

ASSOCIATION - WINTER PREPARATION CHECK LIST

The following is a guide to winter preparation and building maintenance. The sections have been separated by task or building component, to allow you to delegate to the appropriate responsible party. Please refer to your specialty contractor regarding specific building components.

Association Vendors: Responsibility: Community Manager

- _____ Insurance Certificates - hard copies on file naming the Association and Management Company as additional insured.
- _____ Verify emergency phone number, 24-hour service capability, response time and emergency charges.
- _____ Verify services offered and volume capability.
- _____ Verify vendor record keeping - preferably a separate database for each Association with individual address and repair history. Note: This type of record keeping will eliminate warranty questions and aid in reserve studies.
- _____ Vendor warranty and response time.
- _____ To assure an efficient and successful response, please provide your vendor with the following Association information, requirements and policies.
 - _____ Gate access code / access keys.
 - _____ Does the Association allow emergency tarping.
 - _____ Pre-approved repair charge limits. This can dramatically reduce the response time to address a problem.
 - _____ Paint codes or component information, if known.
 - _____ Special record keeping requirements or photo documentation (i.e., for pending litigation cases).
 - _____ Current Homeowner / tenant information (i.e., names, contact numbers).
 - _____ Identify exclusive use components and/or Homeowner responsibility items (i.e., interior, decks, windows, etc.).
 - _____ Any additional information that would be beneficial to your vendor.

Outstanding Leak Problems/ Record Keeping: **Responsibility: Community Manager / Board Members**

- _____ Review the pending list of all outstanding leak problems, that were not addressed or approved during the last winter season. Note: This simple step can help reduce the flood of calls during the first heavy winter storm.
- _____ Maintain records that show the Board is performing their fiduciary duty to respond to safety and water intrusion issues.
- _____ The Management Company and Vendors should have a detailed time-line and paper trail documenting the notification, response and action to each reported problem.

ASSOCIATION NAME: _____

Roof Systems:

Responsible Vendor: _____

- _____ Roof Inspection - a roof inspection should be performed on a yearly basis to identify visible problems.
- _____ Roof Maintenance - a roof maintenance should be performed on an as needed basis depending on the type, age and condition of the existing roof system. Normally performed just prior to winter (i.e., September / October).
- _____ Typical roof maintenance items.
 - _____ Clean off leaves and debris (open water ways).
 - _____ Reseal roof jacks (metal flashing at base of pipes).
 - _____ Replace missing vent caps (heater vents / attic vents).
 - _____ Reseal flashing joints (perimeter flashing).
 - _____ Reseal scupper and roof drains.
 - _____ Replace wind damage or broken roof components (i.e., missing or damaged tile, composition shingle, shake, etc.).
 - _____ Replace exposed damaged felt underlayment (Where roof covering is missing).
 - _____ Recover bare spots on flat roofs (aggregate rock covering).
 - _____ Inspect chimney caps, spark arresters, skylights, etc.
 - _____ Identify and correct visible damage to roof components.
 - _____ Identify and report problems with adjacent building components.
- _____ Life Expectancy - An accurate estimate of the replacement year is critical for proper reserve budgeting. Note: This is the real life estimate, not what the brochure states.

Gutter Systems:

Responsible Vendor: _____

- _____ Inspections can be performed at the same time as the roof inspection.
- _____ Gutter cleaning - conducted on an as needed basis including the gutters, collectors, and down spouts.
- _____ Water run-off - make sure the water run-off at the base of the down spout is adequately diverted away from the building.

ASSOCIATION NAME: _____

Building - Exterior: **Responsible Vendor:** _____

_____ Exterior Building Inspection - should be conducted on a yearly basis to identify visible problems.

_____ Typically an exterior inspection should include but is certainly not limited to the following:

_____ Safety issues including trip hazards (sidewalks, stairs, etc.), dry-rot damage (stairs, posts, entries, balconies, etc.), lighting (walkways, entries, parking areas), security (gates, pool access, etc.), and all other visible problems.

_____ Water intrusion sources including wall penetrations (windows, doors, vents, A/C lines, wall fixtures, hose bibs) and other openings or component joints that allow water to migrate into the walls.

_____ Dry-rot damage including siding, trim, fascia (deck and roofing) etc.

_____ Building component deterioration including stucco, flashing, wrought iron components, etc.

_____ Aesthetic issues including exterior surfaces, paint, finishes, etc.

_____ Note: Your General Contractor should conduct this type of multi-component inspection.

Landscape: **Responsible Vendor:** _____

_____ Sprinklers

_____ Reset amount and frequency of watering. Note: Excess watering and rain can contribute to higher ground water tables that are responsible for foundation and slab leaks.

_____ Redirect sprinklers away from buildings and structures.

_____ Landscape

_____ Check the soil grade (slope) and water run-off away from the buildings.

_____ Check ground water collectors and drains for adequate water flow.

_____ Trees and Shrubbery

_____ Cut back tree branches from roof areas to reduce damage and debris build-up (leaves and debris).

_____ Trim back shrubbery from walls and windows.

_____ Inspection - ask that your landscape company conduct a winter prep inspection with recommendations.

ASSOCIATION NAME: _____

Homeowner Responsibility Items: **Responsibility: Individual Homeowners**

- _____ Clean out window sill and slider tracks from all dirt and debris that can clog the weep holes.
- _____ Sweep off the deck or entry and raise pots off the deck surface.
- _____ Report all suspect water intrusion or safety issues.

Interior Water Intrusion: **Responsibility:** _____

- _____ Clearly define who is responsible to address the resulting interior damage.
- _____ Interior moisture should be addressed on a priority basis. This can be referred to your Association Vendor, an emergency Remediation Company or to the Homeowner if appropriate. Note: There is a limited time to respond before the potential for organic growth develops.
- _____ The exterior source must be addressed to prevent further water intrusion. The Association should establish a policy regarding emergency tarping and/or emergency temporary repairs.
- _____ Interior restoration can be addressed once the exterior leak source repair has been confirmed.

ASSOCIATION NAME: _____

Disaster Plan Procedure:

- _____ Although we can hope for a mild winter season, Mother Nature does not always choose to cooperate. Being prepared allows for a faster and more controlled response, with better cooperation between the Homeowner, Board of Directors, Property Manager and Vendor(s).
- _____ Establish a predetermined and open communication with feedback to the Vendor regarding issues, concerns, complaints and of course compliments. Not less than a monthly basis.
- _____ Vendor Disaster Plan - request a copy of your Vendors disaster and response plan for their area of expertise and responsibility. Note: If they do not have one, they will not be able to meet the emergency needs of the Association.
- _____ Association Disaster Plan - Develop your own plan and procedures to respond to a severe storm or winter season, earthquake, flood or fire. Some of the problems that were encountered during the last El Nino and previous disaster storms were as follows:
 1. Excessive water volume for extended periods.
 2. Windstorms with resulting damage to roofs and trees.
 3. Severe flooding, road and freeway closures, and landslides.
 4. Service interruptions - power and phones.
 5. Excessive volume of leak calls.
 6. Back-log of work orders, appointments and repairs for all Association vendors.
 7. Extensive interior damage.
 8. High tarping and repair costs (sheer volume related).
 9. Unsafe working conditions for repair crews.
 10. High stress levels.
- _____ Distribute emergency information to the residents which can be obtained through your Community Services, Fire and Police Department, Utility Service Provider, and/or your Insurance Agent, (i.e., fire, flood, earthquake, response and recommendations).
- _____ Realistic Expectations - it=s important during a disaster winter season or storm, to maintain realistic expectations of your Vendor=s response capability (i.e., wet and slippery roofs that do not allow safe access, wet building components that can not be repaired and the sheer volume of work that needs to be inspected and prioritized). Occasionally take a moment to look at the big picture and how the severe storms are affecting our Community and County. Sometimes we make the National News. The response must be logical and effective, responding in the priority order of life safety, water intrusion, repair and then maintenance issues.

WINTER PREPARATION / BUILDING MAINTENANCE:

As we all know, pro-active attention is Always preferable to the panicked emergency calls during the winter months. Your vendors can and should provide you the information listed above, on a yearly basis. Although no Association can afford to complete all the required or recommended work at one time, it is possible to develop a logical priority list that can be addressed in phases, to work within the limits of the Associations budget or capabilities.

It is important to accept that all buildings need to be monitored and maintained. This is absolutely required to achieve the life expectancy of each building component, reduce the number or severity of water intrusion and safety issues and maximize property values. Your vendors should become partners in helping you achieve these important requirements.

Should you have specific questions or concerns, please do not hesitate to call. As an Association Vendor we would be happy to inspect the items listed above and submit a report for your consideration. Additionally, if you wish, we could walk with the Board or a Representative to review the building components, and help develop a priority list and phased response program.

Respectfully,

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