

Annual Maintenance Calendar 2020

Crestview Chateaux

	TASK	COST	DATE COMPLETED	PERSON RESPONSIBLE
JAN	Website renewal - Neighborhood Link	\$180		Mgt/Webmaster
	Annual Fire Sprinkler Inspection	\$450		Richard/Board/Metro Fire
FEB	Annual Meeting			Board/Mgt
	Pool Area Review - Furniture/Pool House needs			Board/Mgt
	Recoat Flat Roofs - Determine 5 yr. rotation (1st done 2013; A, B, C, D in 2017)	\$...??		Mgt
	Building Repair & Paint & Termite Check: Bldg. A (Cycle: A, F,B,E,D,G,C)	\$8,200		Mgt
	Landscape Walk-thru; Hard cutbacks of shrubs & frost damage; this year: Interior			Mgt/Landscape Committee
MAR	Schedule Tree Trimming for monsoon storms, to be done by May			Mgt
	Discuss pigeon baiting, whether needed this year			Mgt/Board
	Revisit pool area porter/maintenance service frequency			Board
	Revisit pest control frequency			Board
	Jetting Main Line			
APR	Pigeon bait all buildings	\$1,150		Mgt
	Roof cleaning, drain & gutter check, and pigeon waste cleanup; get broken roof tile count	\$1,000		Mgt
	Tree trimming completed	\$4,500		Mgt
MAY	Before Memorial Day : Check flag for repair or replacing			Mgt
JUN	Palm Tree pruning, early June	\$760		Mgt/Green Keeper
	Replace broken brick border Isp	\$750 + \$10/foot		Mgt/Great Western
	County Pool & Spa permit renewals	\$495		Mgt
JUL	<i>No board meeting unless there is pressing business</i>			
AUG	<i>Reminder: Review trash co contract in 2020</i>			Mgt/Board
SEP	Begin preliminary budget discussion: include next parking structure; flat-roof work; pool fence integrity; landscape needs (Next irrigation/gravel project), consider seal coat project for 2020 will be \$20K., etc.			Board/Tres/Mgt
	Install new north sidewalk led lights (4x \$580) <u>Send letters to A,B,C,D RE: chimney cleaning requirement</u>			Mgt/Ramsey Electric Mgt
	Landscape walk-thru; Fall planting plan			Mgt/Ronnie/Landscape Committee

OCT	Set Annual Meeting date for 2021		Board/Mgt
	Pigeon bait all buildings	\$1,150	Mgt
	Roof cleaning, drain & gutter check, and pigeon waste cleanup; get broken roof tile count	\$1,000	Mgt
	Continue budget discussion/review		Board/Mgt
	Reduce pool area porter/maintenance service frequency		Mgt
Check flag before Veterans' Day (we have 2)		Mgt/Great Western	
Prepare & plant winter grass	\$1,400		
<i>Reminder Slur: coat schedule. For 2021 Get bids 2020</i>			

NOV	Determine CPI for 2021 & decide on dues increase		Mgt/Board
	Budget Approval (Board)		Board
	Letter to owners: Include condo insurance policy loss assessment requirement		Mgt/Board
	Check that Pool service rate drops this month		Mgt/Treasurer
	Spa cover back on s a		Mgt/Cool Water Pools

DEC	<i>No board meeting unless needed</i>		
	Send letter of invitation to Annual Meeting		Mgt
	Request owner interest in serving on Board, 2 yr term (Open positions: Jim, Sarah, Connie)		Mgt
	Can any money be transferred to Reserves?		

UPCOMING

- 2020** Slurry coat driveways/parking. Fall? \$20,000 approx.
Renegotiate trash service, if needed, for 2021
Painting Building F (1-year Rotation: **F, B, E, D, G, C, A**)
- 2021** AZ Federal **C.U.** CD due for renewal. November