

# Sample Turnover Report

ABC Condominium Association, Inc.  
1234 Street  
City, State Zip

Date: January 1, 202X  
Report #: 00000



## **Dreux Isaac & Associates, Inc.**

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# Table of Contents

## **INTRODUCTION**

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1 - 1 Letter of Introduction

1 - 2 Report Process

1 - 3 Section 718.301(4)(p), Florida Statutes

1 - 4 Definitions, Abbreviations, Company Info

1 - 5 Terms & Conditions

## **SCHEDULE**

---

2 - 1 Component Schedule Summary by Category

2 - 2 Component Schedule Detail

## **REQUIRED MAINTENANCE**

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3 - 1 Required Maintenance

## **PHOTOGRAPHS**

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4 - 1 Property Photographs

**Section 1**

# **Introduction**

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January 1, 202X

Board of Directors  
ABC Condominium Association, Inc.  
1234 Street  
City, State Zip

Re: Turnover Report

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As authorized, this turnover report has been prepared on the ABC Condominium Association property located at 1234 Street, City, State.

This report has been divided into three sections for easier referencing. This first section titled "**INTRODUCTION**" includes general information such as the report process, definitions, statutory requirements, etc.

Section two of the report titled "**SCHEDULE**" provides the required component schedule of information which includes the replacement cost and useful life of applicable common elements.

Section three of the report titled "**REQUIRED MAINTENANCE**" provides specific maintenance information of the of applicable common elements listed in the schedule.

Upon review of this report, should there be any questions, please do not hesitate to contact me.

Prepared By,

Reviewed By,

# Report Process

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ABC Condominium Association, Inc. ("the Condominium") is located at 1234 Street, City, State Zip. The Condominium, which was constructed in 202X, consists of a single seven-story 19-unit building that also includes a ground level 27-car garage with unit storage and a 2<sup>nd</sup> floor club room and fitness area. There are also three 4-car carport structures and an oceanfront swimming pool.

The process of preparing this report began with an on-site visual only inspection of the Condominium property on January 1, 202X. During this inspection, an initial review was made of any related projects and a complete inventory was made of the applicable Common Elements

From this information, a takeoff was then made of each component through a review of available construction drawings, checking maintenance records and taking pertinent measurements. Additional background information associated with the property was obtained through discussions with various contact personnel.

Using the information gathered during the site inspection, calculations were then performed to determine the correct quantity of each component. From there cost estimates were prepared based on a combination of local contractor information, available bid proposals, and our own database of construction costs.

Component lives have been determined using a combination of published guidelines, our review of climatic conditions and observation of the components' physical condition.

# Section 718.301(4)(p), Florida Statutes

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## ***Section 718.301(4)(p), Florida Statutes, Transfer of association control***

A report included in the official records, under seal of an architect or engineer authorized to practice in this state, attesting to required maintenance, useful life, and replacement costs of the following applicable common elements comprising a turnover inspection report:

1. Roof.
2. Structure.
3. Fireproofing and fire protection systems.
4. Elevators.
5. Heating and cooling systems.
6. Plumbing.
7. Electrical systems.
8. Swimming pool or spa and equipment.
9. Seawalls.
10. Pavement and parking areas.
11. Drainage systems.
12. Painting.
13. Irrigation systems.

# Report Definitions

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## **Component**

A specific item or element which is part of the association's common area assets and is considered to require reserve funding.

## **Quantity**

The quantity or amount of each reserve component element.

## **Units**

The unit of measurement for each quantity.

## **Cost Per Unit**

The estimated cost to replace a component per unit of measurement.

## **Replacement Cost**

The estimated current cost to replace a component.

## **Useful Life**

The total average estimated life, in years, of a component to maintain its useful purpose.

# Unit Abbreviations

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**Sq Ft** - Square Feet

**Lp Sm** - Lump Sum

**DbI Ct** - Double Tennis Court

**Ln Ft** - Linear Feet

**Allow** - Allowance

**Court** - Court

**Each** - Each

**Hp** - Horsepower

**Units** - Units

**Sq Yds** - Square Yards

**Cu Ft** - Cubic Feet

**Cu Yds** - Cubic Yards

**Kw** - Kilowatts

**Pair** - Pair

**Squares** - Squares (roofing)

# Company Information

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Since 1989 Dreux Isaac & Associates has been serving community associations, businesses, private clubs and non-profit organizations throughout Florida and the Southeast United States by performing reserve studies, insurance appraisals and turnover reports.

**Experience** - We have inspected and prepared thousands of reserve studies and insurance appraisals for all sizes and types of communities, located in large cities, small towns, resort areas and remote islands.

**Training** - All technical work is performed by professionals with backgrounds in engineering or architecture.

**Accuracy** - All our reports are based on local data and conditions which we continuously monitor.

**Understandability** - We're numbers people, but many who read and use our reports are not. So we summarize the data and present it to you in a way that is clear and logical.

**Compliance** - The reports we prepare will comply with all governing regulations for your association.

**Safety** - We carry errors and omissions, liability and workers compensation insurance.

# Terms and Conditions

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Dreux Isaac & Associates, Inc. uses various sources to accumulate data on construction material and labor prices in order to arrive at its' opinion of cost. The information obtained from these sources is considered to be correct and reasonable, but is not guaranteed. No liability is assumed as a result of inaccuracies or errors in such information or estimates, although reasonable efforts have been made to confirm them.

Unless noted, each component cost is based on replacing that component as a complete unit at one time.

While all cost data is believed to be accurate and reliable to within reasonable limits, other factors such as inflation, availability of materials and qualified personnel and/or acts of nature as well as catastrophic conditions, could significantly affect current prices.

No consideration has been given to labor bonuses; material premiums; additional costs to conform property replaced to building codes, ordinances or other legal restrictions; or the cost of demolition in connection with replacement or the removal of destroyed property. No value of land has been included.

We have no present or contemplated future interest in the property that is the subject of this report and that we have no personal interest or bias with respect to the subject matter of this report or the parties involved.

We certify that neither the employment to prepare this report, nor the compensation, is contingent upon the estimates of value contained herein.

In the event that complete construction plans/blueprints were not available for use in the completion of this report, assumptions were made regarding unseen construction components, based on our experience with properties similar to the subject. In the event that these assumptions are in error, we reserve the right to modify this appraisal, including value conclusions.

Information, estimates, and opinions furnished and contained in the report, were obtained from sources considered reliable and are believed to be true and correct. However, for accuracy of such items furnished we can assume no responsibility.

Our assessment of the useful and remaining lives and/or physical condition of the assets described within has been based upon visual inspection. No testing has been performed. No warranty is made and no liability is assumed for the soundness of the structure or its components.

The report data derived and expressed within is not applicable to any other property regardless of similarity.

The authors of this report shall not be required to give testimony or appear in court or at any administrative proceeding relating to this report, unless this report is, by agreement, made in anticipation of litigation.

The liability of Dreux Isaac & Associates, Inc., the author(s) of this report, and any other employees of Dreux Isaac & Associates, Inc. is limited in total to the fee collected for preparation of this report.

According to the best of our knowledge and belief, the statements of fact contained in this report which are used as the basis of the analysis, opinions and conclusions stated herein, are true and correct.

Acceptance of, and/or use of, this report constitutes acceptance of the above conditions.

## Section 2

# Component Schedule

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## Component Schedule Summary by Category

Description	Current Cost	Useful Life
Roofs	323,252	20-25
Structure	51,295	7-30
Fireproofing and Fire Protection Systems	149,828	9-40
Elevators	230,373	15-30
Heating and Cooling Systems	30,733	8-12
Plumbing	85,737	10-45
Electrical Systems	83,853	15-40
Swimming Pools, Spas and Equipment	32,400	8-22
Seawall	124,950	25-50
Pavement and Parking Areas	52,730	30
Drainage Systems	25,000	25
Painting	236,248	7-14
Irrigation Systems	20,000	25
<b>Grand Total</b>	<b>1,446,399</b>	

## Component Schedule Summary Detail

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life
<b>Roofs</b>					
Roof Deck Terraces - 2nd Floor over Garage	4,244	Sq Ft	15.57	66,080	20
Roof Deck Terraces - 5th Floor Terraces	381	Sq Ft	20.02	7,628	20
Roof Deck Terraces - 7th Floor Terraces	2,950	Sq Ft	20.02	59,060	20
Roof, Metal - Carports	32	Squares	1,212.00	38,784	25
Roof, Metal - Condo Bldg	19	Squares	2,300.00	43,700	25
Roof, Modified Membrane - Condo Bldg	72	Squares	1,500.00	108,000	20
<b>Roofs Total</b>	6	Components		323,252	20-25

### Structure

Concrete Restoration Allowance - Condo Bldg	19	Units	500.00	9,500	7
Entry Monument Wall, Block & Stucco w/Letters & Log	1	Total	8,000.00	8,000	30
Retaining Wall, Stacked Stone - Pool Deck	187	Sq Ft	38.72	7,241	30
Trellis, Aluminum - Penthouse Terraces	720	Sq Ft	36.88	26,554	15
<b>Structure Total</b>	4	Components		51,295	7-30

### Fireproofing and Fire Protection Systems

Fire Alarm System Upgrade Allowance	19	Units	1,782.00	33,858	22
Fire Jockey Pump/Motor	1	Each	5,247.00	5,247	9
Fire Pump Deferred Maintenance Allowance	1	Each	8,500.00	8,500	10
Fire Pump/Motor/Controller, Diesel	1	Each	102,223.00	102,223	40
<b>Fireproofing and Fire Protection Systems Total</b>	4	Components		149,828	9-40

### Elevators

Elevator Cab Refurbishment Allowance	2	Each	16,000.00	32,000	15
Elevator Modernization Allowance	2	Each	99,186.50	198,373	30
<b>Elevators Total</b>	2	Components		230,373	15-30

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life
<b>Heating and Cooling Systems</b>					
A/C Air Handler Unit, 2 Ton - Main Lobby	1	Each	2,128.00	2,128	12
A/C Air Handler Unit, 5 Ton - Club Room/Gym	1	Each	4,796.00	4,796	12
A/C Air Handler Unit, 5 Ton - Club Room/Gym	1	Each	4,796.00	4,796	12
A/C Condensing Unit, 2 Ton - Main Lobby	1	Each	2,299.00	2,299	12
A/C Condensing Unit, 5 Ton - Club Room/Gym	1	Each	4,857.00	4,857	12
A/C Condensing Unit, 5 Ton - Club Room/Gym	1	Each	4,857.00	4,857	12
A/C Minisplit System - Electrical Room	1	Each	3,500.00	3,500	8
A/C Minisplit System - Elevator Equip Room	1	Each	3,500.00	3,500	8
<b>Heating and Cooling Systems Total</b>	<b>8</b>	<b>Components</b>		<b>30,733</b>	<b>8-12</b>

**Plumbing**

Domestic Water Pump System	1	Total	26,691.00	26,691	24
Drinking Fountain, Indoor - Club Room	2	Each	1,444.00	2,888	20
Foot and Body Shower Tower - Pool Deck	2	Each	3,079.00	6,158	10
Plumbing Systems Allowance - Condo Bldg	19	Units	2,000.00	38,000	45
Plumbing, Backflow Preventer - Domestic	2	Each	2,500.00	5,000	30
Plumbing, Backflow Preventer - Fire Sprinklers	1	Each	7,000.00	7,000	30
<b>Plumbing Total</b>	<b>6</b>	<b>Components</b>		<b>85,737</b>	<b>10-45</b>

**Electrical Systems**

Electrical Systems Allowance - Condo Bldg	19	Units	1,000.00	19,000	40
Generator, 48 kW w/ATS	1	Each	52,735.00	52,735	25
Light Bollards - Driveway	8	Each	1,166.00	9,328	20
Light Fixture, Landscape Uplight	5	Each	558.00	2,790	15
<b>Electrical Systems Total</b>	<b>4</b>	<b>Components</b>		<b>83,853</b>	<b>15-40</b>

**Swimming Pools, Spas and Equipment**

Pool Equipment, Filtration System	1	Total	12,500.00	12,500	22
Pool Equipment, Heater, Gas	1	Each	4,300.00	4,300	8
Pool Resurfacing	1	Total	15,600.00	15,600	12
<b>Swimming Pools, Spas and Equipment Total</b>	<b>3</b>	<b>Components</b>		<b>32,400</b>	<b>8-22</b>

Description	Quantity	Units	Cost Per Unit	Current Cost	Useful Life
<b>Seawall</b>					
Seawall, Concrete Cap Replacement	150	Ln Ft	125.00	18,750	25
Seawall, Concrete Wall Replacement	150	Ln Ft	708.00	106,200	50
<b>Seawall Total</b>	2	Components		124,950	25-50
<b>Pavement and Parking Areas</b>					
Pavers - Driveway	6,984	Sq Ft	7.55	52,730	30
<b>Pavement and Parking Areas Total</b>	1	Components		52,730	30
<b>Drainage Systems</b>					
Stormwater Drainage Control Structure Allowance	1	Total	25,000.00	25,000	25
<b>Drainage Systems Total</b>	1	Components		25,000	25
<b>Painting</b>					
Paint Exterior - Condo Bldg	1	Total	63,390.00	63,390	7
Paint Exterior Railing Frame	4,956	Ln Ft	3.14	15,562	14
Paint Interior - Garage	1	Total	4,511.00	4,511	8
Paint Interior - Lobby & Club Rm	1	Total	5,638.00	5,638	8
Paint Interior Stairwells - Condo Bldg	15	Floors	364.00	5,460	14
Waterproof Base w/Top Coating - Balconies	9,343	Sq Ft	5.00	46,715	14
Waterproof Base w/Top Coating - Breezeways	7,326	Sq Ft	5.00	36,630	14
Waterproof Top Coating - Balconies	9,343	Sq Ft	3.50	32,701	7
Waterproof Top Coating - Breezeways	7,326	Sq Ft	3.50	25,641	7
<b>Painting Total</b>	9	Components		236,248	7-14
<b>Irrigation Systems</b>					
Irrigation System Allowance	1	Total	20,000.00	20,000	25
<b>Irrigation Systems Total</b>	1	Components		20,000	25
<b>Grand Total</b>	51	Components		1,446,399	

**Section 3**

**Required**

**Maintenance**

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# Required Maintenance

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1. Roof - Flat Systems - For all types of flat roofs first check to see if the roof is still under a manufacturer's warranty. If so contact the manufacturer and get the names of roofing companies in your area that are authorized to perform work on your roof. Work done by non-approved roofers will likely void your warranty. If the roof is under a maintenance contract, then contact that company to perform any work on your roof. The best preventative maintenance that one can do is to have semi-annual inspections performed by an approved and licensed roof contractor or consultant to identify and solve problems as they occur. Additionally, roofs should be inspected after any severe weather or storms. Limit access to the roof. Allow only authorized personnel on the roof. Clean all debris from the surface of the roof. This includes debris that has gathered behind HVAC units, pipes and pitch pans, and any other roof penetrations. Debris has a tendency to hold water, and water will expedite roof deterioration. Clean out all gutters/scuppers/roof drains and drain baskets and keep free of debris. Most roofs require positive drainage. Check all flashings and make sure that they are not deteriorated and there are no holes in them. Check the edge metal. Make sure that it isn't separating at the seams. If it is, then the repairs need to be made as soon as possible. Check for blisters in the roof. Do not step on or puncture them. Have an approved roofer patch them. Check all caulking and sealants on flashings and copings. If necessary have an approved roofer scrape and remove any caulking that is weather cracked and damaged, then clean the area and re-apply the proper caulking or sealant accordingly. For built up and modified bitumen roofs check pitch pans and look where the filler is cracked and/or shrinking. Clean out and keep pitch pockets full at all time. Where a gravel surface exists, check for bare spots and re-gravel as needed. For metal roofs check for distress conditions which can include: movement distress of panels and fasteners; sealant failures; fastener gaskets; failures of surface coatings; and drains and gutters clogged with debris. Period rinsing with a hose or pressure washer can help keep the surface clean and free of corrosive residue, such as bird droppings and acid rain.
2. Structure - Maintenance of any structure should include periodic cleaning of the existing deck floor and railings, re-seating any protruding nail heads, sealing any cracks in the concrete topping. For deck floors with concrete topping that have already been sealed re-apply with one coat of quality paint/waterproofing at least every seven years. Structure components should be inspected annually and include but not be limited to columns, beams, pilings, collars, stringers, joists, deck flooring concrete topping and any other unfinished concrete surfaces in areas such as the garage, stairwell, mechanical rooms or storage areas. Check floor decking for any material or obstruction, which would be unsafe. Check conditions of all floor decking to insure they are structurally sound, concrete topping should be free of cracks, decay, protruding nails or screws, and slick spot. Floor decking from shall be free from excessive spring, deflection or lateral movement. Look for evidence of structural deterioration, failure, or inadequacy in the structure components.  
Trellis - Clean the structure as needed. Check the structure to insure that it is stable and structurally sound. Replace any damaged components as needed. Check for loose hardware and tighten as needed. Replace damaged or corroded hardware as needed. If painted or stained, re-apply every two to four years. If electrical components are attached inspect all conduit, outlets and light fixtures for signs of damage and corrosion.

# Required Maintenance

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3. Fireproofing and Fire Protection Systems - Fire alarm systems and their components shall be inspected, maintained and tested in accordance with NFPA 72 and in accordance with the manufacturer's instructions. Annual testing and inspection is required. Test all detectors and manual stations for alarm capability. Sensitivity test of all detectors and either re-adjust or disassemble and clean when out of specific range of response. Test control panel(s) for proper operation including Complete functional test of all components or modules, emergency power switchover, battery condition. Also test all audible alarm devices for proper operation. Fire Pump/Motor - A weekly test should be conducted at no flow (shut off) condition. If the fire pump is an electric unit, test for 10 minutes. A diesel unit must be tested for 30 minutes every seven days. The Automatic Weekly test timer can be used for the test, but qualified personnel must be in attendance. An annual certification and inspection test must be conducted by an State licensed contractor in accordance with NFPA 25. A preventive maintenance program shall be implemented on all components and records shall be maintained on all work performed. Typically, the manufacturer's recommendations should be followed, but NFPA 25 table 8.5.3 can be used as substitute requirements. NFPA 25 also requires that records shall be maintained on all work performed on the pump, driver, controller, and auxiliary equipment. Fire Sprinkler Systems - This system should be inspected, tested and maintained as required by NFPA standards, as well as federal, state and local codes specific to your property. Such work must be done by trained and licensed technicians. NFPA 25 standards for inspection, testing and maintenance of water-based fire protection systems has three basic requirements for compliance. They are: (1) inspection of the system and components, (2) testing and maintenance at prescribed intervals and (3) record keeping.
  
4. Elevators - Inspections and testing should follow the intervals required by ASTM A17.1 and its latest addenda's and supplements. Registered elevator companies that enter into service maintenance contracts with elevator owners must follow the procedures within the scope of ASME A17.2, as incorporated by reference, for routine examinations and periodic safety tests of elevators. Standard elevator maintenance should include inspection, lubrication, adjustment, and, if conditions or usage warrant, repair or replacement of the following items. Controller parts, selectors and dispatching equipment, relays, solid-state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical driving equipment, signal lamps, and position indicating equipment. Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms, car and counterweight guide shoes including rollers and gibs, and emergency car lighting. Hoistway door interlocks and hangers, bottom door guides, and auxiliary door closing devices. Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings, and component parts. Motors, motor generators, motor windings, rotating elements, commutators, brushes, brush holders, and bearings. Governor components, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies. Pumps, pump motors, operating valves, valve motors, leveling valves, plunger packings, exposed piping, above ground plungers and cylinders, and hydraulic fluid tanks. In addition, we will replace all wire ropes or coated steel belts as often as necessary to maintain an appropriate factor of safety. As conditions, usage, or Code warrants, we will equalize the tension on hoisting ropes, resocket ropes for drum machines, and repair or replace conductor cables and hoistway and machine-room elevator wiring.

# Required Maintenance

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5. Heating and Cooling Systems - For condensing units wash outdoor coils annually. Inspect coils and metal framing quarterly for rust and deterioration. Sand, seal and paint any factory painted metal beginning to rust. Oil fan motors quarterly. Check balance of fan blades annually. Check for excessive noise or vibration. Clean condenser coils annually. Check all electrical components for tightness and loose wiring quarterly. Check refrigerant pressures semiannually. For air handler units and fan coils inspect and clean drain pans monthly to insure proper drainage. Lubricate and clean fans, belts, bearings and casings at least monthly. Inspect duct connections at supply and return for leakage, repair as required. Inspect fresh air inlets and verify no change from original design. Clean and touch up all factory painted metal surfaces at least semi-annually. Check electric heat coils prior to heating season. Clean dust from coil elements prior to operation. Verify that all operation and airflow is uniform over entire coil. Check for excessive noise and vibration.
  
6. Plumbing - At the time of our survey, the plumbing system was discussed and we were not aware of any current issues. No testing of the plumbing system was performed. Where applicable, if cast iron piping exists, eventual replacement is anticipated. Presently no plumbing reserve has been established. Domestic Water Pump System - Inspect the pumps and motors daily for unusual vibration and/or noise. Also Inspect pumps for leaks as well. A high pitched squeal or rattling from the pump indicates the impeller or shaft bearing is showing wear and a certified mechanic should be contacted to make repairs. Leaking shaft seals or noisy bearings should also be serviced by a certified mechanic. Check motor temperature carefully, by hand touch for 10 seconds. If applicable, check the oil level in top bearing to make sure the oil level is proper. Inspect for rust weekly. Inspect pumps and motors monthly for excessive dirt and blow dust from inaccessible locations using compressed air especially between areas supported by mounting springs. Keep ventilation openings clear to allow free passage of air. Grease or oil can be wiped off using a petroleum solvent, other dirt can be wiped off with a rag. Check the tightness of screws, bolts and other connectors. Grease the bearings quarterly and keep all dirt out of the area. Wipe the fittings completely clean. Any service performed inside the control panel should only be done with power off and any remote disconnect locked out. The tightening of all wiring connections should be performed at start up and then once per year by a competent electrician or trained service technician. If the system includes variable frequency drives (VFD's) then keep these drives in an environment within the manufacturer's temperature and humidity recommendations and not exceeding the enclosure's rating for dirt and water protection.

# Required Maintenance

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7. **Electrical Systems** - This system should be inspected by a licensed electrician at least every five years. As the property ages these inspections should occur more often. The components to be inspected should include circuit breakers panels, switchgear, wiring and connections.  
**Lighting, Outdoors** - Lighting should be inspected periodically. Fixture cleaning should be done at least once a year. Lamp and ballast replacement should be done as needed. Pole painting should be done every five to seven years. Common outdoor issues include accelerated corrosion due to the elements, insects, critters, etc.  
**Generator** - A weekly test should be conducted where the generator should run for 30 minutes. A monthly maintenance inspection should be performed and include a coolant level check, battery fluid level check, block heater operation and condition check, radiator condition check, water pump condition check, and a cursory inspection of all belts, hoses, clamps, panels, gauges, meters, controls, guards, enclosures and base/day fuel tanks. Semi-annual maintenance inspections should also be performed and include an oil change, oil analysis, oil and fuel filter change, coolant level and condition check, coolant filter change (if applicable), waste oil and filter disposal, battery fluid level and condition check, battery case and terminal cleaning and preservation, block heater operation and condition check, radiator operation and condition check, water pump operation and condition check, and a full visual inspection of all belts, hoses, clamps, panels, gauges, meters, controls, guards, enclosures and base/day fuel tanks.
  
8. **Swimming Pools and Spas** - At least weekly, if not daily, test the chemical balance of the water and adjust the levels as needed. Brush and vacuum the pool walls and floor. Use a net to remove leaves or other large debris from the pool. Clean the skimmer and pump baskets. Clean the filter medium when necessary. Shock regularly. Inspect pumps and motors for leaks, friction unusual vibration and/or noise. Inspect for rust and dirt. If necessary prime and repaint. With the power off, inspect the electrical starter boxes, motor junction box and panel box and tighten connections as needed. Inspect motor for excessive dirt and blow dust from inaccessible locations using compressed air. Keep ventilation openings clear to allow free passage of air. Check pump O-rings and bearing cover gaskets for cracks, nicks or tears, packing rings for excessive compression, or water drip, fraying or shredding, embedded particles (dirt or metal) if not mechanically sealed. Check coupling sleeves for any visible evidence of deterioration. For automatic chemical feeders and monitoring systems follow the manufacturer's guidelines for maintenance including probe cleaning and standardizing procedures. For any heat pumps have the equipment serviced annually by an authorized technician. During annual maintenance check water flow, evaporator coil, relay contacts, capacitor values, refrigerant levels and clean the heat pump cabinet. Also check fan blade clearances, flow/pressure switch, electrical connections and voltage to unit. Oil fan motor as applicable, check amperage draws, clean condensate drains and acid wash source coil as applicable. Check air temperature change through evaporator, check operating controls and temperature sensors and check water temperature change through condenser. For any gas heaters regularly clean any and all debris from the heater to prevent it from clogging the burner. Also check all pipes for any leaks.

# Required Maintenance

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9. Seawall - A properly constructed seawall can typically last 40 to 50 years with periodic maintenance and repairs. A seawall should be inspected annually and also after any major storm event. An inspection of the seawall should include, but not limited to, the seawall cap, bulkhead, panels, footings, and any other component which is visible from the land side of the structure. Inspect the land side components of the wall system for sinkholes, signs of settlement or soil loss by either visual means or probing the soil behind the seawall, or a combination of both. Perform an in-water inspection by walking on the bottom or hiring a professional diver to inspect the underwater portion of the seawall. Soil loss could be an indication of slab joint separation or perhaps insufficient berm at the slab toe line. This is often due to by aging, settling and uneven hydrostatic pressure to be exerted on the slabs. Cracks along with rust marks on the panels facing the water could indicate a water line failure caused by the aging and corrosion of concrete and reinforcing rod and uneven hydrostatic pressure. Slabs or panels develop horizontal cracks usually along the water line, and the panels eventually break along these lines. Cap rotation, movement or cracking, a gap opening between sea-wall and dock (if present), and support pilings (if present) tight against the sea-wall meaning pressure on the structure from the failure could be an indication of toe & berm failure. This is typically caused by a loss of supporting berm at the bottom of the slabs in the water. The panels tilt out, and sometimes crack or cause the cap to twist or break. Loss of berm is usually associated with wave action, either natural or from speeding boats. Improper berm placement in the first place may be the cause of such failures. Maintain water passage through weep holes by cleaning or installing weep hole filters which permit water passage but retain fill. Seal the vertical slab joints with plastic material. If the berm is lacking at the slab bottoms, it may need replenishment. For cap cracks wire brush the cracks and seal with an epoxy to prevent salt from having direct access to the rebar inside the concrete.
  
10. Pavement and Parking Areas - The pavers should be inspected on a regular basis, particularly after harsh weather such as heavy rain storms and hurricanes. Regularly sweep or pressure clean your paved surfaces, so as to remove materials and debris. Over time the sand in the joints will be washed away. This often leads to loose or shifting pavers. Re-sanding is a simple process that can fix this. If spaces are unusually large between the pavers, they might be shifting due to damage to your edge restraints and you might be in need of some repairs. Sealing your pavers on a regular basis can also enhance their appearance, provide some surface protection from stain damage and some joint retention. If cracks or potholes appear, have these failed areas repaired immediately, to avoid further damage. Paver failures can occur as a result of poor original installation which can include such things as inadequate compaction, no edge restraints, improper materials, run-off slopes, improper drainage, underlying sprinkler lines, downspout wash outs, roots, ants, etc.
  
11. Drainage - The stormwater system is believed to be a lifetime system that will require periodic cleaning. It is possible that a failure or breakdown in a section of the system may occur, but the location, timing and scope of such an occurrence is unknown and generally unpredictable. A periodic inspection of the system is recommended.

## Section 4

# Photographs

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Condo Bldg



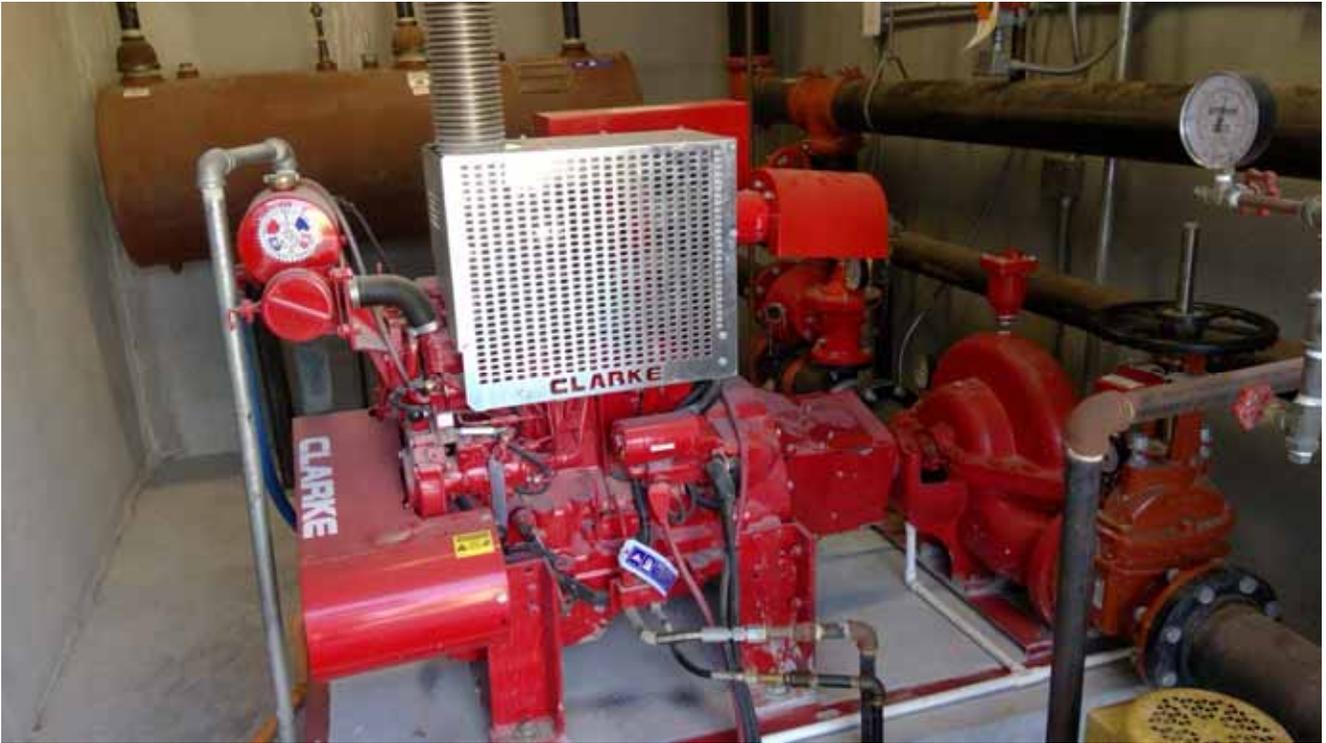
Condo Bldg



Terrace Deck Patio



Terrace Deck Patio



Fire Pump - Diesel



Fire Pump Controller



Fire Jockey Pump



Fire Alarm Control Panel



Domestic Water Pumps



Main Electrical Room



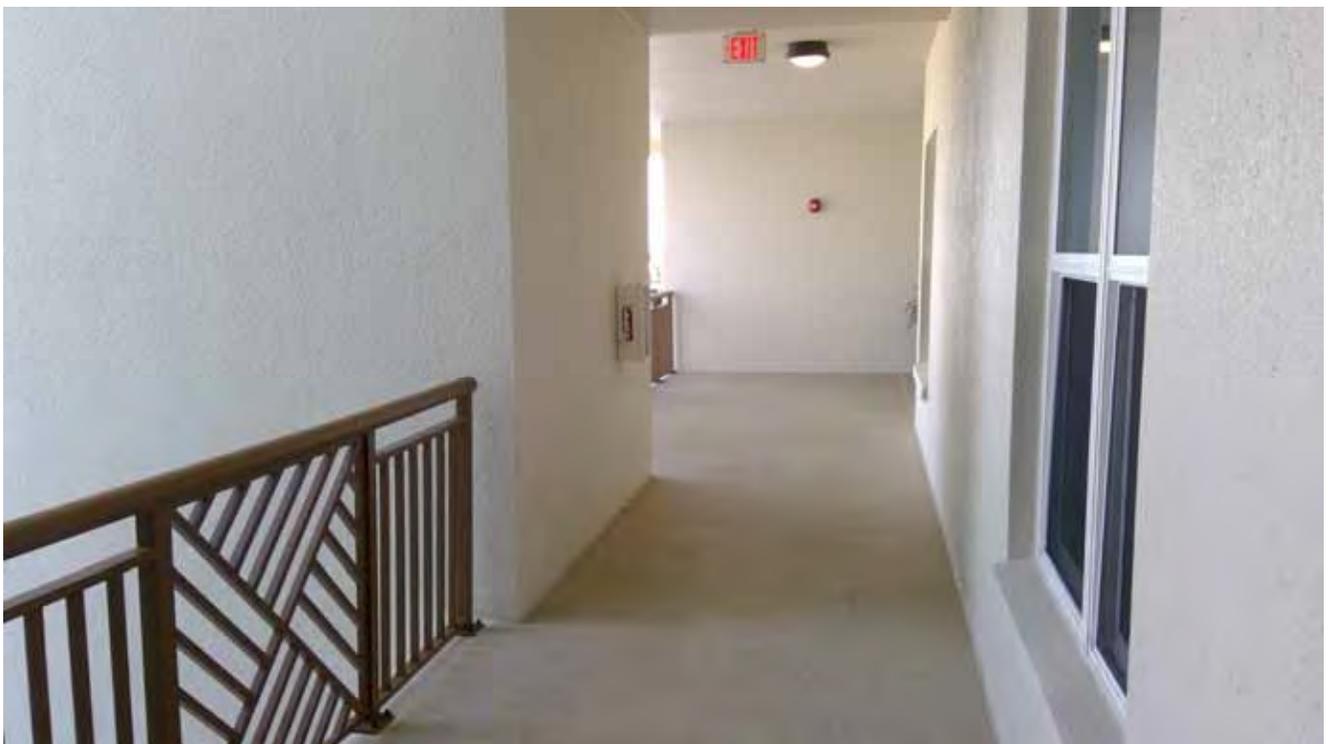
Generator Transfer Switch



Emergency Generator



Level 2 Walkway



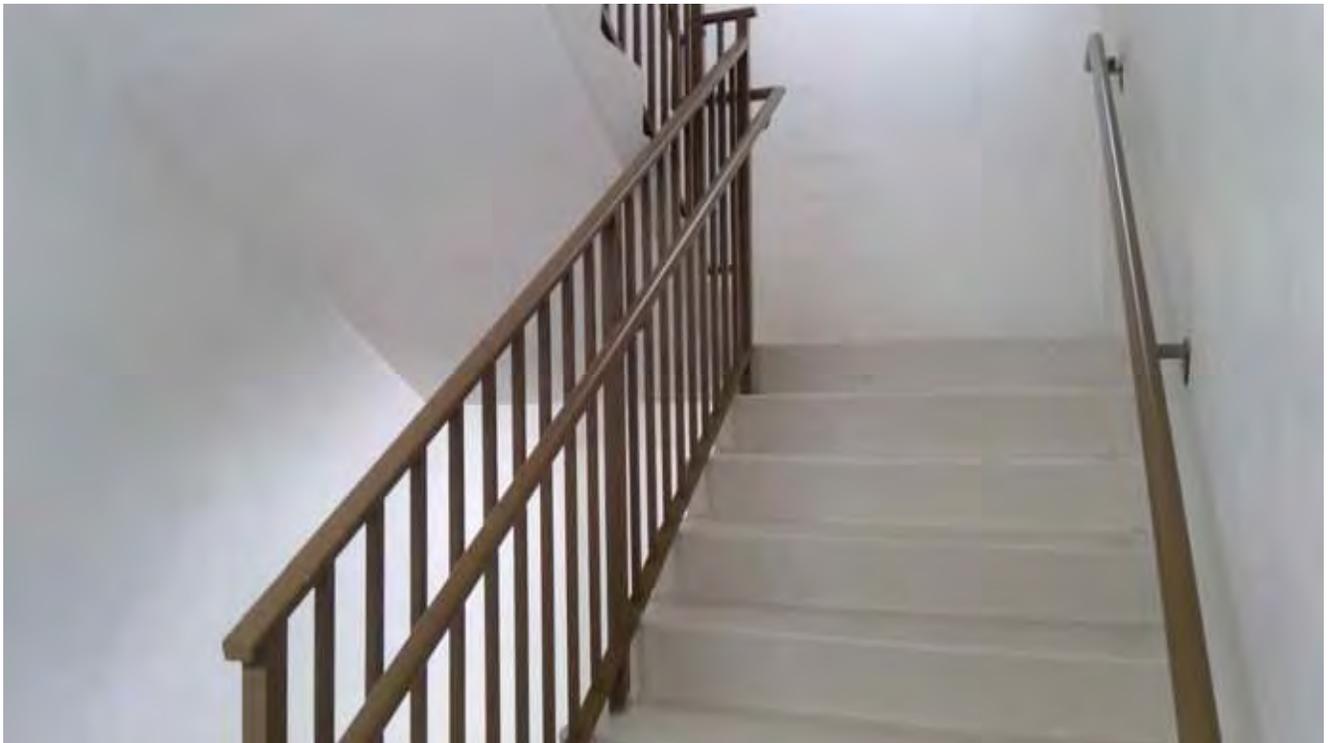
Walkway - Typical



Elevator Lobby - Typical



Level 2 Walkway



Stairwell - Typical



Fire Sprinkler Standpipe



Elevator Equipment



A/C Minisplit - Elevator Rm



A/C Minisplit - Elevator Rm



Exhaust Fan (Typical)



A/C Unit - Club Room



A/C Condenser Unit - Main Lobby



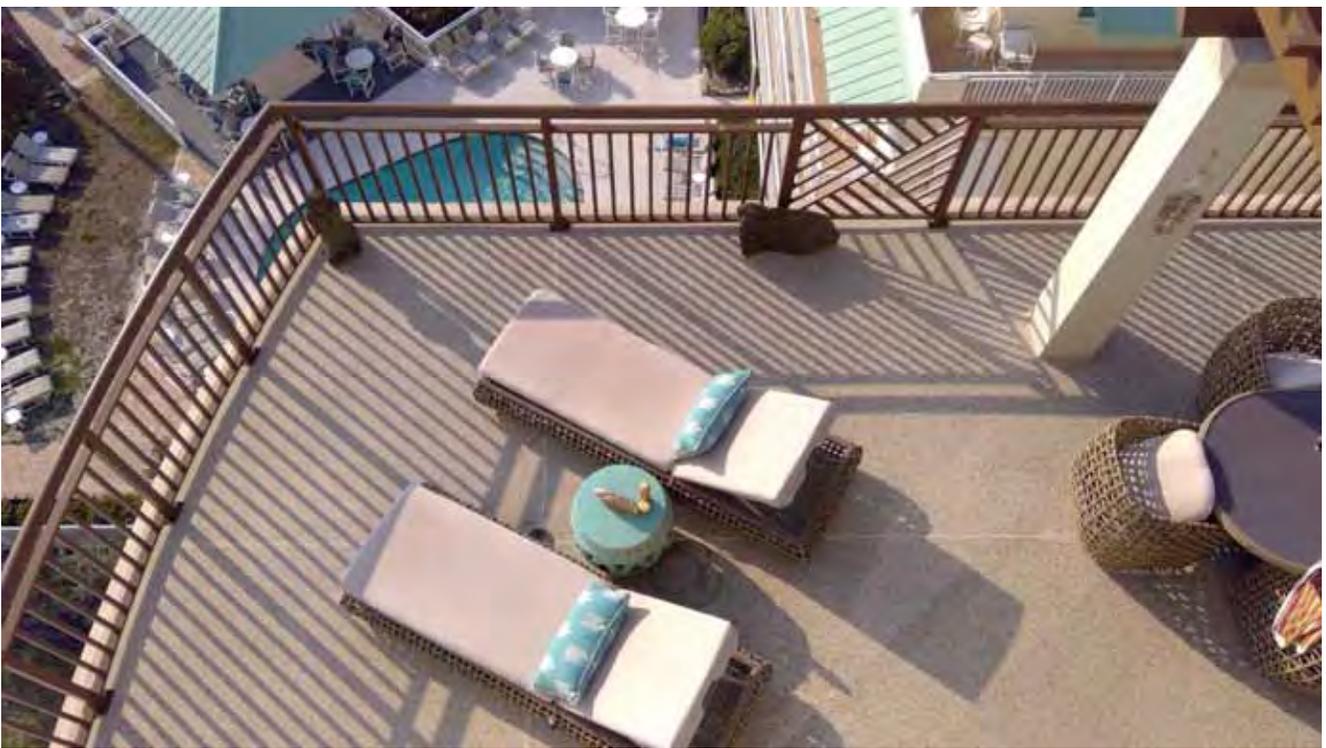
Roof - Modified Bitumen



Roof - Metal



Alum Trellis Structure - Penthouse



Penthouse Terrace Deck



Access Control - Club Room



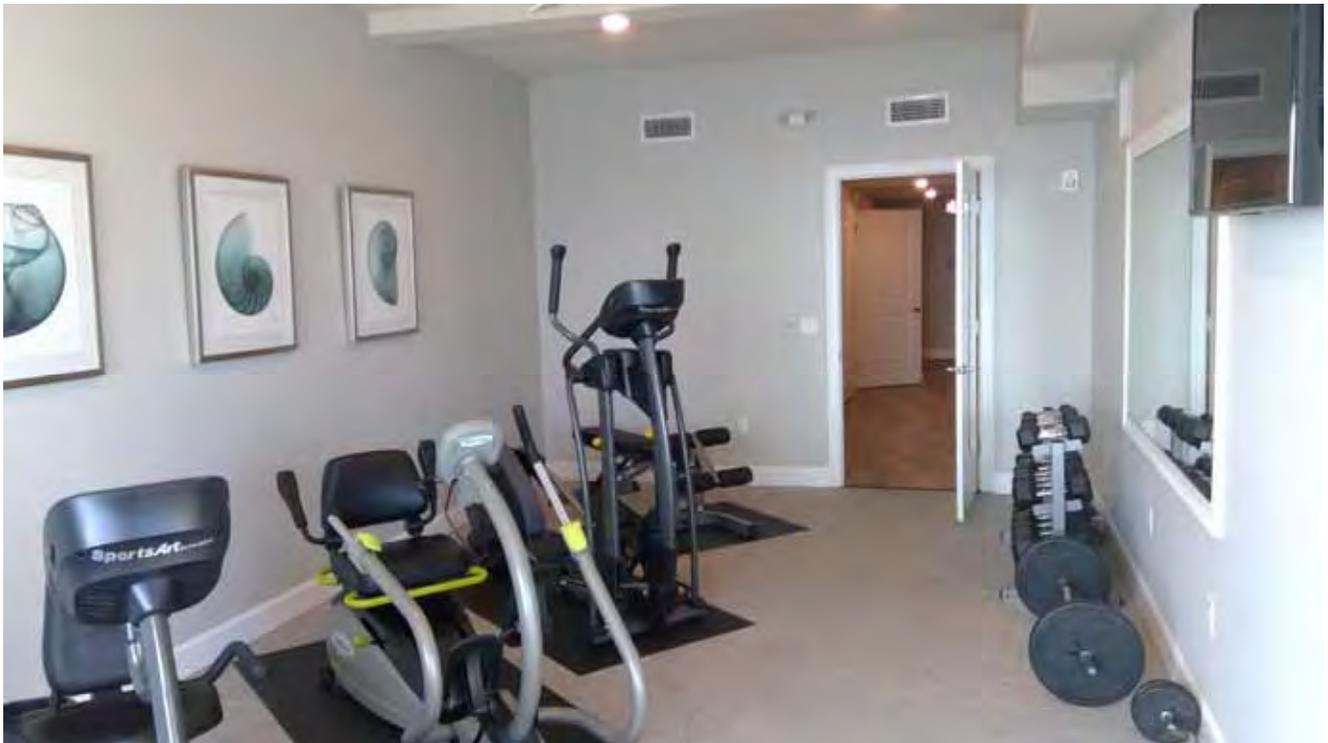
Club Room



Balcony - Club Room



Card Room



Gym



Gym



Parking Garage



Plumbing Lines - Parking Garage



Exhaust Fan - Parking Garage



Pavers - Driveway



Backflow Preventers



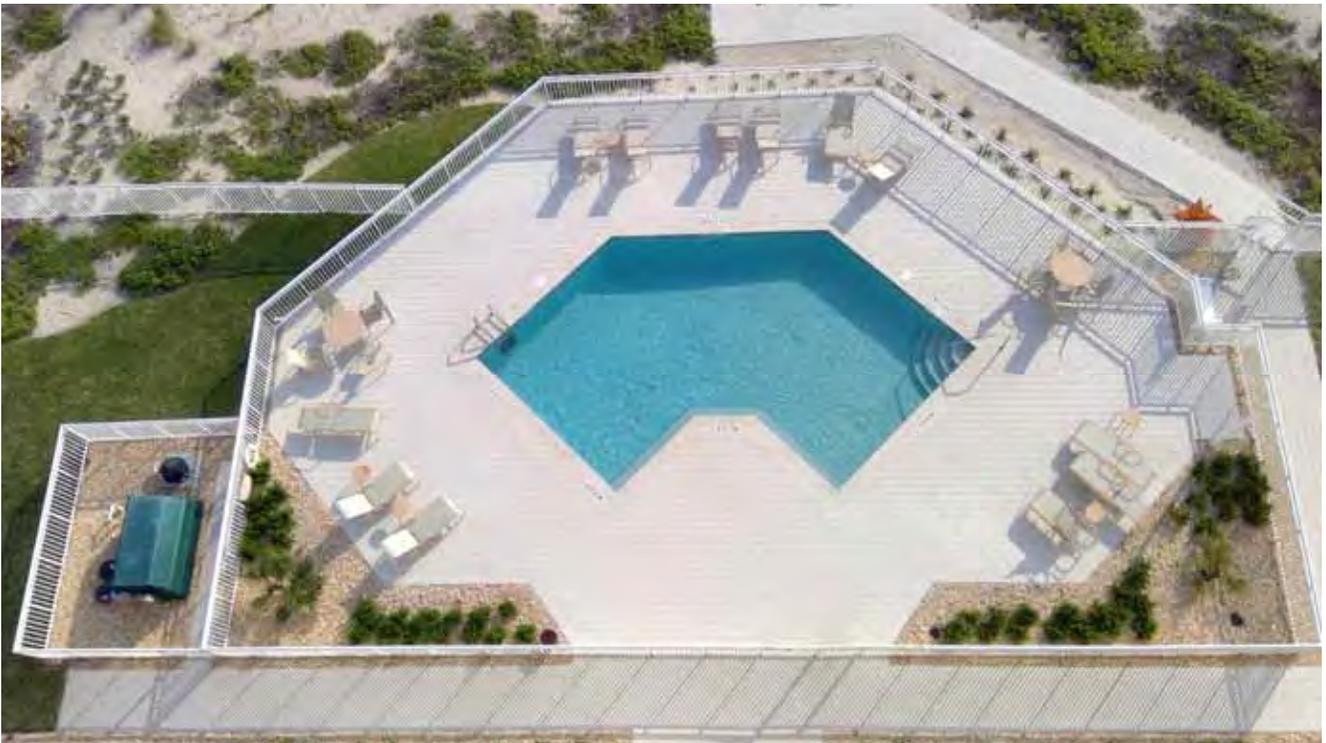
Lighting



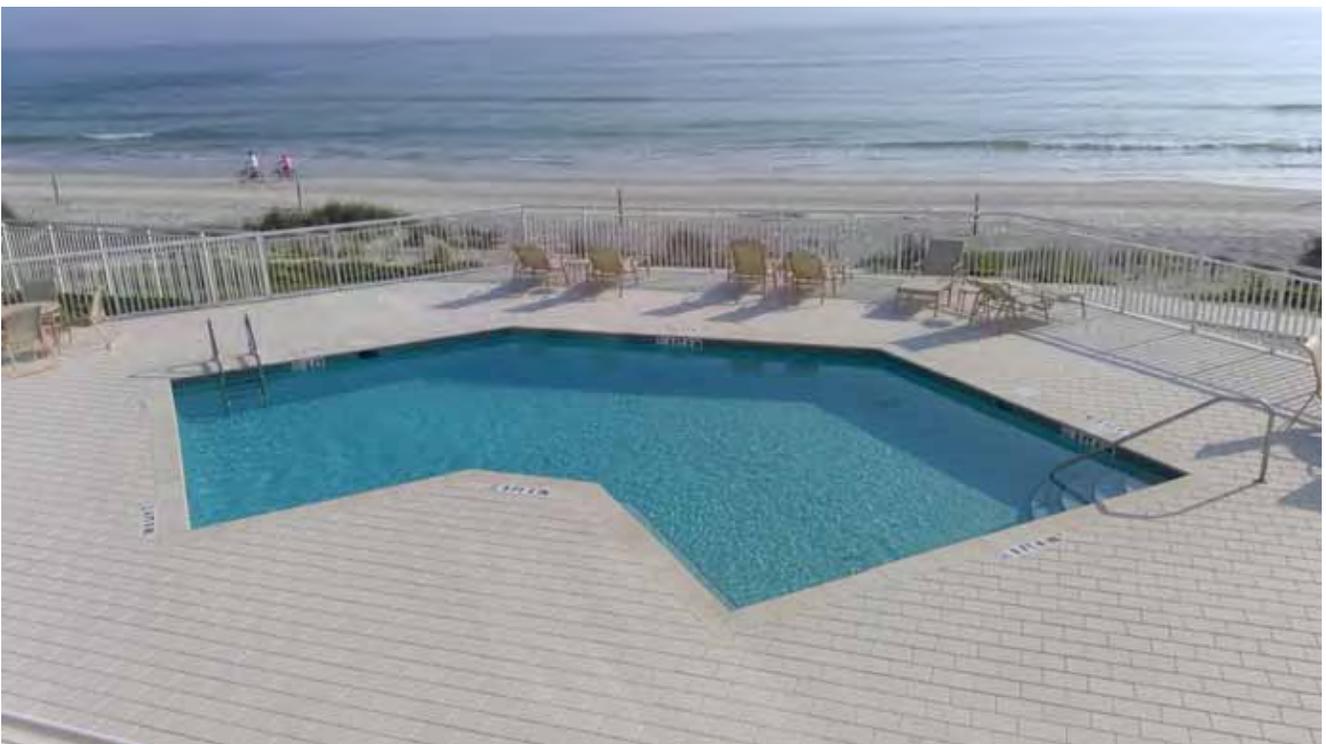
Carport Parking Structure



Carport Parking Structure



Swimming Pool



Swimming Pool



Pool Filtration System



Pool Heater



Seawall



Seawall