The Crossings Condominium Annual Cycle Maintenance Plan (proposal)

Prepared by

Crossings Condominium Maintenance Committee

June 14, 2014

Purpose:

The purpose of this proposal is to define and establish the framework for the *execution* of the four basic annual maintenance categories as defined by the Crossings Board.

Background:

The Crossings Condominium Board has the responsibility to protect the assets of the owners. This includes the short term and long term "maintenance" of the Common Elements.

For the purposes of this proposal, there are several types of maintenance strategies:

- Predictive and Preventative Maintenance
- Reactive Maintenance
- Corrective Maintenance

The scope of this proposal focuses on the **Predictive and Preventative maintenance**. Condominium maintenance studies have shown that an effective annual maintenance process decreases the long term cost to the owners. Proactive maintenance management of the Common Elements and Limited Common Elements sharply decreases cost while making the annual budget cycle process more accurate and meaningful. This type of maintenance is generally classified as timed based maintenance. It occurs on a prescheduled basis.

Reactive Maintenance-wait until it breaks and then fix it- has the possibility of out of control costs and a non-uniform appearance of the Common elements and Limited Common elements.

Corrective Maintenance- maintenance requested by a Unit Owner or the Crossings Board is not within the scope of this plan (proposal). There is an existing procedure whereby the Unit Owner contacts the Property Manager (Boyd Wilson) and opens a maintenance request.

Disclaimer:

The definitions outlined in this proposal are subordinate to the higher level definitions of the Pennsylvania Uniform Condominum Act, the Declaration of Covenants, Easements and Restrictions of the Crossings at Rocky Springs Community Association, The Declaration of the Village Square of the Crossings at Rocky Springs – A Planned Community, and the Restated Bylaws of the Rocky Springs Condominum Associaion, Inc.-dated March 27, 2013. All recourse and interpretation of the content of this proposal is subject to the definitions as declared in the documents listed above.

Definitions:

In order to clearly communicate and execute on the **Annual Maintenance Plan**, there needs to be an understanding of some basic terms. Basically, how condominium ownership generally works at a community like the Crossings. The definitions have been simplified to enable readability.

The Crossings at Rocky Springs Board- An elected group of Unit Owners who assume responsibility for protecting the assets of the Condiminium owners. Among other duties, they approve expenditures, develop the annual budget, provide direction to the various committees, provide for long term and short term Common Area planning , meet regularly with the Association and provide guidance where needed. Further definition is provided in the Disclaimer documents.

Unit Owners- The homeowners of the Association. Those who share in the common expense and pleasure of the Common elements.

Common elements- All external elements of the Crossings. Examples are the external walls, siding, porches, streets, walking trails, fences, parking facilities, Club House, grass areas. Raised decks and porches are not included. *Maintenance of the Common Elements are part of the annual Condominium budget.*

Limited Common elements(LCE's) –. According to the Uniform Condominium Act of Pennsylvania-Section 3200 Unit Boundries Section 3202-(4) Limited Common Elements are defined: " (4) Any shutters, awnings, window boxes, doorsteps, stoops, porches, balconies, patios and all exterior doors and windows or other fixtures **designed to serve a single unit**, but located outside the unit's boundaries, are limited common elements allocated exclusively to that unit. " Section 3202-(2) "any other fixture lies partially within and partially *outside* the designated boundaries of a unit, any portion thereof serving only that unit is a *limited common element* allocated solely to that unit". By this definition, ***Driveways*** are also classified as Limited Common Elements.

Note that windows and trim are not included in the Definition.

This plan proposes that the concrete "bullnose" under some windows is part of the Common Elements like the stone, vinyl siding, and Flexlite. It is also proposed that the decorative attic vents and light posts also be classified as Common Elements.

Maintenance of the Limited Common elements is performed by the Property Manager through the use of certified contractors selected by the Association to assure consistency and quality throughout the community.

Maintenance costs *during the Annual Cycle Plan of LCE's are charged to the Unit Owner by the Property Manager as authorized by the Association.*

Plan Description:

Regular maintenance of Common Elements and Limited Common Elements is necessary to insure the maximum useful life and attractiveness of the entire community components. Assuring the safety of the unit owners, preventing deterioration of driveways, sidewalks , external walls, lamp posts, external wooden framing are all part of this plan.

The maintenance of the Limited Common Elements is included in this proposed plan.

Specifically, the plan defines four major maintenance components that will be completed on ***four year cycle***. The Unit Owner residences have been divided into four sections(**Unit Maintenance Groups**) to accommodate the execution of cycle maintenance. The Unit Maintenance Groups are listed in Appendix 1.

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Not included in this plan is the twenty and thirty year replacement Common Elements. This includes roofs, curbing and sidewalks. Roadways ,the water system and any other infrastructure component are also excluded. These will be addressed in a subsequent plan.

***The Annual Cycle Plan will be completed during the months of April to October*.**

Annual Cycle Definition

The Plan proposes that **four** specific preventative maintenance activities occur once every four years for a Unit Maintenance Group:

- **Inspection** - A visit to each Unit for the purpose of assessing the condition of paint, siding, gutters, foundations, exterior brick/flexlite, shutters, downspouts, screened porches, decks, privacy walls, patios and other Common Elements and Limited Common Elements. The condition report will be evaluated and maintenance requests issued as required. An ***Action Plan*** will be proposed to the Board by the Maintenance Committee. The Property Manager will be involved in this activity. The proposed Inspection Form is in Appendix 2.
- **Paint**- Each Unit in the group will be painted; once **every four years**. The Unit Owners will be notified of the schedule. Included in the scope of the painting of each Unit Owners exterior are bullnose, door frames, wooden window frames, attic vents, garage vents, front door porch posts, shutters. **Note:** The front doors and wooden back doors will be painted. The Unit Owners will be notified as to the schedule. If the Unit Owner is unable to provide access, the door will be painted while shut. Non-access to doors is subject to the rules/regulations of the Crossings. If the Unit Owner has had corrective maintenance painting performed in the past two years, the element to be painted will be inspected and removed from the cycle.

  If more frequent painting is required, the Unit Owner may create a maintenance request with the Property Manager. The Maintenance committee may also recommend more frequent painting as a result of the Inspection Cycle process.
- **Caulking**- This involves the "caulking" of the space between the rounded street curb and the sidewalk. This process is to prevent the weather from breaking up the sidewalk and/or the curb as a result of freezing. Some of this work has been completed; however, this needs to be an ongoing process as the "caulk" deteriorates.
- **Powerwashing**- All vertical Common Elements are washed including siding, flexlite, bricks/stone siding, bullnose, framing, vents, and gutters. The Limited Common elements, raised decks, driveways and porches, will be washed at Unit Owners Expense.

  Although powerwashing will be performed on a four year cycle, the north side of the "green bound" units; ex. Duncan Street-north side, may require an annual washing.

Process

Each of the above Annual Cycle activities involves a specific set of Unit Owner addresses. (Appendix 1).

For Powerwashing and Painting, the following process is proposed:

- The Unit Maintenance Group is identified.
- A survey is performed to assess scope of the Common Element expense and to identify the Limited Common Elements (Unit Owner Expense). (Maint. Comm. Activity)
- Contractor bids are solicited (Property Manager)
- A task plan and cost analysis is developed and proposed to the Board by the Maintenance Committee.
- Board Approves the Plan/Expense

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- Contract is awarded and schedule provided(Property Manager)
- A letter is sent to the Unit Owner notifying them of the timing of the scheduled action. (Property Manager)
- Contractor Performs
- Unit Owner is billed for the services (Painting Cycle)
- Maintenance Committee verifies Contractor Performance in conjunction with Property Manager

The **Caulking** and **Inspection** cycle follows the general outline above except notification of the Unit Owners is not required.

An integral part of this process is the pre-project inspection. This is required to assist in the identification of the costs associated with the activity. In some cases, the contractor may perform the inspection as part of the bid process. The inspection spreadsheet for Painting and Powerwashing is attached in Appendix 3 and 4.

Conclusion

This plan is submitted as a general guideline for the performance of the **annual maintenance cycle** at the Crossings. The annual maintenance cycle schedule for the next eight years is graphically illustrated below.

	2014	2015	2016	2017	2018	2019	2020	2021
Group 1	Paint	Powerwash	Inspection	Caulk	Paint	Powerwash	Inspection	Caulk
Group 2	Caulk	Paint	Powerwash	Inspection	Caulk	Paint	Powerwash	Inspection
Group 3	Inspection	Caulk	Paint	Powerwash	Inspection	Caulk	Paint	Powerwash
Group 4	Powerwash	Inspection	Caulk	Paint	Powerwash	Inspection	Caulk	Paint

Appendix 5 contains the Group Plan for 2014.

The proposed priorities are Painting and Powerwashing. We recommend that these activities begin before mid summer. The bids for both are in hands of the Property Manager.

The detail estimated cost of the Painting for both the individual Unit Owner and the Association is in the attached painting spreadsheet.

Estimated cost summary for Painting and Powerwashing:

Association:

Powerwashing Group 4.	Mike's Powerwashing	$ 4,200
Painting Shutters	Good Brothers 46 @ $35 pr.	1,610
Painting Lamposts	Good Brothers @ $30 ea.	1,410
Painting Bullnose	Good Brothers @ $3.50 Lin ft. X 769	2,692
	Total estimated cost to Association	$ 9,912

Est. Unit Owner Cost- Painting –Good Bro.- Group 1 $15,250

Caulking – Distance measurement needs to needs to be completed.

Please direct Corrections, additions and changes to this plan to the Crossings Maintenance Committee.