Chad/Darin/Landscape Comm.
OCT	Set Annual Meeting Date for 2019		Board/Chad
	Replace Drip System & Gravel; new plants: Bldg. F.	\$7,000.	Chad/G.W.
	Continue Budget discussion/review		Board/Chad
	Check flag before Veterans' Day (we have 2)		Chad
	Prepare & plant winter grass	\$1,400.	Chad/G.W.
	<i>Reminder Slurry coat sched. for 2020. Get bids 2019.</i>		
NOV	Determine CPI for 2017 & decide on dues increase.		Chad/Board
	Budget Approval (Board);		Board
	Letter to owners: include condo insurance policy loss assessment requirement.		Chad
	Check that Pool Svc. Rate drops this month.		Chad/Treasurer
	Spa cover back on spa.		Chad/Pool Svc.
DEC	Send letter of invitation to Annual Meeting		Chad
<i>No Board Mtg., unless needed</i>	Request owner interest in serving on Board, 2-yr term. (Open positions: Trish, JR)		Chad
	Clean rain gutters on end of each bldg. with roof cleaning.	\$1,000.	Chad/Board
	Check tile count for repair at that time.		
	Can any money be transferred to Reserves?		Chad/Board/Treas

UPCOMING:

- 2018 Painting rotation begins: **C**,A,F,B,E,D,G. Flat roof rotation: every 5 years: 2013; (2017 - A,B,C,D done). Create timeline based on inspections?
- 2019 Add jetting main line to calendar. (American Jetting)
- 2020 Slurry coat driveways/parking. Fall? \$20,000. Approx.. Renegotiate trash service, if needed, for 2021.
- 2021 AZ Federal C.U. CD due for renewal. November

MAINTENANCE CALENDAR NOTES 3/5/2018:

WEBSITE RENEWAL: Former years handled by a board-member. Better to have Heywood pay this bill.

PAINTING rotation begun in 2012: C,A,F,B,E,D,G. [2018: C] Is painting the doors necessary? Poor job if no one home. Rick Sharer recommended doing white trim on all buildings every 4 years, at the same time as a building is painted. Was this good idea or too expensive?

POOL FURNITURE: Jim T. from Bldg. F., noticed that we were short at least 3 chairs. We hear that the Pergola is probably getting close to needing repair on top & repainting.

FLAG: The spare flag at Heywood is tattered.

TREE PRUNING: Done too close to summer 100+ temps in 2017--exposing too many branches to sunburn.

GENERAL SHRUB PRUNING: Too heavy pruning in early summer, 2017 . Burning & plant deaths. Ground Specialties terminated summer 2017. For 2018: Hard prune shrubs on property perimeter areas; medium prune bougainvillea & yellowbells interior areas; no hard prune otherwise on interior.

PEST CONTROL: Board terminated Termite contract (\$2000+) at the end of 2016, in favor of using as-needed treatment instead. We expect the painters to report termite damage to us, in case treatment is needed. Also, heavy bee year in spring 2017. Unusually high number of calls for treatment/removal . A trend? Or odd year?

DRIP-IRRIGATION REPLACEMENT: Starting in 2012, drip irrigation was replaced around one building per year: A,C,D,G,B,E,F. [2018: F]. Note, Bldg. G (2014) experienced flooding in fall of 2014 (5" rain in one night). This building lies low, and regrading & drainage were done in addition to irrigation replacement that year. Laurel said that Ron (former owner of Ground Specialties, and CCH landscaper for 10 years or more) said: that the drip-irrigation around the buildings will not need to be replaced again, because superior materials were used. That being the case, the next areas for irrigation attention are: Pool Area; and then the perimeter areas of the property need to be targeted for replacement and/or repair in order to support planting of new trees.

GRAVEL REPLACEMENT (Usually done at the time of irrigation replacement): Madison Gold D.G. is slowly replacing the gray river stones *around the buildings only*. Gray river stones are removed to the perimeters of the property at these times. Bldg. F will be done in 2018, but the "Yucca area" at its north end adds too much expense to the budget. Building C has not had its gravel replacement, either, and should be addressed.

PLANT REPLACEMENT & WALK-THRU happens at the time of irrigation & gravel replacement. Board, Manager & Landscaping Company do walk-thru to discuss ideas for new plants.

PARKING STRUCTURE STRENGTHENING: Parking structure on west side of Bldg. A, came down in a monsoon storm. The company that repaired it did an evaluation of the other structures, to be done, in turn, each year until completed . 301-312 (2015); 321-330 (2016); 331-340 (2017).

FLAT ROOF MAINTENANCE: Laurel suggested putting flat-roofs on a rotating schedule if possible. A,B,C,D done in 2017. Need more info on this....

LIGHTING: Board should walk thru property at night to see where lighting might be needed.

DRIVEWAY RESURFACING/PAINTING: Ace Asphalt recommended doing a full slurry coat for best appearance, in 2020, at cost of \$20,000. In 2017, crack-filling/seal-coating/painting was \$14,000.

DUMPSTER POWER-WASH: Outside of cans & areas: 2x/year. Unless more is needed.

PIGEON-BAITING: 2016, all buildings \$1,150. In 2018: spot treat worst areas up to \$550.

DRYER VENT CLEANING, ALL UNITS. Done once...too many variables. Homeowner may elect to have it done.

