

Annual Maintenance Calendar 2021
Crestview Chateaux

	TASK	COST	DATE COMPLETED	PERSON RESPONSIBLE
JAN	Website renewal - Neighborhood Link	\$180		Mgt/Webmaster
	Annual Fire Sprinkler Inspection	\$450		Nick/Board/Metro Fire
FEB	Annual Meeting			Board/Mgt
	Pool Area Review - Furniture/Poolhouse needs			Board/Mgt
	Seal Coat Parking Lot			Board/Mgt
	Building Repair & Paint & Termite Check: Bldg B (Cycle: B,E,D,G,C,A,F)	\$8,200		Board/Mgt
	Painting: East Perimeter Wall (1-year Rotation: East wall, South wall - inside, South wall - exterior, West wall - both sides, Pool area, Trash enclosures, North wall)			
	Landscaper Walk-thru; Hard cutbacks of shrubs & frost damage; this year: Exterior			Mgt/Lsp Committee
MAR	Schedule Tree Trimming for monsoon storms, to be done by May			Mgt
	Discuss pigeon baiting; frequency OK?			Mgt/Board
	Revisit pool area porter/maintenance service frequency			Board
	Revisit pest control frequency			Board
	Jetting Main Line			
APR	Roof cleaning, drain & gutter check, and pigeon waste cleanup; get broken roof tile count	\$3,500		Mgt
	Tree trimming completed	\$4,500		Mgt
MAY	Before Memorial Day: Check flag for repair or replace			Mgt
JUN	Palm Tree pruning, early June	\$760		Mgt/Board
	Replace broken brick border lsp	\$750 + \$10/foot		Mgt/Board
	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 pool fence integrity; landscape needs (Next irrig/gravel project)			Board/Tres/Mgt
	Install new north sidewalk led lights (4x @\$580/ea)			Mgt/Ramsey Electric
	<u>Send letters to A,B,C,D RE: chimney cleaning requirement</u>			Mgt
	Landscape walk-thru; fall planting plan			Mgt/Board/Landscape
OCT	Set Annual Meeting date for 2021 (2nd Saturday in February, 10AM)			Board/Mgt
	Roof cleaning, drain & gutter check, and pigeon waste cleanup; get broken roof tile count	\$3,500		Mgt
	Determine CPI for 2020 & decide on dues increase			Mgt/Board
	Continue budget discussion; approve at meeting for distribution in NOV/DEC			Board/Mgt
	Reduce pool area porter/maintenance service frequency			
	Check flag before Veterans' Day (we have 2)			Mgt
Prepare & plant winter grass	\$1,400		Mgt/Landscape	
	<i>Reminder Slurry coat sched. For 2021. Get bids 2020</i>			
NOV	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 spa			Mgt/Cool Water Pools

DEC

No board meeting unless needed

Send nomination letter and notice for Annual Meeting

Mgt

Request owner interest in serving on Board, 2 yr term

Mgt

(Open positions: Jim, Connie, Chris)

Can any excess money be transferred to Reserves?

UPCOMING

2021

- Painting Building B (1-year Rotation: B,E,D,G,C,A,F)
- Paint with Buildings (1-year Rotation: East wall, South wall - inside, South wall - exterior, West wall - both sides, Pool area, Trash enclosures, North wall)
- AZ Federal C.U. CD due for renewal. November

2022

- Painting Building E (1-year Rotation: E,D,G,C,A,F,B)
- Paint with Buildings (1-year Rotation: South wall - inside, South wall - exterior, West wall - both sides, Pool area, Trash enclosures, North wall, East wall)

2023

- April 2023 - Review trash/refuse contract with CWC; up for renewal SEPT 2023