

2022 Reserve Study

Board of Directors
Stoneybrook Village Owners Association

September 27th 2021

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 Stoneybrook Village Owners Association (SVOA) to inform the Board in these areas and to assist in the necessary analysis and planning for informed decision-making.

Reserve Study (Pages 2 - 12). 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

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Maintenance Plan (Pages 20-25). 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 SVOA 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.

Sincerely,
Kurt Powell,
Beth Powell,
and Jon Eick
Community Managers

Stoneybrook Village Owners 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 2.5% 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.

Stoneybrook Village Owners Association

SVOA RESERVE STUDY COMMENTARY

The Stoneybrook Village Declaration of Covenants, Conditions, and Restrictions (CC&Rs), Article 9, requires the following maintenance responsibilities:

*** Association**

*Common Areas, Common Easement Areas, and Limited Common Areas, including landscaping, fencing in common areas along 45th and 49th Streets, recreation building maintenance (clubhouse and pool house), and water feature (pond) in Tract B

*Front yard and corner side yard landscape maintenance on single family home Lots

***Owner**

All maintenance of Lots and Structures, except front yard and corner side yard landscape maintenance

Features excluded from this study:

* Concrete sidewalks since their useful life should significantly exceed 30 years (scope of analysis). This applies only to sidewalks in common areas, since sidewalks on and adjacent to Building Lots are the responsibility of the respective owner. This also assumes continuing inspection and corrective action when damage or deterioration is detected. Further, 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).

* Siding replacement since its useful life should significantly exceed 30 years (scope of analysis) with proper maintenance and regular caulking and painting.

* Asphalt alley/path replacement since their useful life should significantly exceed 30 years (scope of analysis) with proper maintenance and regular seal coating.

General Observations:

Other observations (items for future consideration):

* Mailboxes have not been included in this or previous studies because historically the USPS has been responsible for those units. However, three of thirteen mailbox pedestals in Stoneybrook Village are designated "Private" by the USPS. Maintenance of these units falls to the HOA, and these should be included in future studies.

* The association is responsible for covering the insurance deductible (\$1,000) on any damage claim. One method of providing these funds is through a reserve account.

Group Categories:

When the word "misc" is used in a category in the reserve item, it is an aggregate group of different items. Below is an expanded list of each such group and the items each one entails.

CLUBHOUSE MISC:

CLUBHOUSE Kitchen Clubhouse decorations - 10 tubs
CLUBHOUSE Kitchen Drawer full of serving utensils
CLUBHOUSE Kitchen various foil/saran wrap/waxed paper
CLUBHOUSE Kitchen Paper plates/plastic silverware/napkins
CLUBHOUSE Kitchen Numerous serving platters
CLUBHOUSE Kitchen 3 Hamilton Beach 45 cup coffee pots
CLUBHOUSE Kitchen porcelain coffee cups approx 60
CLUBHOUSE Kitchen porcelain coffee cups saucers approx 60
CLUBHOUSE Kitchen silverware
CLUBHOUSE Kitchen plastic serving pitchers 8
CLUBHOUSE Kitchen porcelain dinner plates approx 60
CLUBHOUSE Kitchen porcelain soup bowls approx 60
CLUBHOUSE Chair Room and Office Wire Shelving 22 LF (office)
CLUBHOUSE Chair Room and Office Round 5' diam plastic tables 12
CLUBHOUSE Chair Room and Office Rectangular 8' plastic tables 4
CLUBHOUSE Chair Room and Office Rectangular 6' tables 2
CLUBHOUSE Chair Room and Office Wire Shelving 20LF (table rm)
CLUBHOUSE Chair Room and Office Fiberboard shelving 12 LF (table rm)
CLUBHOUSE Chair Room and Office 15 tubs Decorations
CLUBHOUSE Chair Room and Office 1 Metal table cart for round tables
CLUBHOUSE Chair Room and Office 2 Metal chair rack carts wheeled
CLUBHOUSE Chair Room and Office Outdoor table covers
CLUBHOUSE hallway Utility Closet-cleaning supplies
CLUBHOUSE hallway 4 large garbage cans
CLUBHOUSE Pool Table Room 7 covered acoustic panels 8'x36"
CLUBHOUSE Pool Table Room 2 covered acoustic panels 8'x18"
CLUBHOUSE Pool Table Room 11 blue fabric chairs
CLUBHOUSE Pool Table Room 1 wall clock
CLUBHOUSE Pool Table Room 1 large roll up window shade
CLUBHOUSE Pool Table Room 1 door roll up window shade
CLUBHOUSE Pool Table Room Pool ques/racks/balls/bridge
CLUBHOUSE Patio Furniture - Patio end tables 2
CLUBHOUSE Main Room Acoustic Panels Walls and Ceiling--numerous shapes and sizes
CLUBHOUSE Main Room Wall Clock 1
CLUBHOUSE Main Room TV Trays 8
CLUBHOUSE Main Room TV Tray stands 2
CLUBHOUSE Main Room WI FI Router 1
CLUBHOUSE Main Room Metal Brochure stand
CLUBHOUSE Main Room Mail boxes 2
CLUBHOUSE Main Room 3 section lockable cork board display cabinet w/glass doors
CLUBHOUSE Main Room 6 Reserved Parking signs and 5 frames
CLUBHOUSE Main Room Fire Extinguisher Amerex B402 1
CLUBHOUSE Main Room floor lamps 2
CLUBHOUSE Main Room couch pillows 4
CLUBHOUSE Main Room Gas Fireplace Insert
CLUBHOUSE Main Room Electric Kawai digital Piano
CLUBHOUSE Main Room Piano Bench

CLUBHOUSE Main Room Stoneybrook Founders Portrait
CLUBHOUSE Main Room Picture of Chuck Frank
CLUBHOUSE Main Room Emergency Phone 1
CLUBHOUSE Main Room Entrance Way Door Mats 8

POOLHOUSE MISC

POOLHOUSE Main Room Vacuum Hose for pool vac approx 25'
POOLHOUSE Main Room Life preserver
POOLHOUSE Main Room Scrub Brush for pool floor
POOLHOUSE Main Room Exercise water resistance devices approx 8
POOLHOUSE Main Room 28' Extension Ladder 250 lbs Heavy Duty
POOLHOUSE Main Room No lifeguard signs (20)
POOLHOUSE Main Room Fire Extinguisher Badger Adv 550
POOLHOUSE Main Room Emergency Phone box
POOLHOUSE Main Room Janitor Supply Closet w/supplies
POOLHOUSE Main Room First Aid Kit
POOLHOUSE Main Room Pool Safety Notice (3)
POOLHOUSE Main Room Wall Clock Timex 12" (3)
POOLHOUSE Main Room Supply Closet--pool supplies/Records/ chemicals/ salt
POOLHOUSE Main Room Spa Closed free standing signs (2)
POOLHOUSE Main Room 3 White plastic chairs
POOLHOUSE Main Room 22 personal storage lockers w/keys
POOLHOUSE Main Room 5 interior floor mats

Garden Misc

Raised Beds in Community Garden
Gravel paths in Community Garden
Railings at entrance path community garden
Bark Dust and Rocks in entry garden
Interlocking block wall behind 4643 H

Sound System Misc

1 Extron Electronics 60-1211-01 DMP 128
2 Shure QLXD24/SM25 Wireless Handheld System
2 RF Venue 2X1SPLIT passive 2X1 RF splitter/combiner 5 ohm
1 Middle Atlantic RRF8 PAIR 8SP rack rail
2 Extron Electronics SM 28 Speedmount speakers with 8" woofer
1 Eiki EK-623U laser projector
1 Extron Sharelink 250W gateway
1 Extron IN1608 xi IPCP SA control processor and stereo amp, AV Lan, LL UI Upgrade
1 Extron Electronics DTP DTP Transmitter
1 lapel microphone
1 over the ear microphone
1 Extron Electronics TLP Pro 725T 7" Tabletop Touchlink Pro touch panel
1 furman M-8S 15A power conditioner

30 Year Summary TOTALS

Year	Asset Value	Allocation	Expenses	Balance*	Reserve Needed**	% Funded
2021	\$954,583	\$60,371	\$7,336	\$386,801	\$379,605	101.9%
2022	\$1,086,121	\$69,816	\$39,239	\$417,378	\$499,345	83.6%
2023	\$1,113,274	\$71,559	\$16,786	\$472,150	\$535,600	88.2%
2024	\$1,141,106	\$73,344	\$33,652	\$511,843	\$593,800	86.2%
2025	\$1,169,634	\$75,175	\$66,608	\$520,409	\$607,138	85.7%
2026	\$1,198,875	\$77,051	\$286,432	\$311,028	\$398,370	78.1%
2027	\$1,228,847	\$78,974	\$16,904	\$373,099	\$470,715	79.3%
2028	\$1,259,568	\$80,945	\$69,928	\$384,116	\$467,632	82.1%
2029	\$1,291,057	\$82,966	\$138,038	\$329,044	\$441,967	74.5%
2030	\$1,323,333	\$85,038	\$157,005	\$257,078	\$387,576	66.3%
2031	\$1,356,417	\$87,161	\$103,844	\$240,395	\$389,070	61.8%
2032	\$1,390,327	\$89,338	\$11,692	\$318,040	\$485,457	65.5%
2033	\$1,425,085	\$91,569	\$41,414	\$368,195	\$532,352	69.2%
2034	\$1,460,712	\$93,855	\$75,822	\$386,228	\$586,886	65.8%
2035	\$1,497,230	\$96,199	\$82,146	\$400,282	\$616,265	65.0%
2036	\$1,534,661	\$98,602	\$115,775	\$383,109	\$616,506	62.1%
2037	\$1,573,027	\$101,064	\$41,485	\$442,688	\$692,087	64.0%
2038	\$1,612,353	\$103,588	\$58,200	\$488,075	\$729,656	66.9%
2039	\$1,652,662	\$106,175	\$68,305	\$525,944	\$804,422	65.4%
2040	\$1,693,979	\$108,827	\$173,308	\$461,463	\$750,870	61.5%
2041	\$1,736,328	\$111,544	\$107,524	\$465,483	\$769,780	60.5%
2042	\$1,779,736	\$114,330	\$56,783	\$523,030	\$842,290	62.1%
2043	\$1,824,230	\$117,185	\$123,180	\$517,036	\$849,630	60.9%
2044	\$1,869,835	\$120,113	\$122,696	\$514,453	\$844,142	60.9%
2045	\$1,916,581	\$123,113	\$121,393	\$516,174	\$859,638	60.0%
2046	\$1,964,496	\$126,189	\$483,208	\$159,154	\$517,092	30.8%
2047	\$2,013,608	\$129,341	\$19,344	\$269,152	\$642,790	41.9%
2048	\$2,063,948	\$132,573	\$42,291	\$359,433	\$717,415	50.1%
2049	\$2,115,547	\$135,885	\$122,758	\$372,560	\$771,448	48.3%
2050	\$2,168,436	\$139,280	\$260,619	\$251,221	\$660,843	38.0%
2051	\$2,222,647	\$142,760	\$158,800	\$235,180	\$656,710	35.8%
2052	\$2,278,213	\$146,326	\$70,846	\$310,660	\$744,589	41.7%

*Balance indicates the balance of the entire reserve on Dec 31 of the given year assuming all expenses for that year have been paid out.

**Reserves Needed indicates the scheduled balance needed to follow the reserve replacement schedule for all items assuming all items are replaced with their own money.

30 Year Summary CLUBHOUSE

Year	Asset Value	Allocation	Expenses	Balance*	Reserve Needed**	% Funded
2021	\$259,343	\$11,508	\$1,036	\$80,327	\$107,836	74.5%
2022	\$305,508	\$14,671	\$19,299	\$75,699	\$121,460	62.3%
2023	\$313,146	\$15,038	\$0	\$90,738	\$130,970	69.3%
2024	\$320,975	\$15,414	\$0	\$106,152	\$150,761	70.4%
2025	\$328,999	\$15,799	\$16,373	\$105,578	\$154,178	68.5%
2026	\$337,224	\$16,194	\$25,814	\$95,958	\$149,138	64.3%
2027	\$345,655	\$16,598	\$5,657	\$106,898	\$164,733	64.9%
2028	\$354,296	\$17,012	\$0	\$123,911	\$186,133	66.6%
2029	\$363,153	\$17,438	\$64,483	\$76,865	\$143,051	53.7%
2030	\$372,232	\$17,874	\$38,463	\$56,276	\$132,373	42.5%
2031	\$381,538	\$18,320	\$10,892	\$63,705	\$148,364	42.9%
2032	\$391,076	\$18,779	\$6,400	\$76,083	\$169,152	45.0%
2033	\$400,853	\$19,249	\$0	\$95,332	\$196,509	48.5%
2034	\$410,875	\$19,730	\$15,547	\$99,514	\$208,318	47.8%
2035	\$421,146	\$20,223	\$27,609	\$92,129	\$208,475	44.2%
2036	\$431,675	\$20,729	\$0	\$112,857	\$237,089	47.6%
2037	\$442,467	\$21,246	\$12,502	\$121,602	\$253,202	48.0%
2038	\$453,529	\$21,778	\$0	\$143,379	\$282,158	50.8%
2039	\$464,867	\$22,322	\$17,590	\$148,111	\$293,524	50.5%
2040	\$476,489	\$22,880	\$106,390	\$64,601	\$214,993	30.0%
2041	\$488,401	\$23,452	\$13,942	\$74,110	\$233,781	31.7%
2042	\$500,611	\$24,038	\$39,816	\$58,332	\$227,087	25.7%
2043	\$513,126	\$24,639	\$0	\$82,971	\$261,433	31.7%
2044	\$525,954	\$25,255	\$46,586	\$61,640	\$249,194	24.7%
2045	\$539,103	\$25,887	\$73,062	\$14,464	\$211,798	6.8%
2046	\$552,581	\$26,534	\$40,129	\$869	\$209,808	0.4%
2047	\$566,395	\$27,197	\$9,270	\$18,797	\$239,958	7.8%
2048	\$580,555	\$27,878	\$0	\$46,675	\$279,621	16.7%
2049	\$595,069	\$28,574	\$29,591	\$45,658	\$289,693	15.8%
2050	\$609,946	\$29,289	\$73,100	\$1,847	\$254,369	0.7%
2051	\$625,194	\$30,021	\$20,303	\$11,565	\$273,970	4.2%
2052	\$640,824	\$30,771	\$10,488	\$31,849	\$304,097	10.5%

*Balance indicates the balance of the entire reserve on Dec 31 of the given year assuming all expenses for that year have been paid out.

**Reserves Needed indicates the scheduled balance needed to follow the reserve replacement schedule for all items assuming all items are replaced with their own money.

30 Year Summary POOL

Year	Asset Value	Allocation	Expenses	Balance*	Reserve Needed**	% Funded
2021	\$266,198	\$16,956	\$1,066	\$104,573	\$116,987	89.4%
2022	\$293,603	\$18,175	\$965	\$121,784	\$180,325	67.5%
2023	\$300,943	\$18,627	\$1,333	\$139,078	\$202,030	68.8%
2024	\$308,466	\$19,090	\$0	\$158,168	\$221,493	71.4%
2025	\$316,178	\$19,565	\$31,659	\$146,074	\$212,767	68.7%
2026	\$324,083	\$20,051	\$106,670	\$59,455	\$127,393	46.7%
2027	\$332,185	\$20,550	\$2,563	\$77,442	\$149,504	51.8%
2028	\$340,489	\$21,061	\$0	\$98,504	\$162,573	60.6%
2029	\$349,002	\$21,585	\$23,824	\$96,265	\$163,808	58.8%
2030	\$357,727	\$22,123	\$111,450	\$6,938	\$78,127	8.9%
2031	\$366,670	\$22,673	\$9,073	\$20,538	\$98,267	20.9%
2032	\$375,836	\$23,238	\$4,656	\$39,120	\$123,061	31.8%
2033	\$385,232	\$23,816	\$1,706	\$61,230	\$150,939	40.6%
2034	\$394,863	\$24,409	\$0	\$85,639	\$180,567	47.4%
2035	\$404,735	\$25,017	\$50,302	\$60,353	\$159,892	37.7%
2036	\$414,853	\$25,640	\$23,959	\$62,034	\$167,091	37.1%
2037	\$425,224	\$26,278	\$3,280	\$85,032	\$195,615	43.5%
2038	\$435,855	\$26,933	\$5,509	\$106,455	\$221,993	48.0%
2039	\$446,751	\$27,603	\$1,978	\$132,081	\$252,062	52.4%
2040	\$457,920	\$28,291	\$40,014	\$120,359	\$244,145	49.3%
2041	\$469,368	\$28,996	\$11,614	\$137,740	\$265,743	51.8%
2042	\$481,102	\$29,718	\$1,581	\$165,877	\$297,678	55.7%
2043	\$493,130	\$30,458	\$2,183	\$194,152	\$329,052	59.0%
2044	\$505,458	\$31,218	\$30,988	\$194,381	\$314,351	61.8%
2045	\$518,095	\$31,995	\$38,060	\$188,317	\$311,303	60.5%
2046	\$531,047	\$32,792	\$159,616	\$61,493	\$187,737	32.8%
2047	\$544,323	\$33,610	\$9,153	\$85,950	\$219,530	39.2%
2048	\$557,931	\$34,448	\$0	\$120,397	\$260,733	46.2%
2049	\$571,880	\$35,307	\$2,532	\$153,172	\$299,403	51.2%
2050	\$586,177	\$36,188	\$184,698	\$4,661	\$155,971	3.0%
2051	\$600,831	\$37,090	\$24,441	\$17,310	\$178,142	9.7%
2052	\$615,852	\$38,015	\$23,133	\$32,192	\$201,963	15.9%

*Balance indicates the balance of the entire reserve on Dec 31 of the given year assuming all expenses for that year have been paid out.

**Reserves Needed indicates the scheduled balance needed to follow the reserve replacement schedule for all items assuming all items are replaced with their own money.

30 Year Summary POND

Year	Asset Value	Allocation	Expenses	Balance*	Reserve Needed**	% Funded
2021	\$53,172	\$8,110	\$4,769	\$34,496	\$40,498	85.2%
2022	\$54,501	\$7,061	\$312	\$41,245	\$39,100	105.5%
2023	\$55,864	\$7,238	\$15,453	\$33,030	\$16,303	202.6%
2024	\$57,260	\$7,419	\$15,840	\$24,609	\$25,226	97.6%
2025	\$58,692	\$7,604	\$0	\$32,213	\$34,148	94.3%
2026	\$60,159	\$7,794	\$869	\$39,138	\$42,202	92.7%
2027	\$61,663	\$7,989	\$562	\$46,565	\$50,585	92.1%
2028	\$63,205	\$8,189	\$21,047	\$33,707	\$21,014	160.4%
2029	\$64,785	\$8,393	\$26,744	\$15,356	\$22,166	69.3%
2030	\$66,405	\$8,603	\$0	\$23,959	\$32,464	73.8%
2031	\$68,065	\$8,818	\$983	\$31,794	\$41,779	76.1%
2032	\$69,766	\$9,039	\$636	\$40,198	\$51,467	78.1%
2033	\$71,510	\$9,265	\$32,071	\$17,391	\$9,647	180.3%
2034	\$73,298	\$9,496	\$20,276	\$6,611	\$21,430	30.9%
2035	\$75,131	\$9,734	\$4,235	\$12,110	\$28,977	41.8%
2036	\$77,009	\$9,977	\$5,308	\$16,779	\$35,567	47.2%
2037	\$78,934	\$10,226	\$719	\$26,286	\$46,907	56.0%
2038	\$80,907	\$10,482	\$22,381	\$14,387	\$14,224	101.2%
2039	\$82,930	\$10,744	\$22,941	\$2,191	\$27,479	8.0%
2040	\$85,003	\$11,013	\$0	\$13,203	\$40,734	32.4%
2041	\$87,128	\$11,288	\$1,259	\$23,233	\$52,731	44.1%
2042	\$89,307	\$11,570	\$5,848	\$28,955	\$60,171	48.1%
2043	\$91,539	\$11,859	\$25,322	\$15,492	\$22,972	67.4%
2044	\$93,828	\$12,156	\$25,955	\$1,692	\$37,748	4.5%
2045	\$96,174	\$12,459	\$0	\$14,152	\$52,525	26.9%
2046	\$98,578	\$12,771	\$1,424	\$25,499	\$65,877	38.7%
2047	\$101,042	\$13,090	\$921	\$37,668	\$79,770	47.2%
2048	\$103,568	\$13,417	\$28,650	\$22,436	\$37,309	60.1%
2049	\$106,158	\$13,753	\$35,350	\$839	\$47,669	1.8%
2050	\$108,812	\$14,097	\$0	\$14,935	\$64,174	23.3%
2051	\$111,532	\$14,449	\$1,611	\$27,773	\$79,068	35.1%
2052	\$114,320	\$14,810	\$1,042	\$41,542	\$94,574	43.9%

*Balance indicates the balance of the entire reserve on Dec 31 of the given year assuming all expenses for that year have been paid out.

**Reserves Needed indicates the scheduled balance needed to follow the reserve replacement schedule for all items assuming all items are replaced with their own money.

30 Year Summary GROUNDS/LANDSCAPE

Year	Asset Value	Allocation	Expenses	Balance*	Reserve Needed**	% Funded
2021	\$346,889	\$19,028	\$465	\$94,390	\$94,765	99.6%
2022	\$377,954	\$23,731	\$9,375	\$108,746	\$128,216	84.8%
2023	\$387,403	\$24,324	\$0	\$133,070	\$149,540	89.0%
2024	\$397,088	\$24,932	\$17,812	\$140,190	\$153,052	91.6%
2025	\$407,015	\$25,555	\$10,096	\$155,649	\$164,744	94.5%
2026	\$417,190	\$26,194	\$148,167	\$33,676	\$36,520	92.2%
2027	\$427,620	\$26,849	\$8,122	\$52,403	\$56,351	93.0%
2028	\$438,310	\$27,520	\$16,091	\$63,832	\$74,735	85.4%
2029	\$449,268	\$28,208	\$21,307	\$70,733	\$84,130	84.1%
2030	\$460,500	\$28,913	\$7,092	\$92,555	\$108,383	85.4%
2031	\$472,012	\$29,636	\$72,500	\$49,690	\$67,410	73.7%
2032	\$483,813	\$30,376	\$0	\$80,067	\$100,843	79.4%
2033	\$495,908	\$31,136	\$7,637	\$103,565	\$126,639	81.8%
2034	\$508,306	\$31,914	\$29,408	\$106,071	\$130,859	81.1%
2035	\$521,013	\$32,712	\$0	\$138,783	\$165,254	84.0%
2036	\$534,039	\$33,530	\$78,224	\$94,088	\$121,424	77.5%
2037	\$547,390	\$34,368	\$13,578	\$114,878	\$144,302	79.6%
2038	\$561,074	\$35,227	\$0	\$150,104	\$181,107	82.9%
2039	\$575,101	\$36,108	\$25,797	\$160,415	\$192,115	83.5%
2040	\$589,479	\$37,010	\$14,622	\$182,803	\$214,970	85.0%
2041	\$604,216	\$37,935	\$79,990	\$140,749	\$172,832	81.4%
2042	\$619,321	\$38,884	\$9,538	\$170,095	\$203,261	83.7%
2043	\$634,804	\$39,856	\$45,811	\$164,140	\$220,167	74.6%
2044	\$650,674	\$40,852	\$19,166	\$185,826	\$218,584	85.0%
2045	\$666,941	\$41,874	\$10,271	\$217,429	\$248,907	87.4%
2046	\$683,615	\$42,921	\$259,747	\$602	\$30,017	2.0%
2047	\$700,705	\$43,994	\$0	\$44,596	\$68,451	65.2%
2048	\$718,223	\$45,094	\$13,642	\$76,048	\$93,242	81.6%
2049	\$736,178	\$46,221	\$39,946	\$82,322	\$92,082	89.4%
2050	\$754,583	\$47,376	\$0	\$129,699	\$131,907	98.3%
2051	\$773,447	\$48,561	\$111,525	\$66,735	\$60,207	110.8%
2052	\$792,783	\$49,775	\$19,666	\$96,844	\$83,303	116.3%

*Balance indicates the balance of the entire reserve on Dec 31 of the given year assuming all expenses for that year have been paid out.

**Reserves Needed indicates the scheduled balance needed to follow the reserve replacement schedule for all items assuming all items are replaced with their own money.

30 Year Summary SINGLE FAMILY

Year	Asset Value	Allocation	Expenses	Balance*	Reserve Needed**	% Funded
2021	\$7,683	\$3,411	\$0	\$16,353	\$5,577	293.2%
2022	\$32,725	\$5,016	\$7,875	\$13,494	\$15,177	88.9%
2023	\$33,543	\$5,141	\$0	\$18,635	\$20,563	90.6%
2024	\$34,381	\$5,270	\$0	\$23,905	\$25,950	92.1%
2025	\$35,241	\$5,401	\$8,480	\$20,826	\$22,856	91.1%
2026	\$36,122	\$5,536	\$4,912	\$21,451	\$23,547	91.1%
2027	\$37,025	\$5,675	\$0	\$27,125	\$28,846	94.0%
2028	\$37,951	\$5,817	\$32,790	\$152	\$1,355	11.2%
2029	\$38,899	\$5,962	\$0	\$6,114	\$7,595	80.5%
2030	\$39,872	\$6,111	\$0	\$12,225	\$13,835	88.4%
2031	\$40,869	\$6,264	\$10,396	\$8,092	\$9,679	83.6%
2032	\$41,890	\$6,420	\$0	\$14,512	\$16,185	89.7%
2033	\$42,938	\$6,581	\$0	\$21,093	\$22,692	93.0%
2034	\$44,011	\$6,745	\$10,591	\$17,248	\$18,608	92.7%
2035	\$45,111	\$6,914	\$0	\$24,162	\$25,387	95.2%
2036	\$46,239	\$7,087	\$6,288	\$24,961	\$25,877	96.5%
2037	\$47,395	\$7,264	\$11,405	\$20,821	\$21,425	97.2%
2038	\$48,580	\$7,446	\$0	\$28,267	\$28,671	98.6%
2039	\$49,795	\$7,632	\$0	\$35,899	\$35,917	99.9%
2040	\$51,039	\$7,823	\$12,282	\$31,440	\$30,880	101.8%
2041	\$52,315	\$8,018	\$719	\$38,739	\$37,721	102.7%
2042	\$53,623	\$8,219	\$0	\$46,957	\$45,301	103.7%
2043	\$54,964	\$8,424	\$47,490	\$7,892	\$5,390	146.4%
2044	\$56,338	\$8,635	\$0	\$16,526	\$14,332	115.3%
2045	\$57,746	\$8,851	\$0	\$25,377	\$23,275	109.0%
2046	\$59,190	\$9,072	\$22,292	\$12,157	\$9,925	122.5%
2047	\$60,670	\$9,299	\$0	\$21,455	\$19,456	110.3%
2048	\$62,187	\$9,531	\$0	\$30,987	\$28,987	106.9%
2049	\$63,741	\$9,769	\$15,338	\$25,417	\$23,180	109.7%
2050	\$65,335	\$10,014	\$0	\$35,431	\$33,105	107.0%
2051	\$66,968	\$10,264	\$921	\$44,774	\$42,109	106.3%
2052	\$68,642	\$10,521	\$16,518	\$38,777	\$35,539	109.1%

*Balance indicates the balance of the entire reserve on Dec 31 of the given year assuming all expenses for that year have been paid out.

**Reserves Needed indicates the scheduled balance needed to follow the reserve replacement schedule for all items assuming all items are replaced with their own money.

Replacement Scheduling Assumptions

CLUBHOUSE

Name	Acct No.	Total Current Replacement Cost in 2022 Dollars	Year Next Sched.	Cycle (yrs)	Units
Access Sys / RFID Readers (Both CH and POOL H)	3101	5000	2030	20	1
Electric Panels	3102	13449	2029	30+	2
Lights, Parking Lot	3104	2152	2029	30+	2
Siding/Trim repair	3105	1345	2025	5	
Tile CH-pool	3106	5649	2029	30+	600
Dishwasher	3111	1420	2026	20	2
Microwave	3112	140	2026	20	1
Range	3113	1352	2026	20	2
Refrigerator	3114	549	2026	20	1
Sound Sys Misc	3115	40000	2040	20	1
Vacuum Cleaner	3116	740	2030	15	1
Wall A/C ofc	3117	594	2026	20	1
Carpet	3118	18683	2035	18	2420
Tile floor	3119	6079	2026	20	585
Bookcase 5 Shelf	3121	445	2026	20	2
Chairs, game table	3122	2418	2026	20	7
Chairs, overstuffed	3123	1800	2026	20	6
Chairs, stack	3124	6826	2040	20	100
Coatrack	3125	297	2026	20	1
File Cab, 4 dr	3126	672	2026	20	2
Patio Chair	3127	6531	2031	10	28
Patio Table	3128	2190	2031	10	6
Sofa	3129	2375	2026	20	2
Table, corner	3130	360	2026	20	1
Table, end	3131	140	2026	20	2
Table, game	3132	297	2026	20	2
Table, pool	3133	5938	2029	30+	1
Table, card	3134	2000	2025	12	4
Tables, work	3135	1632	2025	12	8
Door Hardware	3136	57800	2029	30	1
Drinking fountain	3137	1200	2026	25	1
HVAC-A/C	3138	8907	2022	20	2
HVAC-furnace	3139	10392	2022	20	2
Kit/BR countertops	3140	14000	2029	30	30
Lights,ext,can	3141	891	2025	25	10
Lights,ext,coach	3142	223	2025	25	2

Lights,ext,wall	3143	510	2026	20	3
Lights,int,emerg	3144	400	2026	20	1
Lights,int,Exit	3145	1113	2025	25	6
Lights,int,fluor	3146	1893	2026	20	19
Lights,int,halogen	3147	8000	2025	25	10
Lights,int,spot	3148	445	2026	20	3
Paint,ext	3149	9979	2030	15	1
Paint,int	3150	10064	2030	15	1
Downspouts	3151	800	2030	25	125
Gutters	3152	2000	2030	25	260
Shingles	3153	39320	2045	25	1
Water Heater	3155	1500	2029	15	1
Clubhouse Misc	3156	5000	2027	5	1

Replacement Scheduling Assumptions

POOLHOUSE

Name	Acct No.	Total Current Replacement Cost in 2022 Dollars	Year Next Sched.	Cycle (yrs)	Units
Pool,filter,sand,rebuild	3201	965	2026	5	1
Pool,filter,sand,replace	3202	2672	2032	15	1
Pool,pump	3203	928	2026	10	1
Pool,plaster, pool railings	3204	13193	2030	20	1
Pool,heater	3205	5938	2025	10	1
Pool, Salt Cell, Salt Controller	3206	2000	2025	15	1
Pool, Probes	3207	650	2023	2	2
Pool, Prominent DCM5	3207	8000	2029	15	1
Pool,tile	3207	4357	2030	20	1
Spa,filter,sand,rebuild	3208	965	2022	5	1
Spa,filter,sand,replace	3209	2672	2030	15	1
Spa,pump	3210	1898	2025	10	2
Spa,plaster, pool railings	3211	5475	2030	20	1
Spa,heater	3212	3711	2026	12	1
Spa, Salt Cell, Salt Controller	3213	2000	2025	15	1
Spa, Probes	3214	650	2023	2	2
Spa Prominent DCM5	3214	8000	2029	10	1
Spa,tile	3214	2455	2030	20	1
Deck, pool railings	3215	24768	2030	20	1
Door hardware	3217	48800	2025	20	1
Drinking fountain	3218	1200	2026	25	1
Emergency eqpt	3219	742	2029	30	1
Furniture,benches	3220	900	2026	20	3
HVAC-Dectron	3221	78725	2026	20	1
HVAC,heater,aux	3222	3280	2025	15	1
HVAC,sock duct	3223	20176	2030	20	130
Lights,ext,can	3224	178	2026	20	2
Lights,ext,coach	3225	750	2026	25	5
Lights,int,emerg	3226	550	2026	20	1
Lights,int,exit	3227	557	2026	25	3
Lights,int,flour	3228	445	2026	20	4
Lights,int,can	3229	223	2026	20	2
Lights,int,entry	3230	111	2026	20	1
Lights,int,round flour	3231	223	2026	20	2
Lights, int, Sodium	3232	2172	2026	25	6
Paint,ext	3233	8615	2030	10	1

Paint,int	3234	10064	2036	16	1
Downspouts	3235	800	2035	25	50
Gutters	3236	2000	2035	25	150
Shingles	3237	14794	2035	25	1
Water heater	3238	2000	2029	15	1
Poolhouse Misc	3239	5000	2027	5	1

Replacement Scheduling Assumptions

POND

Name	Acct No.	Total Current Replacement Cost in 2022 Dollars	Year Next Sched.	Cycle (yrs)	Units
Fountain/pump repair	3304	787	2021	5	2
Fountain/pump replace	3305	2969	2035	20	2
Silt Removal - Both Ponds	3309	30153	2023	5	1
Waterfalls & rock work	3312	7423	2029	30	1
Pond Ciculation Pump	3313	3072	2021	7	2
Pump House Repair	3314	9601	2033	20	1
Pump House Paint	3315	497	2022	5	

Replacement Scheduling Assumptions

GROUNDS/LANDSCAPE

Name	Acct No.	Total Current Replacement Cost in 2022 Dollars	Year Next Sched.	Cycle (yrs)	Units
Asphalt path,O/L	3351	6792	2029	30	3660
Asphalt path, seal	3352	1358	2021	7	3660
Barkdust	3353	9375	2022	3	1
Concrete sidewalks repair	3354	3936	2021	10	4700
Fence 4' vinyl	3355	68287	2025	20	2300
Fence clean vinyl	3356	5820	2021	3	1
Garden Misc	3357	1000	2026	5	1
Landscape - Plant, shrub, turf removal/replace	3358	55665	2024	5	1
Lights,ext,Pagoda	3359	445	2026	20	5
Lights,ext,Bollard	3360	2969	2026	20	4
Monument signs,repair	3361	1113	2026	7	3
Monument signs,replace	3362	4454	2026	20	3
Retaining walls	3363		2050	5	2905
Storm Drain repairs	3364	7423	2026	20	1
Tree remove/replace	3365	178593	2026	7	1
Structural Tree/Root pruning	3366	7423	2026	5	1
Irrig System - Valves/Solenoids Common	3367	4500	2028	20	60
Irrig Sys - Pedestal Timers Common	3368	4800	2026	10	8
Irrig Sys -Battery Timers - Common	3369	600	2026	5	4
Fence,4' Black Chain Link	3370	13400	2043	30	670

Replacement Scheduling Assumptions SINGLE FAMILY

Name	Acct No.	Total Current Replacement Cost in 2022 Dollars	Year Next Sched.	Cycle (yrs)	Units
Barkdust,SF	3431	7875	2022	3	1
Irrig System - Valves/Solenoids Common and SF	3432	20400	2028	15	272
Irrig Sys - Pedestal Timers Common and SF	3433	4000	2026	10	5
Irrig Sys -Battery Timers - SF	3434	450	2026	5	3

Replacement Scheduling Assumptions LIMITED COMMON ASSESSMENTS

Name	Acct No.	Total Current Replacement Cost in 2022 Dollars	Year Next Sched.	Cycle (yrs)	Units
54-55 Concrete	3501	13353	2039	30+	945
59-63 Asphalt OL	3511	7065	2038	30	4000
59-63 Asphalt seal	3512	1413	2022	7	4000

Stoneybrook Village Owners Association

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.

Stoneybrook Village Owners Association

MAINTENANCE SCHEDULING INFORMATION

Category	Life	Frequency	Description
Access Control (electronic key)	20	Annually	Inspect all components to ensure proper attachment to mounting location and matching connectivity.
Appliances (clubhouse)	10 20	Monthly	Inspect all appliances to ensure proper cleaning, operation, and maintenance procedures have been performed.
		Annually	Perform complete operational inspection to ensure all components operate as designed. Most appliances in this facility are 'light' use and should have a long life expectancy; however, items like the vacuum which is used more frequently will have a shorter useful life.
Asphalt Surface	30+	Annually	Inspect all asphalt surfaces for cracking, chipping, and other wear indicators, as well as damage from improper use. Repair as needed. Surfaces include curbing, parking bumpers, speed bumps, signage. Ensure ADA & other code compliance and absence of tripping hazards. Ensure all surfaces drain properly.
		5-7 years	A seal coat should be applied to all asphalt surfaces (pathways, parking lots, private streets) to protect against failure from water penetration. If a seal is not maintained, the asphalt will age quickly for alternate drying out in summer and freezing in winter. [An initial seal coat should be applied within 3 years of surface installation.]
		25+ years	Asphalt surfaces may require an 'overlay' after 25-30 years of life depending on the adequacy of seal coat maintenance.
Barkdust	3	2 or 3 years	Apply new layer of barkdust 1-3" thick. Currently, new barkdust is scheduled at three year intervals, which may be too long for the esthetic expectations of this community.
		Seasonally	Inspect for thinning areas, washouts, and scattered bark. Rake/sweep to return bark to proper area and distribute evenly.
Concrete Surface	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.
Door Hardware	PH 10+ CH 30	Monthly	Inspect all door hardware for proper operation and alignment.
		Annually	Lubricate all door hardware. Door hardware should normally last 30 years. However, in the swimming pool environment, the chemical atmosphere will shorten life expectancy considerable, especially if regular maintenance is not performed.
Electrical Panels	30+	Annually	Inspect for proper operation whenever an electrician is performing work which requires access to the panels.
Fence, vinyl	20	Annually	Inspect for condition and proper operation. Watch for loose posts, bent/broken links/sections, debris, damaged hardware. Ensure gates work properly and close securely.
Flooring carpet, tile, vinyl	18 20	Annually	Inspect all flooring surfaces for unusual wear and tear or specific damage.
Furniture	20	Annually	Inspect all furniture items for unusual wear. Repair any worn or torn fabric or damaged components immediately.

Gutters & Downspouts	25	Semi-annually	Inspect and clean twice per year. Repair damaged, missing, and loose attachments promptly. This activity generally should be on a custodial maintenance schedule.
Irrigation Controllers & Sprinkler Heads	10	Monthly	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
Pool user interface surface	20	Annually	Maintaining proper pool chemistry will significantly extend the life of all pool and deck surfaces. Inspect at least annually to determine if any deterioration can be detected.
Retaining Walls	30+	Annually	Inspect walls for damage caused by weather and earth movement.
Roof (composition)	25	Annually	Have qualified service technician inspect roof surfaces annually (exterior and interior). Repair identified problem areas promptly to prolong useful life. Treat for moss accumulation annually or as recommended by the service technician. Remove debris when doing gutter/downspout inspections.
Roof Special note	(10)	Annually	During renovation of the pool house, the contractor noted defective roof construction that was repaired. However, the contractor recommended replacing the clubhouse roof within 10 years because similar construction was anticipated. The clubhouse roof should be inspected annually by a qualified roofing contractor to determine whether or not replacement is indicated during each coming year.
Siding (Hardiplank)	30+	Periodically	Inspect, clean, and repair in conjunction with exterior paint inspections.
Signs (monument)	7 20	Semi-annually	Inspect, clean, and repair all signage and any supporting electrical connections. Significant refurbishment at 7-year intervals should extend life to at least 20 years.
Water Feature	5- 20	Seasonally	Install components (pumps, fountains, plumbing) in Spring and ensure proper operation. Remove components in Fall that may be damaged by freezing weather. Proper operation of sump pumps should be checked every time work is undertaken on any water feature components.
			weather conditions and HOA appearance standards.
Lighting	20	Monthly	Inspect, clean, and repair interior and exterior lighting fixtures to ensure safety, functional, and appearance standards are met. This activity should be on a custodial maintenance schedule. Contractor should be asked for recommendations on lower energy consumption fixtures/bulbs.
Mailboxes	30	Annually	Inspect, clean, and repair mailboxes to ensure functional and appearance standards. Remove graffiti immediately. Repaint when wear exposes surfaces to potential long-term damage.
Paint, exterior	10	Periodically	Inspect, clean, and repair caulking, flaking, paint chipping, fading and unusual wear when noticed.
Paint, interior	8 10	Periodically	Inspect, clean, and repair caulking, flaking, paint chipping, fading and unusual wear when noticed. The interior of the pool house will require more frequent servicing than that of the clubhouse because of the atmospheric conditions.
Paint, mailboxes	10	Periodically	Inspect, clean, and repair mailboxes to ensure functional and appearance standards. Remove graffiti immediately. Repaint when wear exposes surfaces to potential long-term damage.
Pool mechanical equipment	5- 20	Monthly	A regular monthly preventative maintenance plan is required to keep pool mechanical equipment operating properly. This activity should be contracted with a knowledgeable pool service company.

Water heaters Domestic	15	Annually	Inspect, clean, and repair as needed. Drain sediment.
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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.

JANUARY

- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.
- Greenheck Inline Fans: Tighten belts, lubricate bearings.
- Greenheck Duct Fan: Clean and lubricate as needed. Check fasteners for tightness.

FEBRUARY

- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.
- Salt Chlorinator: Open and visually inspect the cell. Look for scale formation on the plates and for any debris which has passed through the filter and caught on the plates. Clean with high pressure garden hose and flush scale off. Use plastic or wood tool to scrape deposits off plate if necessary. Use mild acid washing only in severe cases (4:1 solution of water and muriatic acid). Do not submerge wiring in acid.

MARCH

- Poolhouse & Clubhouse Exterior
 - Spray moss control solution
 - Clean gutters
 - Inspect Roofing, flashing, gutters, soffits, siding & paint, windows, overgrown tree branches. Repair as needed.
- Poolhouse & Clubhouse Interior
 - Inspect walls for nicks and scratches. Repair as needed
 - Wipe down sills and jambs with mild soapy water.
 - Inspect caulking around windows & doors. Caulk as needed.
 - Inspect door hardware. Lubricate.
 - Inspect locks & closures. Repair as needed.
- Clean Carpet with professional Service
- Clean entrance sign by hand
- Power Wash Clubhouse/Pool Deck
- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.

- Repaint Pool/Clubhouse Reservation Parking stencil

APRIL

- Dectron: Check for bubbles in sight glass, compressor discharge temp, heat transfer fluid properties.
- Greenheck Inline Fans: Tighten belts, lubricate bearings.
- Greenheck Duct Fan: Clean and lubricate as needed. Check fasteners for tightness.
- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.
- Clean Vinyl Fences

MAY

- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.
- Salt Chlorinator: Open and visually inspect the cell. Look for scale formation on the plates and for any debris which has passed through the filter and caught on the plates. Clean with high pressure garden hose and flush scale off. Use plastic or wood tool to scrape deposits off plate if necessary. Use mild acid washing only in severe cases (4:1 solution of water and muriatic acid). Do not submerge wiring in acid.

JUNE

- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.

JULY

- Greenheck Inline Fans: Tightenbelts, lubricate bearings.
- Greenheck Duct Fan: Clean and lubricate as needed. Check fasteners for tightness.
- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.

AUGUST

- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.
- Salt Chlorinator: Open and visually inspect the cell. Look for scale formation on the plates and for any debris which has passed through the filter and caught on the plates. Clean with high pressure garden hose and flush scale off. Use plastic or wood tool to scrape deposits off plate if necessary. Use mild acid washing only in severe cases (4:1 solution of water and muriatic acid). Do not submerge wiring in acid.

SEPTEMBER

- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.

OCTOBER

- Poolhouse & Clubhouse Exterior
 - Spray moss control solution
 - Clean gutters
 - Inspect Roofing, flashing, gutters, soffits, siding & paint, windows, overgrown tree branches. Repair as needed.
- Poolhouse & Clubhouse Interior
 - Inspect walls for nicks and scratches. Repair as needed
 - Wipe down sills and jambs with mild soapy water.
 - Inspect caulking around windows & doors. Caulk as needed
 - Inspect door hardware. Lubricate.
 - Inspect locks & closures. Repair as needed.
- Dectron: Check for bubbles in sight glass, compressor discharge temp, heat transfer fluid properties.
- Check Pool/Spa Boilers for efficiency
- Greenheck Inline Fans: Tighten belts, lubricate bearings.
- Greenheck Duct Fan: Clean and lubricate as needed. Check fasteners for tightness.
- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.

NOVEMBER

- Dectron Check blower bearing wear, grease blower bearings, check condensate drain pan, check air heat transfer coils.
- Reznor Duct Furnace: Check gas valve, Clean heat exchanger, Check pilot burner, Check vent/combustion air system, Check wiring for damage.
- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.
- Salt Chlorinator: Open and visually inspect the cell. Look for scale formation on the plates and for any debris which has passed through the filter and caught on the plates. Clean with high pressure garden hose and flush scale off. Use plastic or wood tool to scrape deposits off plate if necessary. Use mild acid washing only in severe cases (4:1 solution of water and muriatic acid). Do not submerge wiring in acid.

DECEMBER

- Dectron: check Air Filter, check blower belt, Check condensate drain pan, remote condenser.

DECTRON (2012/2014//2016) Biennial requirement

- Every 24 months: Check compressor discharge temp. Adjust refrigerant Expansion Valves.