

The Fairways Condominium Association Annual Maintenance Calendar

Revised March 31, 2020

January

- Management Company monitors snow removal, catch basins, fire hydrants, salt use, and safety conditions.
- Management Company begins landscaping vendor sourcing – Contact, RFQ, Comparisons – takes 3 months.
- Management Company begins arborist vendor sourcing – Contact, RFQ, Comparisons – takes 2 months.
- Vendor inspects and repairs Pool plumbing, motors, valves.
- Vendor removes and stores Holiday lights

February

- Management Company monitors snow removal, catch basins, fire hydrants, salt use, and safety conditions.
- Management Company inspects and cleans up clubhouse basement, Furnace Filters, Sump Pumps, notating activity on sign-off sheet provided. Check cupola light timer and reset if necessary.
- Vendor, with a Board Member inspects asphalt, prepares a quote for repairs.
- Vendor with a Board Member inspects concrete and prepares a quote for repairs.

March

- Management Company monitors snow removal, catch basins, fire hydrants, salt use, and safety conditions.
- Board reviews quotes, approves & awards landscape contract.
- Vendor can begin early spring work as soon as weather permits.
- Board reviews specs for annual flower plans and assigns project to B&G committee.
- Management Company inspects exteriors of buildings.
- Management Company inspects exteriors of CH Decks and both gazebos. (Even Years)
- Management Company begins vendor sourcing for power washing pool furniture, railings and decks, and both gazebos.
- Management Company begins vendor sourcing for painters to stain individual decks.
- Management Company begins vendor sourcing for power washing & algae removal from buildings. (Even years only.)
- Management Company begins vendor sourcing for two, annual gutter cleanings, dry cleaning in the spring, and cleaning with water in the fall.
- Management Company begins vendor sourcing for clubhouse and guard house window cleaning.
- Vendor repairs Concrete damages identified by earlier inspection.

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April

- Management Company inspects community for snow removal, sprinkler head, sod, garage door, and other damage, and initiates appropriate follow-up.
- Management Company sends letter to co-owners with instructions to turn on exterior faucets.
- Vendor removes all snow stakes from community.
- Vendor cleans Gutters (wet) as soon as weather permits.
- Board reviews quotes, approves and awards arbor contract(s).
- Vendor(s) trim(s) and prune(s) trees as soon as weather permits.
- Vendor inspects sprinkler system, repairs, tests, and prepares for use when needed.
- Vendor inspects pool and spa, repairs, tests, and prepares for use by Memorial Day weekend.
- Vendor inspects, installs, repairs, tests, and prepares fountains for use.
- Vendor activates fountains as soon as weather permits.
- Vendor inspects roofs and chimney caps and prepares a quote for repairs.
- Vendor cleans building exteriors (even numbered years.)
- Board reviews & awards contract to power wash and stain pool gazebos and decks (even numbered years.)
- Board reviews & awards contract to power wash and stain individual decks (even numbered years.)
- Vendor cleans windows in clubhouse and guard houses.
- Management Company sends letter with deck stain information to community (even numbered years).
- Vendor performs landscaping spring cleanup.

May

- Vendor activates sprinkler system when weather permits.
- B&G Committee collects for, buys, plants annual flowers and circulates sign-up sheet for watering duties.
- Vendor opens pool, Management Company distributes pool rules.
- Vendor opens tennis court after installing net.
- Vendor buys, delivers, and spreads mulch.
- Management Company inspects window wells and repairs as needed.
- Board walks property with Management Company.
- Management Company inspects and cleans up Clubhouse Basement, Furnace Filters, Sump Pumps, notating activity on sign-off sheet provided. Check cupola light timer and reset if necessary.
- Vendors stain individual decks and report completion to Management Company. (Even numbered years.)
- Vendors stain pool & gazebo decks. (Even numbered years.)

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June

- Management Company monitors landscaping and grounds.
- Maintenance Committee and Board finalize snow removal requirements for next year.
- Vendor repairs Roof and Chimney Cap damages identified by earlier inspection.
- Management Company sends reminder letter to C/Os with unreported deck staining.
- Vendor completes work on window wells identified in May.
- Vendor washes clubhouse windows.

July

- Management Company monitors landscaping and grounds.
- Vendor crack fills and seal coats asphalt driveways in '21 & every 3rd year until replaced.
- Management Company begins snow removal vendor sourcing – Contact, RFQ, Compare – takes three months.

August

- Management Company monitors landscaping and grounds.
- Management Company inspects and cleans up Clubhouse Basement, Furnace Filters, Sump Pumps, notating activity on sign-off sheet provided. Check cupola light timer and reset if necessary.
- Vendor inspects individual co-owner decks for safety and maintenance compliance – request voluntary compliance.

September

- Management Company monitors landscaping and grounds.
- Board to specify wishes and budget for Holiday Lighting.
- Management Company begins sourcing vendors to install and remove Holiday Lights (expected turnaround 1 month.)
- Vendor shuts down sprinkler system, end of month.
- Vendor closes and winterizes pool.

October

- Management Company monitors landscaping and grounds.
- Vendor winterizes sprinkler system.
- Vendor removes fountains and covers opening to protect from debris.
- Vendor cleans gutters (dry) after leaves have fallen.
- Board reviews and awards snow removal contract for coming season.
- Board reviews and awards holiday lights contract for coming season.

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- Management Company sends a letter to co-owners to shut off & winterize exterior faucets at end of the month after gutters have been cleaned.
- Vendor installs snow stakes along walkways, driveways, and roads.
- Close tennis courts.
- Vendor performs landscaping fall cleanup #1.
- Vendor washes clubhouse carpet.

November

- Board reviews and awards Management agreement
- Management Company inspects grounds following fall clean up early November and initiates action for anything missed.
- Vendor hangs holiday lights.
- Management Company inspects and cleans up Clubhouse Basement, Furnace Filters, Sump Pumps, notating activity on sign-off sheet provided. Check cupola light timer and reset if necessary.
- Vendor performs landscaping cleanup #2.

December

- Management Company monitors snow removal, catch basins, fire hydrants, salt use, and safety conditions.
- B&G committee finalizes, and Board approves landscape specifications for spring/summer season: lawn and shrub fertilization, contingency for lawn aeration and/or lawn fungus, disease control, crab grass and grub control, mulching of beds, annual flowers, what, where, when.
- B&G committee finalizes, and Board approves task & timing specifications for Tree care and maintenance for coming season: fertilization, insect/disease control, pruning, removal, and replacement.
- B&G Committee Includes planning for annuals behind the clubhouse in above task.