

██████████ **ASSOCIATION**

CONNECTED PROPERTY REVIEW

12/05/2008

Dear Condo Board,

Attached are the results of your most recent property review, completed on 12/05/2008. This information is provided to assist the board, and Connected, in being proactive in the maintenance of your valuable investment. If you would like us to initiate, or obtain quotes for, the repair of any of the issues detailed in the report please let us know.

Some of the items detailed in the report don't require immediate repair, but are candidates for insertion in your maintenance plan. As a reminder, your maintenance plan defines repair and maintenance activities that your management team will initiate at pre-defined dates or intervals. For example, your maintenance plan may call for your management team to schedule a roof inspection once per year in August. Depending on the maintenance item, your management team can either initiate the work or activity at the defined time automatically or ask the board for approval prior to starting the work. This ensures that we are automatically monitoring and maintaining the key areas of your property on a schedule, and cost structure, that works best for you.

Ask your primary operations manager for a copy of your maintenance plan if you would like to review and/or make changes. Should you have any questions please feel free to ask for clarification and we will gladly provide additional details. It is my pleasure to service your property.

Sincerely,

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Sr. Building Engineer
Connected Property Management

BUILDING CONDITION SUMMARY

Overall the building is in good condition, some minor cosmetic defects easily remedied some minor security concerns

Items in bold are new, italicized notes are from the previous inspection.

BUILDING EXTERIOR

Following are the issues found, and recommendations noted, by the building engineer while performing a visual inspection of the building's exterior.

GENERAL

THERE IS GRAFFITI AT THE REAR DOOR.

THERE IS WHAT APPEARS TO BE A COMMON STORAGE LOCKER AT THE WESTERN MOST ENTRANCE LOBBY, BUT I DO NOT HAVE A KEY. WILL BE GLAD TO TAKE A LOOK FOR MISC ITEMS (LIGHTING TIMERS FOR EXAMPLE) IF A KEY IS PROVIDED.

THIS MAY BE A GOOD TIME TO CONSIDER A MAT SERVICE FOR THE LOBBIES – TO PROTECT THE CARPETED STAIRS.

- A. THERE IS AN UNUSED SUMP PUMP IN THE “BOILER ROOM” ...PERFECT ACCESS FOR PESTS. I RECOMMEND REMOVAL IF NOT IN SERVICE.**
- B. SEAL ALL EXTERIOR PENETRATIONS (SEE THE SERVICE ENTRANCE FOR THE ELECTRICAL, AND ALL PVC AS EXAMPLE).**
- C. REMOVE ALL UNUSED WIRES AT REAR OF BUILDING....**
- D. PAINT AND CAULK “ACCESS” DOOR.**

GROUND, FOUNDATION, FOOTINGS AND DRAINS

a) Drainage covers in place and free of debris?

FOUNDATION CRACKING UP AT SIDEWALK AND AT EAST ENTRANCES...POTENTIAL TO TAKE ON WATER.

INSTALL CLOSER AND LOCK ON FRONT GATE, COMPLETE FENCE LINE TO INCREASE SECURITY AT THE SAME TIME.

WALKWAYS AND DOWNSPOUTS

CRACKS ALONG EAST WALKWAY.

GUTTERS AND EVES AND PARAPET

MINOR EFFLORESCENCE AT UPPER BRICK WORK (3RD FLOOR).

RESECURE THE DOWNSPOUT AT THE ALLEY...LOOKS LIKE IT WAS RECENTLY SWAPPED AND THE BANDING NEEDS TO BE SECURED TO THE BUILDING.

PARAPET IS IN GOOD SHAPE.

RUST AT LINTELS 3RD FLOOR REAR AND ALONG SOUTH FACE.

LAWN AND GARDEN (LANDSCAPING)

- a) **CONNECTED SIGNAGE IN PLACE AS OF THIS VISIT. 12/05**
- b) **SOUTH YARD SIDE COULD BE MOWED AT THIS TIME, BUT NOT UNKEPT.**
- c) **PAINT WROUGHT IRON FENCE, SPRING OF '09**
- d) **WEEDS AT FENCE LINE (SOUTH), MULCH OR PROVIDE SOLUTION (CRUSHED GRAVEL FOR INSTANCE).**
- e) **GRASS IS PATCHY, DOGGIE DAMAGE? BUT TREES ARE WELL MULCHED.**
- f) **MULCH NEEDS TO BE REFRESHED ALONG THE EAST FACE FENCE LINE.**
- g) **REMOVE DEAD SHRUBBERY.**

EXTERNAL STAIRS, HANDRAILS, AND EXTERIOR DOORS

RESEAT FLASHING AT S.W, ENTRANCE, IT IS BUCKLING.

INSTALL PNEUMATIC CLOSERS AT ALL DOORS.

DECORATIVE FAÇADE CRACKING AT FRONT ENTRANCE

PORCHES, BALCONIES, DECKING AND FENCING

- a) **REAR UTILITY STAIRS NEED A FRESH COAT OF PAINT.**

- b) APPLY FINISH COATING TO DRYWALL THROUGHOUT REAR.
- c) REPLACE LAMPS AS NEEDED.

ROOF

- a) ROOF IS IN GOOD CONDITION
- b) PLEASE REMOVE RANDOM CONSTRUCTION DEBRIS.

Car Port/Parking Garage/Dedicated lot

STREET PARKING.

Exterior Lighting

Change any lamps?

**CHANGED THE FOLLOWING LAMPS:
12 CANDELABRA TYPE.
2 CFL TYPE (60 WATT EQUIVALENT).
10, 35 WATT HALOGENS**

Able to access timer and test night lighting?

YES THE ELECTRIC EYE AT THE ALLEY. OTHERS NOT.

STANDARD CHECKS

- a) Broken windows?
**YES, BSMT REAR ON ALLEY.
UNFINISHED WORK AT ALLEY GLASS BLOCK....PLEASE SEAL UP BEFORE WINTER.**

- b) Gates in good operating order?
PROVIDE CLOSER AND LOCK FRONT

- c) Doors are working property?
REPAIR NIGHT LATCH AT REAR (TO TRASH EXIT)

d) Damage to entrance doors?

INSTALL PNEUMATIC CLOSERS ON ALL DOORS.

e) Connected agent signage? (This is a legal requirement).

INSTALLED 9/27/08

TRASH AREA

MISCELLANEOUS RECOMMENDATIONS

**BURGLAR BARS AT BASEMENT LEVEL UNITS PROB A GOOD IDEA.
I HAD OCCASION TO BE OUT IN THE EVENING THIS VISIT. I WOULD RECOMMEND UPGRADING THE LIGHTING
IN THE SOUTH EAST COURTYARD.**

BUILDING INTERIOR

Following are the issues found, and recommendations noted, by the building engineer while performing a visual inspection of the building's interior common areas.

FOYERS

**INSTALL TRASH CANS FOR NUISANCE MAIL, OR ASK THE POST OFFICE NOT TO DELIVER.
INSTALL PNEUMATIC CLOSERS ON DOOR.**

INTERNAL STAIRS AND INTERIOR HANDRAILS

**STAIRS ARE CARPETED.
LOBBY FLOOR IS 24x24 CERAMIC TILE.**

PLEASE TOUCH UP PAINT AT THE LIGHTING FIXTURES – INCOMPLETE.

**FINISH DRYWALL WORK AT THIRD FLOOR INTERIOR HALL AND INSTALL OUTLET COVER ON 2ND FLOOR
INTERIOR.**

FINISH PAINTING SW STAIRWELL + TOUCH UP ALL DRYWALL MUD WORK.

INSTRUCT RESIDENTS TO PLEASE MOVE FURNITURE THROUGH REAR ENTRANCES WHENEVER POSSIBLE.

3756, TOUCH UP PAINT IN HALLS AND INSTALL GUARDS.

COMMON AREA WALLS

DRYWALL.

INSTALL CORNER GUARDS TO PROTECT.

MAILBOXES (AREA)

APPEAR TO BE IN GOOD WORKING ORDER.

ELEVATOR

N/A

LAUNDRY ROOM

N/A

STORAGE

STORAGE IN GOOD ORDER, CHANGE "TEMP BUILDER LAMP" IN REAR STORAGE FOR SOMETHING MORE PERMANENT, OR REMOVE COMPLETELY.

INSTALL SMOKE DETECTORS.

MAKE SURE ALL MOTOR VEHICLES ARE EMPTIED OF GASOLINE BEFORE STORAGE.

SEAL UP UTILITY DOOR BEFORE WINTER '08 (IT HAS SOME SERIOUS GAPS), BOILER ROOM.

BASEMENT

(STORAGE RELATED GENERAL).

FITNESS AREA

N/A

Smoke Detectors/Fire Extinguishers/Emergency Lighting

I RECOMMEND ONE PER FLOOR OF ALL OF THE ABOVE. I RECOMMEND FIRE EXTINGUISHERS.

REMOVE PAINTERS COVERS FROM IN SERVICE SMOKE DETECTORS (SEE THIRD FLOOR REAR HALL, FRONT OF BLDG.)

CUSTOM REQUIREMENTS & REQUESTS

Below are the details related to any special requests from the board or non-standard tasks performed by the building engineer.

REGARDING THE INTERIOR STAIRS, THEY COULD USE A COAT OF PAINT AND I'D RECOMMEND GRIP TAPE BE INSTALLED AT THE SAME TIME FOR OBVIOUS SAFETY REASONS.