

2019	CRESTVIEW CHATEAUX ANNUAL MAINTENANCE CALENDAR	COST	DATE COMPLETED	PERSON RESPONSIBLE
JAN	Automatic monthly savings \$500 Website Renewal~Neighborhood Link Annual Fire Sprinkler Inspection	\$6,000./yr 180. 450.	Monthly	Chad/Board/Treasurer Webmaster/Chad Chad/Board/Metro Fire
FEB	ANNUAL MEETING Pool area review—furniture/poolhouse needs. Recoat flat roofs—determine 5 yr rotation (1 st done 2013; A,B,C,D in 2017) <i>Schedule</i> → Building Repair & Paint & termite check: Bldg. A (Cycle: A ,F,B,E,D,G,C) Landscaper Walk-thru / Hard cutbacks of shrubs & frost damage; this year: Interior Dumpster/ dumpster areas powerwashed	\$?? \$8,200 135.		Board/Chad Board/Chad Chad/EcoDry Chad/Valor Fresco Chad/Landscape Comm. Chad/Aina
MAR	<i>Schedule</i> → Tree-trimming for monsoon storms, to be done by May. Discuss pigeon-baiting, whether needed this year. Discuss dryer-vent cleaning: Sched/Communicate Jetting Main Line			Chad Chad/Board Chad/Board
APRIL	Pigeon-bait all buildings if needed Tree-trimming completed	\$1,150 \$4,500		Chad Chad/
MAY	Before Memorial Day: Check flag for repair or replace Dumpsters/dumpster areas powerwashed...how often?	250.		Chad Chad
JUNE	Palm Tree pruning, early June County Pool & Spa Permit renewals Roof cleaning / Gutter cleaning /chk tile count for repair	760. 495. 1,000.	<i>Chad, contact pool service for next day.</i>	Chad/GreenKeeper Heywood/HOA 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 2018 & 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. Rick Sharer recommended doing white trim (not doors) every 4 years. 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