

Board of Directors
Sylvia Homeowners Association

March 1st 2017

Most homeowner associations in Oregon are required to conduct regular studies to evaluate their capital assets and determine the amount of funds that should be collected during the lifetime of those assets to ensure adequate money is available at a projected future date to repair, refurbish, or replace the assets as they wear out. Oregon law requires the review and updating of these studies annually. It also requires preparation of a maintenance plan to ensure that the assets are well cared for during their lifetime.

WCM has prepared two documents for the Sylvia Homeowners Association (SYL) to inform the Board in these areas and to assist in the necessary analysis and planning for informed decision-making.

Reserve Study (Pages 2 - 8). A Reserve Study identifies the major components of an association's physical assets which are expected to require funding during a period of one to thirty years for major repair, refurbishment, or replacement. The study estimates the useful life of those components and the cost of repair/replacement of those items at the appropriate times. The study then summarizes the amount of money the Board would have to dedicate each year to have the necessary funds available without requiring special assessments.

The Reserve Study is broken out into the following sections

Reserve Study General Information	Page 2-3
Specific Sylvia Reserve Study Commentary	Page 4-5
30 year Funding summary	Page 6
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Maintenance Plan (Pages 11-12). A Maintenance Plan identifies on-going inspection, repair and maintenance items that should be completed at regular intervals to optimize the expected useful life of the association's assets. The Maintenance plan is broken out into two sections: The General Maintenance Plan Information, and the Sylvia Maintenance Scheduling Information.

These two documents are intended to (1) comply with the applicable state law, (2) provide a means to help protect the market value of the association's capital assets, and consequently each owner's property investment, and (3) protect current owners and future buyers from unexpected costs and special assessments.

The Board should carefully review these documents to ensure they accurately reflect the policies established by the Board and the requirements described in the association's governing documents. The Board should also regularly review the reserve account bank balances to ensure the anticipated funds are being properly allocated to the reserve accounts. Failure to maintain the proper reserve balances will have compounding negative effects on future association operations.

RESERVE STUDY SUMMARY: This reserve study is based on a lowest funding level of 60% of the balance needed for all of the individual accounts in Sylvia Homeowners Association. In this reserve study which allocates \$22,077 the first year, the bank account never drops below \$43,379 which happens in 2041. The Board should decide whether it wants to show individual accounts on the balance sheet, groups of accounts, or one account for reserves.

Sincerely,
Kurt Powell, Beth Powell, and Dave Stubbs Community Managers

Sylvia Homeowners Association

RESERVE STUDY - GENERAL INFORMATION

Oregon Revised Statutes (ORS) 94.595 (100.175 for condominiums) requires homeowner associations to establish a Reserve Account and conduct a Reserve Study:

(2)(a) A reserve account shall be established to fund major maintenance, repair or replacement of all items of common property which will normally require major maintenance, repair or replacement, in whole or in part, in more than one and less than 30 years, for exterior painting if the common property includes exterior painted surfaces, for other items, whether or not involving common property, if the association has responsibility to maintain the items and for other items required by the declaration or bylaws...

(3)(a) The board of directors of the association annually shall conduct a reserve study or review and update an existing study to determine the reserve account requirements...

Why does our Association need a Reserve Study?

The purpose of a reserve study is to estimate the cost to the association in future years of replacement or major repair/refurbishment of its capital assets with a useful life of one to thirty years and to calculate the funds necessary to be set aside in the current year to achieve that level of funding.

GENERAL RESERVE FUNDING DECISION ALTERNATIVES

- **Funding levels.** A very conservative approach to funding is to commit funds based on 100% of the amount computed for each reserve element for each year until replacement. A less conservative and perhaps 'lowest acceptable' funding level is to commit funds sufficient to ensure that the total reserve balance always remains positive. Because not all elements require replacement in the same year, the effect of the second strategy is to 'borrow' funds for items to be replaced in a given year from the balance reserved for other items and then 'replacing' the funds in years when the 'replaced' item is not scheduled for expense. Many intermediate funding levels are available to the Board of Directors to use.
- **Interest allocation.** Interest earned on reserve fund balances can be dedicated to the reserve fund or it can be recorded as operating income. When an association determines the necessary allocation to reserves, the transfer of funds from the assessment collections (operating account) to the reserves can either be a full transfer (interest was recorded as operating income) or a transfer amounting to the difference between the determined allocation less the interest recorded directly to the reserve account.
- **Taxes.** Homeowners associations are subject to income/excise taxes on certain taxable income which often is primarily the interest earned on investments of funds in the reserve accounts. Since much of the interest is attributable to the reserve funds (which usually exceed excess operating balances), the association must determine whether tax payments will be made from the operating budget or allocated to the respective source of income. Since this is an annual expense, it usually is appropriate to budget for this expense in the operating budget.

GENERAL ASSUMPTIONS MADE IN THIS STUDY

- The reserve study is for budget and planning purposes. Therefore, the numbers depicted are estimates and will vary continuously depending on actual experience of quality of maintenance, wear and care by user actions, newly acquired knowledge about various equipment (e.g., improved maintenance procedures or manufacturer recalls), change in cost factors (inflation rate) and external factors such as weather.
- The values are "best guesses" and should be adjusted at least annually to meet the local environment and observable changes in the condition of the assets.

- Calculations shown in this report for the allocation of funds to reserve accounts do not include interest earnings, and therefore, are independent of interest rates earned on existing investments.
- An inflation rate of 2% for 10 years and 3% thereafter has been used in computing future values of both replacement cost and assessment rate increases to allocate to reserve accounts. Changes in this rate may dramatically affect future cost estimates and must be updated at least annually to ensure reasonable projections.
- Life expectancies contained in this document assume that recommended maintenance on all elements will be performed by qualified personnel in a timely, consistent, complete, and professional manner to high industry standards.
- Values estimated in this report are based on (1) association cost and longevity experience with the respective element, (2) experiences of similar associations, (3) estimates from local vendors who have worked on similar projects, or (4) general industry expectations.
- The cost of regular day-to-day maintenance activities is to be included in the association's annual operating budget and is not provided for in this reserve study.
- The cost of removal and disposal of worn out components is included as part of the replacement cost.

GENERAL CAVEATS

- Although the information contained in this report is accurate and obtained from reliable sources in our opinion, we cannot guarantee nor assume liability for data, estimates, or opinions furnished by others in developing this analysis.
- We have not confirmed the ownership/title status of, nor liabilities/liens against, any of the property described in this report.
- Actual bid prices for any work to be performed in response to these plans may vary (sometimes substantially) from the planning projections contained in the study due to price levels or labor conditions existing at the time bids are obtained. In addition, the scope of work may be defined differently depending on individuals involved in the contracting process.
- State Law requires review of these documents annually. This review is critical because data influencing accuracy of the information used in decision-making changes continuously and often rapidly. The condition of the assets may be affected by harsh weather or usage conditions, costs may be affected by sudden changes in the inflation rate or stricter regulatory decisions, and member/user willingness to continue use of assets may change with economic conditions.

Sylvia Homeowners Association

SYLVIA RESERVE STUDY COMMENTARY

The Sylvia Declaration of Covenants, Conditions, and Restrictions (Declaration) Section 1.5, 3.3, 3.4, 3.5, 5.4 and the Drainage Easement and Maintenance Agreement require the following maintenance responsibilities:

Association

- Tracts "A", "B", "C" and "D", including, without limitation, all landscaping, buffer zones, parking areas, masonry fences, driveway improvements, storm water lines and water quality and detention facilities pursuant to the Maintenance Agreement and Storm Drainage Easement, and other Improvements located therein
- The monument signage for the Sylvia Subdivision, masonry fences and associated landscaping adjacent to such monument signage located on Lots 1 and 37
- Sidewalk, masonry fences and adjacent landscaping located along Highway 20 on Lots 16 through 20; and the sidewalk along SW Sylvia Street from Tract "C" to Highway 20;
- Mowing and maintenance of the grass and other landscaping in the sidewalk strips, front and side yards of Lots (those areas of a Lot not located within fencing and along the sides of a Unit and between the Unit and street(s)); maintenance, repair and replacement of irrigation timers, backflow devices and other irrigation system components located in the planter strips of Lots along sidewalks
- Common Mailboxes Repair and Replacement
- Common Area Light Pole Replacement/Maintenance

Association (Owners of lots 13-16 pay for the limited assessment)

- Driveway of Tract "B"
- Landscaping along eastern edge of Tract "B."
- Cleanout of drain from tract "B" to the street adjacent to it.

Owners

- All landscaping located in the rear and side yard(s) of a Lot shall be properly maintained at all times by the Lot Owner. Each Lot Owner shall keep all shrubs, trees, grass, and plantings of every kind in the rear yard areas of his or her Lot cultivated, pruned, free of trash, and other unsightly material.
- All Improvements upon any Lot shall at all times be kept in good condition and repair and adequately painted or otherwise maintained by the Lot Owner, including, without limitation, the irrigation system within the Lot (other than the common irrigation system located in the planter strips that are maintained by the Association).

RESERVE STUDY HISTORY:

- This is the initial reserve study for Sylvia Homeowners Association.

SYLVIA SPECIFIC ASSUMPTIONS:

- This reserve study has been conducted prior to the building out of any lots, common areas, and the completion of the drainage facilities or agreements between the City of Corvallis and Sylvia Homeowners Association. Therefore, the assumptions specifically regarding landscaping/irrigation on lots or the costs of maintenance of the drainage facilities are very general at this time. WCM recommends a reserve study update be completed at the very latest after turnover to get a better idea of the true cost of maintenance, repair, and replacement of the landscaping on single family lots and of the common areas.
- Costs used in the reserve study are based on actual invoices from the developer plus a percentage added as the association would not have the same cost breaks due to economies of scale from the developer having done all of the work completed at once.

- The catch basin was installed by the developer and ongoing maintenance is assumed by the homeowners association. It is unclear whether the association will have to maintain this catch basin in the long term. Therefore, the dredging of this area is included for the long term for the association.

General Observations:

Discussion issues for the Board of Directors:

- This study uses 2017 as the base valuation year and applies an inflation rate of 2.0% for 2017-2026 (10 years) and 3.0% for the remaining years of the study.
- It isn't likely that one would replace all of the shrubs , trees, irrigation valves, or irrigation heads and valves at once. Therefore, though the lifespan of these items is generally over 10 years, the study assumes you will replace 20% every three years for landscape shrubs and trees and will replace 33% of the irrigation timers every three years.
- The landscaped area outside the northern masonry wall and outside the boundary of lots 1 and 37 is owned by the City of Corvallis. The barked area on the south side of the sidewalk along Philomath Blvd/Hwy 20/34 and outside lots 16-20 is owned by the State of Oregon. The developer had this bare bark area installed but there is not a governing document requiring the association to maintain this item in the long term.
- The bollards installed on the south side of Sylvia abutting Philomath Blvd/Hwy 20/34 were installed by the developer outside the Sylvia property lines on the right of way owned by the State of Oregon. The developer had these installed as a requirement for development but there is not a governing document requiring the association to maintain these items in the long term.

EXCLUSIONS: Features (assets) excluded from this study: (line items are listed in the report, but items are not funded

- Concrete sidewalks since their useful life should significantly exceed 30 years (scope of analysis). This applies to all sidewalks in common areas, except those adjacent to public streets. This assumes continuing inspection and corrective action when damage or deterioration is detected. The City of Corvallis adopted in 2011 a policy and procedure for the City to maintain sidewalks in the public right-of-way (sidewalks in the 'street' or 'park' strip adjacent to public roads).
- Concrete driveways the limited common area (Common area Tract B) for the benefit of lots 13-16.

30 Year Summary

Year	Asset Value	Adjust	Estimated Contribution	Estimated Expense	Reserve Balance	Reserve Needed	Percent Funded
2017	\$244,903	\$0	\$22,077	\$0	\$22,077	\$28,123	78.5%
2018	\$249,801	\$0	\$22,518	\$357	\$44,238	\$51,899	85.2%
2019	\$254,797	\$0	\$22,969	\$16,274	\$50,933	\$60,437	84.3%
2020	\$259,893	\$0	\$23,428	\$371	\$73,990	\$85,210	86.8%
2021	\$265,090	\$0	\$23,897	\$21,908	\$75,979	\$88,453	85.9%
2022	\$270,392	\$0	\$24,375	\$21,375	\$78,979	\$92,686	85.2%
2023	\$275,800	\$0	\$24,863	\$563	\$103,278	\$118,179	87.4%
2024	\$281,316	\$0	\$25,359	\$402	\$128,235	\$143,850	89.1%
2025	\$286,942	\$0	\$25,866	\$21,139	\$132,963	\$148,791	89.4%
2026	\$292,681	\$0	\$26,384	\$58,352	\$100,995	\$117,113	86.2%
2027	\$301,462	\$0	\$27,175	\$24,742	\$103,429	\$120,740	85.7%
2028	\$310,506	\$0	\$27,991	\$61,505	\$69,915	\$91,023	76.8%
2029	\$319,821	\$0	\$28,830	\$0	\$98,745	\$122,266	80.8%
2030	\$329,415	\$0	\$29,696	\$1,143	\$127,298	\$152,366	83.5%
2031	\$339,298	\$0	\$30,586	\$49,712	\$108,172	\$133,933	80.8%
2032	\$349,477	\$0	\$31,504	\$2,783	\$136,893	\$163,993	83.5%
2033	\$359,961	\$0	\$32,449	\$0	\$169,342	\$196,924	86.0%
2034	\$370,760	\$0	\$33,422	\$30,521	\$172,243	\$199,334	86.4%
2035	\$381,883	\$0	\$34,425	\$3,742	\$202,926	\$229,480	88.4%
2036	\$393,339	\$0	\$35,458	\$60,512	\$177,872	\$202,983	87.6%
2037	\$405,139	\$0	\$36,521	\$29,350	\$185,043	\$209,687	88.2%
2038	\$417,294	\$0	\$37,617	\$54,696	\$167,964	\$191,957	87.5%
2039	\$429,812	\$0	\$38,745	\$0	\$206,709	\$234,387	88.2%
2040	\$442,707	\$0	\$39,908	\$123,209	\$123,407	\$149,972	82.3%
2041	\$455,988	\$0	\$41,105	\$121,132	\$43,379	\$72,156	60.1%
2042	\$469,668	\$0	\$42,225	\$3,740	\$81,864	\$116,584	70.2%
2043	\$483,758	\$0	\$43,491	\$35,638	\$89,718	\$129,233	69.4%
2044	\$498,270	\$0	\$44,796	\$6,612	\$127,901	\$172,022	74.4%
2045	\$513,218	\$0	\$46,140	\$0	\$174,041	\$221,644	78.5%
2046	\$528,615	\$0	\$47,524	\$111,455	\$110,110	\$159,812	68.9%
2047	\$544,473	\$0	\$48,950	\$3,557	\$155,503	\$210,300	73.9%
2048	\$560,808	\$0	\$50,418	\$801	\$205,120	\$262,838	78.0%
2049	\$577,632	\$0	\$51,931	\$80,528	\$176,523	\$235,674	74.9%
2050	\$594,961	\$0	\$53,489	\$33,040	\$196,972	\$263,570	74.7%
2051	\$612,810	\$0	\$55,094	\$51,897	\$200,169	\$268,743	74.5%

Replacement Scheduling Assumptions

No	Name	Total Current Replacement Cost in 2016 Dollars	Year Next Scheduled	Replacement Cycle in Years	Number of Units	100% Funded Level	Current Allocations	Current Balance	% Funded
3110	Shrub Replacement - Swale	\$30,750	2028	12	2050	\$3,249	\$2,550	\$2,550	79%
3120	Shrub Replacement - Common areas	\$13,250	2026	12	530	\$1,583	\$1,243	\$1,243	79%
3125	Shrub Replacement - homes	\$18,500	2027	12	740	\$3,795	\$2,979	\$2,979	79%
3130	Tree Pruning (Structural)	\$10,200	2021	5	120	\$2,208	\$1,733	\$1,733	79%
3135	Tree Replacement	\$33,000	2041	25	120	\$2,458	\$1,929	\$1,929	79%
3140	Thatching grassy areas	\$1,600	2022	5	1	\$353	\$277	\$277	79%
3150	Irrigation Timers - common	\$2,400	2025	9	3	\$312	\$245	\$245	79%
3155	Irrigation Timers - park strip	\$0	0	9	0	\$0	\$0	\$0	n/a
3160	Irrigation Valves/Solenoids - common -	\$2,400	2026	9	16	\$319	\$250	\$250	n/a
3165	Irrigation Valves/Solenoids - park strip	\$0	0	9	0	\$0	\$0	\$0	n/a
3170	Backflow Replacement	\$1,050	2046	30	3	\$76	\$59	\$59	79%
3180	Barkdust	\$11,550	2019	3	33	\$4,006	\$3,144	\$3,144	79%
3210	Fence Replacement (black vinyl chain link)	\$5,689	2040	25	234	\$823	\$646	\$646	79%
3220	Fence Gate Replacement (14 ft black vinyl chain link)	\$1,430	2040	25	1	\$207	\$162	\$162	79%
3230	Fence Replacement (privacy) - Tract A	\$4,130	2040	25	118	\$597	\$469	\$469	79%
3240	Fence Replacement (privacy) - at end of Stopp pl	\$1,750	2040	25	50	\$253	\$199	\$199	79%
3250	Fence Replacement (privacy) - east border Tract B	\$5,425	2040	25	155	\$785	\$616	\$616	79%
3260	Fence Replacement (good neighbor) - border of Tract D	\$1,225	2040	25	35	\$177	\$139	\$139	79%
3270	Fence Sealing for Graffiti (Masonry)	\$2,822	2019	3	2822	\$979	\$768	\$768	79%
3280	Fence Acid Washing (Masonry)	\$1,270	2019	3	2822	\$440	\$346	\$346	79%
3290	Fence Replacement (Masonry)	\$54,900	0	50	549	\$0	\$0	\$0	n/a
3300	Sidewalk Barricade	\$3,000	2026	10	3	\$359	\$281	\$281	79%
3310	Street Barricade	\$2,800	2026	10	2	\$335	\$263	\$263	79%
3400	Asphalt Sealcoat	\$1,768	2022	6	5052	\$325	\$255	\$255	79%
3410	Asphalt Striping	\$350	2018	2	1	\$179	\$140	\$140	79%
3420	Asphalt Overlay	\$7,578	2041	25	5052	\$564	\$443	\$443	79%
3500	Vehicle Bollards (ODOT)	\$6,786	2026	10	3	\$811	\$637	\$637	79%
3510	Signage	\$40	2021	5	1	\$9	\$7	\$7	79%
3600	Monument Sign	\$2,000	2041	25	2	\$149	\$117	\$117	79%
3700	Drainage Easement Maintenance	\$0	0	5	1	\$0	\$0	\$0	n/a
3710	Swale Cleanout (Tract A)	\$10,000	2021	25	1	\$2,165	\$1,699	\$1,699	79%
3720	Drain Cleanout	\$500	2023	7	1	\$80	\$63	\$63	79%
3800	Parking Lot Light	\$2,240	2041	25	1	\$167	\$131	\$131	79%
3900	Mailboxes	\$4,500	2036	20	3	\$361	\$284	\$284	79%

Replacement Scheduling Assumptions (sorted by year)

3410	Asphalt Striping	\$350	2018	2	1	\$179	\$140	\$140	79%
3180	Barkdust	\$11,550	2019	3	33	\$4,006	\$3,144	\$3,144	79%
3270	Fence Sealing for Graffiti (Masonry)	\$2,822	2019	3	2822	\$979	\$768	\$768	79%
3280	Fence Acid Washing (Masonry)	\$1,270	2019	3	2822	\$440	\$346	\$346	79%
3130	Tree Pruning (Structural)	\$10,200	2021	5	120	\$2,208	\$1,733	\$1,733	79%
3510	Signage	\$40	2021	5	1	\$9	\$7	\$7	79%
3710	Swale Cleanout (Tract A)	\$10,000	2021	25	1	\$2,165	\$1,699	\$1,699	79%
3140	Thatching grassy areas	\$1,600	2022	5	1	\$353	\$277	\$277	79%
3400	Asphalt Sealcoat	\$1,768	2022	6	5052	\$325	\$255	\$255	79%
3720	Drain Cleanout	\$500	2023	7	1	\$80	\$63	\$63	79%
3150	Irrigation Timers - common	\$2,400	2025	9	3	\$312	\$245	\$245	79%
3120	Shrub Replacement - Common areas	\$13,250	2026	12	530	\$1,583	\$1,243	\$1,243	79%
3160	Irrigation Valves/Solenoids -common -	\$2,400	2026	9	16	\$319	\$250	\$250	n/a
3300	Sidewalk Barricade	\$3,000	2026	10	3	\$359	\$281	\$281	79%
3310	Street Barricade	\$2,800	2026	10	2	\$335	\$263	\$263	79%
3500	Vehicle Bollards (ODOT)	\$6,786	2026	10	3	\$811	\$637	\$637	79%
3125	Shrub Replacement - homes	\$18,500	2027	12	740	\$3,795	\$2,979	\$2,979	79%
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3900	Mailboxes	\$4,500	2036	20	3	\$361	\$284	\$284	79%
3210	Fence Replacement (black vinyl chain link)	\$5,689	2040	25	234	\$823	\$646	\$646	79%
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3135	Tree Replacement	\$33,000	2041	25	120	\$2,458	\$1,929	\$1,929	79%
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3800	Parking Lot Light	\$2,240	2041	25	1	\$167	\$131	\$131	79%
3170	Backflow Replacement	\$1,050	2046	30	3	\$76	\$59	\$59	79%
3155	Irrigation Timers - park strip	\$0	0	9	0	\$0	\$0	\$0	n/a
3165	Irrigation Valves/Solenoids - park strip	\$0	0	9	0	\$0	\$0	\$0	n/a
3290	Fence Replacement (Masonry)	\$54,900	0	50	549	\$0	\$0	\$0	n/a
3700	Drainage Easement Maintenance	\$0	0	5	1	\$0	\$0	\$0	n/a

GENERAL MAINTENANCE PLAN INFORMATION

Oregon Revised Statutes (ORS) 94.595 (100.175 for condominiums) now requires homeowner associations to develop a maintenance plan “...for the maintenance, repair and replacement of all property for which the association has maintenance, repair or replacement responsibility...”

(4)(a) The board of directors shall prepare a maintenance plan for the maintenance, repair and replacement of all property for which the association has maintenance, repair or replacement responsibility under the declaration or bylaws or ORS 94.550 to 94.783. The maintenance plan shall:

- (A) Describe the maintenance, repair and replacement to be conducted;
 - (B) Include a schedule for the maintenance, repair and replacement;
 - (C) Be appropriate for the size and complexity of the maintenance, repair and replacement responsibility of the association; and
 - (D) Address issues that include but are not limited to warranties and the useful life of the items for which the association has maintenance, repair and replacement responsibility.
- (b) The board of directors shall review and update the maintenance plan described under this subsection as necessary.

This responsibility usually encompasses Common Elements and Limited Common Elements as defined in the governing documents, but may extend to certain other features in the community if the Association has a contractual relationship with owners for ‘common’ maintenance functions.

The principle component of such a maintenance plan addresses the valuable physical elements which an association owns and which are usually considered “capital investment” property which have a useful lifespan from one to thirty years. These properties are defined in the required reserve study and funded by the reserve account(s). However, the Board also must be cognizant of general maintenance requirements that are frequently not seen as having capital investment implications, but which occur on a repetitive day-to-day basis. For example, custodial functions and general repairs, such as removing moss from walkways, must be provided for in custodial service contracts. Mowing grass, controlling weeds, and maintaining irrigation systems must be provided for in landscape maintenance service contracts. Although many of these services do not directly affect capital replacement requirements, they contribute to the general appearance of the community and to owner satisfaction with the living environment, and likely contribute in an immeasurable way to the overall condition and lifespan of all association assets.

The purpose of any maintenance plan is to assist the Association/Board in preserving the value and life expectancy of its real assets by establishing a routine and systematic schedule of activities that will help assure longevity of those assets through proper operation and maintenance during their lifetime. The plan is a suggested sequence of events which must be regularly reviewed and adjusted based on actual experience of quality of maintenance, wear and care by user actions, newly acquired knowledge about various equipment (e.g., improved maintenance procedures or manufacturer recalls), and external factors such as weather. Actual procedures and specific timing of events should be governed by the manufacturer’s instruction manuals. Trained professional technicians (with proper knowledge, training, tools, and equipment) should generally be used to accomplish these services.

This plan cannot make important decisions for the Association/Board. Regular, complete, consistent maintenance activities will cost money in the present time period, but will reap benefits of significantly lower major maintenance and/or replacement costs in the future. The Association/Board must make the policy decisions which establish their tolerance for these trade-offs in risk versus cost.

Sylvia Homeowners Association

SYLVIA MAINTENANCE SCHEDULING INFORMATION

Category	Life (yr)	Frequency	Description
Barkdust	2	2 or 3 years	Apply new layer of barkdust 1-3" thick.
		Seasonally	Inspect for thinning areas, washouts, and scattered bark. Rake/sweep to return bark to proper area and distribute evenly.
Concrete Surfaces & Stairs	30+	Annually	Inspect surfaces for appearance, continuity and proper operation. Surfaces include curbing, parking bumpers, speed bumps, signage. Ensure ADA & other code compliance and absence of tripping hazards. Ensure all surfaces drain properly.
Irrigation Controllers & Sprinkler Heads	10-15	Monthly (Seasonal)	The landscape contractor should inspect irrigation controllers and sprinkler heads at least monthly to ensure proper operation and coverage. Maintenance should be performed by qualified technicians.
Landscape	10	Seasonal	Ensure the landscape contractor regularly inspects the condition of all elements of the landscape environment (turf, shrubs, trees, drainage, irrigation and 'natural' areas) and informs HOA about deficiencies and makes recommendations for correction. Time intervals will vary depending on weather conditions and HOA appearance standards.
Mailboxes	30	Annually	SYL should inspect mailboxes periodically to ensure functional and appearance standards. Remove graffiti immediately.

This plan is not a "Maintenance Handbook". It does not provide "how to" instructions for maintenance activities, terms of warranties, or provisions of contracts which the Board must negotiate with its service providers.