

**INDEPENDENT CONTRACTOR AGREEMENT
ADDENDUM 2 - MAINTENANCE CHECKLIST (Draft 3/20/19)**

The following are areas of responsibility for the Independent Contractor, including duties and frequency agreed to by the Solana Shores Condominium Association and the Contractor. These can be modified, as needed and agreed to, by the Association and the Contractor.

AC SYSTEMS (Common Area - 8 AC systems)

- Check functionality (Daily)
- Change AC filters (3 month intervals)
- Contact the common area AC contractor for service (as needed)

AC SYSTEMS (ROOFS)

- Clean (Monthly)

BALCONIES (End units only - 01, 06, 10 stacks)

- Check air dryer and exhaust vents for cleanliness, repair, replacement (yearly or as requested by respective homeowners)

BASKETBALL COURT (Backboard, nets, poles, surface)

- Check for cleanliness/damage/repairs needed (Twice weekly)

BEACH ACCESS

- Check center and north entranceways for cleanliness/damage/functionality (Daily)
- Check shower for cleanliness, damage, functionality (Daily)

BENCHES (main entrance, poolside, each building)

- Check for safety, paint (Daily)

BUILDINGS (A&B)

- Check common lights (Daily)
- Lubricate locks and hinges (As needed)
- Check utility doors and rooms (Daily)
- Check rust on all doors and paint/repair, as needed (Weekly)
- Change times on timer dependents (As needed)
- Check all pumps and lubricate (As needed)
- Check all motors and lubricate (As needed)
- Inspect for structural cracks (Daily)

CAMERAS

- Monitor placement and functionality in coordination with contractor (As needed)

CANOPIES

- Check for cleanliness, repairs (As needed)

CARPORT AREAS

- Check 30 minute parking blocks for safety (Weekly)
- Check and replace lights, as needed (Twice weekly)

CARWASH

- Check for functionality (As needed)

CLEANING SUPPLIES

- Provide cleaning contractors with supplies (As needed)

CLUBHOUSE, SAUNA, EXERCISE ROOM

- Check bathrooms (Daily)
- Check AC filters and replace (every 3 months)
- Check exercise room equipment for functionality and cleanliness (As needed)
- Check walls, doors for paint and touchup (Twice weekly)
- Check accessories & furniture for placement and condition (As needed)
- Check lights and replace (As needed)

CONTRACTOR INTERFACE

- Serve as on-site liaison for Property Manager and Association, as requested and needed, with all contractors (Daily)
- Provide feedback to Property Manager and Association with any issues/concerns/opportunities which may develop as a result of contractor interface/work (Daily)

DOORS

- Checks doors throughout the community for functionality and condition (Twice weekly)
- Makes repairs, paints, and makes recommendations for replacement (As needed)

ELECTRICAL BOXES

- Checks electrical boxes visually to make sure in good working order (Twice weekly)
- If not, advises Property Manager and Association (As needed)

ELEVATORS

- Check elevator panels (Twice weekly)
- Check phones to make sure functional/good repair (Semi-annually)
- Check emergency instructions for clarity/visibility (Annually)
- Check inspection dates to make sure current (Semi-annually)
- Check emergency lights (Twice weekly)
- Check fans (Twice weekly)
- Check excess water pumps (Semi-annually, particularly prior to Hurricanes)
- Check overall operation (Twice weekly, As needed)

EMERGENCIES/AFTER HOURS AND WEEKENDS)

- Respond to calls for assistance (As needed)

EQUIPMENT

- Monitor community equipment to make in good working order (Twice weekly)

EVENTS/MEETINGS (ASSOCIATION)

- Set up and take down for Association meetings and sponsored events (As scheduled)

FENCES

- Monitor perimeter, pool, basketball and tennis court fences for condition, painting and repairs to ensure functionality and proper appearance (Twice weekly)

FIRE SAFETY

- Monitor fire equipment (e.g., pump, panels, extinguishers) to observe working order and dates for service, alerting Property Manager/Association of any issues (Twice weekly)
- Assist City Fire Inspector with inspections (As scheduled)
- Assist Fire Safety contractor with access needed to buildings and units during annual and quarterly inspections (As scheduled)

FLAG, POLE, ROPE

- Maintain supply of flags and rope, as well as monitor pole condition (Ongoing)

FOUNTAIN

- Monitor condition of front entrance fountain to ensure it is functioning/clean (Quarterly)

GARAGES

- Check main doors and fire doors for functionality and adjustment (Twice weekly)
- Check fans for function and schedule (Monthly)
- Check vent frames and screens for cleanliness and condition (Semi-annually)
- Check screens and louvers (Semi-annually)
- Check door openers (Twice weekly)
- Wipe off garage doors and paint, as necessary (As needed)
- Clean exhaust fans and replace belts (Semi-annually, as needed)
- Check pipe hangers (Twice weekly)
- Clean pipes (Monthly)
- Check lights/replace, as needed (Twice weekly)

GATES

- Monitor gate functionality and condition (beach access, north, south, basketball/tennis courts, main entrance) (Twice weekly)
- Make repairs/recommend replacements (As needed)

GROUNDS

- Monitor grounds for safety, security and condition (Daily)

GUARDHOUSE

- Inspect guard house for functionality, organization, condition (Twice weekly)

HOT TUB

- Monitor functionality, access and temperature to ensure safety and use (Twice weekly, as needed)

HURRICANE PREPARATION/POST CARE

- Prepare buildings and facilities for hurricanes, as notified (Removal of external furniture and items, clearance of walkways, storage of pool furniture, security of doors, elevator water pumps) (Days/week prior to hurricane)
- Provide emergency service, as needed and safe (As needed)
- Post hurricane, assess, report damage to Property Manager/Association (Within 2 days)
- Post hurricane, return items (Within 3 days)

KEYS

- Maintain key and/or access code for 80 Solana Shores units (Ongoing)
- Store keys/access codes in secure location (secondary office in Clubhouse) (Ongoing)
- Assist Property Manager in providing extra keys to unit owners (As needed)

LIGHTS

- Monitor the lights on each floor, exit and stairwells, lobbies, garages (Twice weekly)
- Replace (As needed)

LOBBY AREAS

- Check doors, frames and locks for rust, functionality (Twice weekly)
- Check windows, frames, furniture, moldings, wall paint bulletin boards (Twice weekly)
- Check fire control panel and enunciator (Twice weekly)
- Check AC return frame and change AC return filter (Every three months)

MAINTENANCE MANAGEMENT ROOM

- Organize maintenance room with clear labels for inventory (Ongoing)
- Maintain inventory of materials and equipment (Update semi-annually)
- Maintain safe and secure environment (Ongoing)

OFFICE

- Organize and maintain Clubhouse office (Ongoing)
- Maintain keys and codes in secure environment (Ongoing)

PAINTING

- Monitor facilities, doors for painting and rust control conditions (Twice weekly)
- Paint and administer rust control (Ongoing)

PARKING

- Monitor parking, signage, and advise Property Manager/Association of issues (Ongoing)

PAVERS (Building & Main Entranceways, Pool)

- Monitor condition of pavers/advise Property Manager/Association of issues (Ongoing)

PERGOLAS

- Monitor pool area pergolas for condition and appearance/repair (Twice weekly)

PESTS

- Monitor grounds and facilities for pests (Twice weekly)
- Remove pests safely or call Association pest control contractor for serious observed or reported problems (As needed)

PIPES

- Monitor pipes throughout the property to identify leaks/need for repairs (Daily)

POOL & JACUZZI AREA

- Check water and temperature levels (Daily)
- Check pump operation (Daily)
- Check for leaks (Daily)
- Straighten furniture (Daily)

ROADWAY

- Monitor roadway condition to ensure safety and clear markings (Daily)
- Advise Property Manager and Association of any repairs needed (Ongoing)

ROOFS

- Check for leaks, cracks, etc. (Monthly)
- Maintain patching, as trained and required (Monthly)
- Clean AC systems externally (Monthly)
- Check drains (Monthly)
- Check doors for adjustment/rust/painting, as needed (Weekly)
- Manage access with inspectors and AC companies (As needed)
- Change roof access code (Monthly)
- Check and secure hurricane straps (Monthly)
- Check boilers (Monthly)
- Check for mildew (Monthly)
- Check vent caps (Monthly)
- Check electrical brackets to make sure boxes are secure (Monthly)
- Check disconnect cords to make sure they are secure/off the ground (Monthly)
- Report to Property Manager/Association any unit specific/Association issues (Monthly)

SIGNS

- Maintain appropriate signage throughout property (access, exercise room, parking, pool, restricted, stop, street, tennis courts (Ongoing)

SPECIAL PROJECTS, AS ASSIGNED

- Conduct special projects, as requested by the Association and Property Manager, e.g., beach access ramp, garage door painting, walkway repair (As needed)

SPRINKLERS

- Monitor, repair, replace 650+ ground sprinklers (Twice weekly)
- Coordinate with sprinkler contractors inspection of common area and access to unit specific sprinklers (Inspections, as scheduled, and repairs, as needed)

STAIRWELLS

- Check stairwells, railings, and landings for safety clearance, cleanliness (Twice weekly)
- Check and clean emergency and stairwell lights (Twice weekly)
- Check stand pipe systems (Twice weekly)
- Check stairwell doors for rust and adjustment, paint and fix accordingly (Twice weekly)

STORAGE MANAGEMENT

- Maintain building storage rooms to ensure safety, organization, security (Monthly)
- Inventory storage rooms to identify stored items, dispose as appropriate (Semi-annual)

TENNIS COURT (nets and lights)

- Monitor tennis court to ensure cleanliness, functionality, adjustments, repairs (Monthly)

TRASH CHUTES

- Check door operation and frames for paint/rust (Twice weekly)
- Lubricate chute hinges (Twice weekly)
- Check lights (Twice weekly)
- Check signage (Monthly)
- Advise cleaning contractor of need for deodorizer, chute cleaning (As needed)

TRASH ROOMS & RECYCLE AREAS

- Monitor trash rooms for unnecessary debris, cleanliness, organization (Monthly)
- Advise cleaning contractor of need for cleaning/Waste Pro for deodorizer (Monthly)
- Maintain trash room doors in proper working condition (Daily)

VENTS

- Check vents throughout property to make sure they are clear/unobstructed (Weekly)

WALKWAYS

- Check pool decking, pavers, cracks (Twice weekly)
- Check for obstructions/safe passage (Twice weekly)
- Check and clean exit and emergency lights (Twice weekly)
- Check, clean, replace - as needed, lights (Twice weekly)
- Check fire extinguishers (Twice weekly)
- Check railings for rust, adjustments, as needed (Twice weekly)
- Check dryer vents, clean, repair and replace (As needed)

WATER PUMPS/HEATERS

- Monitor functionality and condition of water pumps and heaters (Twice weekly)
- Advise Property Manager/Association of any issues requiring attention (As needed)