

**ABC Apartments
Sample Annual Inspection**

General Comments:

- Arrived on site at 2:30 in the afternoon on Wednesday. No visible trash from drive by and landscaper has improved his work over last visit. Still not detailed enough but improved.
- All buildings still need mulch when funds available.
- All buildings have erosion. Behind 11, 12 and 13 there is presently standing water and will have to be addressed when rainy season over.
- All buildings have some a/c units with the disconnect boxes STILL not secured. This was noted on last inspection and as soon as Phase 2 lease up complete this needs to be addressed.
- Last visit I noted that the a/c drain lines were stopping up underground and backing up into first floor hot water drip pans. This visit maintenance is digging out the area so they can drain but leaving an exposed ditch which is a trip hazard. When winter comes we will have to extend ditch out away from building put pvc pipe in to drain and cover ditches.
- Gutters STILL need cleaned out where they are over flowing on to balconies in hard rains.
- Landings much cleaner than last visit but still not where we need to be. Need to identify a better chemical that we can use to remove stains.
- Send general notice to all residents on what can and cannot be on a patio. For example clothes, rugs, mop buckets, mops and brooms cannot. Only outside furniture and plants. Give 7 days to comply and then begin sending violation notices.
- With new cable agreement can we not remove all satellite dishes?

Phase One Exterior:

- #1:** No missing condensing units noted.
All a/c disconnect boxes MUST be secured with wire ties.
Mulch/Pine straw needed all around building.
Siding back side where mildew exists needs pressure washed.
Emergency light STILL not working by 106.
One missing screen noted. Replace and charge resident.
One damaged blind noted. Replace and charge resident.
Patio back side 2nd floor has towel and clothes on rail. Send notice of violation.
One satellite dish noted.
- #2:** No missing condensing units noted.
All a/c disconnect boxes MUST be secured with wire ties.
Mulch/Pine straw needed around building.
Siding back side where mildew shows needs pressure washed.
Siding needs pressure washed by 222.
Two damaged blinds noted. Replace and charge resident.
Five missing screens noted. Replace and charge resident.
EROSION BAD BACK SIDE OF BUILDING.
EMERGENCY LIGHT by 204 not working.
Excessive trash back side at 3:15 pm.
Courtesy officer has a very large dog? Safe breed?

- #3:** No missing condensing units noted.
All a/c disconnect boxes MUST be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed all around building.
ALUMINUM FOIL back side 3rd floor. Send notice.
Rug on railing back side 2nd floor. Send notice.
- #4:** No missing condensing units noted.
All a/c disconnect boxes MUST be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed all around building.
Five missing screens noted. Replace and charge resident.
One damaged blind noted replace and charge resident.
SHEETS on window 2nd floor remove.
Mop on railing back side 1st floor. Send notice.
1st floor patio back side full of old tires and junk. Send notice.
- #5:** No missing condensing units noted.
All a/c disconnect boxes MUST be secured with wire ties.
Siding back side where mildew exist needs pressure washed.
Mulch/Pine straw needed all around building.
Cigarette butts STILL by 504.
Siding STILL damaged by 507.
Trash on back side of building.
Missing five splash blocks.
Siding by 501 needs pressure washed.
EMERGENCY LIGHT by 522 not working.
Cigarette butts in landing by 503/504.
- #6:** No missing condensing units noted.
All a/c disconnect boxes MUST be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed all around building.
Five missing screens noted replace and charge residents.
Mop/bucket 1st floor back side patio. Send notice.
EMERGENCY LIGHT by 606 not working.
Trash in breezeway by 601.
- #7:** No missing condensing units noted.
All a/c disconnect boxes MUST be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed all around building.
(2) sections of down spouts missing back side.
Aluminum foil on patio door 1st floor back side send notice.
(2) damaged blinds back side 2nd floor.
Excessive cigarette butts by 704 back side.
3rd floor landing 732 side needs cleaned.

#8: No missing condensing units noted.
All a/c disconnect boxes **MUST** be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed all around building.
Mop bucket 1st floor patio back side send notice.
Damaged blind 3rd floor front side.
Excessive small trash back side 804 side of building at entrance.
Rug on railing 2nd floor front side.
Bucket/mop/broom back side 1st floor patio send notice.

Maintenance Shop:

Clean and organized on inside. Need to set up inventory board now.
Need to clean up trash back side of building.

#9: No missing condensing units noted.
All a/c disconnect boxes **MUST** be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed around entire building.
Emergency light by 901 **STILL** not working. Also now by 906.
Breezeways **STILL** dirty. Don't look like every pressure washed.
Missing (12) screens. Replace and charge residents.
Fire alarm beeping in this building Wednesday and still on Thursday.
Towel on railing 2nd floor patio back side.

#10: No missing condensing units noted.
All a/c disconnect boxes **MUST** be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed all around building.
Missing four screens replace and charge resident.
Missing five blinds. Replace and charge.
Four damaged blinds front side replace and charge.
Bent screen 1st floor front side. Replace and charge.

Phase Two:

#11: No missing condensing units noted.
All a/c disconnect boxes **MUST** be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed around entire building.
Emergency light **STILL** damaged by 1108/1106.
Clothes on railing front side 3rd floor. Send notice.
1st floor patio back side has bags of trash. Send notice.
One damaged blind replace and charge.
Down spout still off back right corner.
Pressure wash back side of building where mildew exists.
Trees **STILL** touching roof back right corner.
DRAINAGE PROBLEM BACK SIDE STANDING WATER!

#12: No missing condensing units noted.
All a/c disconnect boxes **MUST** be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed all around building.
Standing water **STILL** on back side could not inspect! Why not draining?
One satellite dish noted.
EMERGENCY LIGHT by 1206 not working and one broken by 1208.
Paint entry door to 1203.

#13: No missing condensing units noted.
All a/c disconnect boxes **MUST** be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed all around building.
Bushes are over grown by 1306. Contact landscaper.
Rug on rail under stairs by 1307.
LANDINGS NEED PRESSURE WASHED 1325-1328 SIDE.
LANDING DIRTY 1321-1324 SECTION.
Standing water STILL on back side could not inspect! Why not draining?

#14: No missing condensing units noted.
All a/c disconnect boxes **MUST** be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed all around building.
Small trash in front of doors by 1405 and 1406.
Paint entry door to 1408.
LANDINGS NEED PRESSURE WASHED.
EMERGENCY light by 1408 not working.
One splash block missing.
Paint entry door to 1401 and 1408.

#15: No missing condensing units noted.
All a/c disconnect boxes **MUST** be secured with wire ties.
Siding back side where mildew exists needs pressure washed.
Mulch/Pine straw needed all around building.
EMERGENCY LIGHTS by 1506 and 1508 not working.
Rugs and clothes on railing of patio back side 2nd floor.
Breezeway dirty 1502 side.

#16: Clubhouse. Erosion all around building.
Fenced in area needs cleaned up by Landscaper.

Pool looks good!
Retention ponds need cut but can't due to high water.
Playground in good condition.

VACANT UNIT STATUS:

- As of August 31st there have been 61 move in and 30 move outs. Obviously the clean out and lease up stage. As of 8-31 phase one will be 94% occupied, 97% leased with 12 vacant units. Phase Two will be 78% occupied, 84% leased with 26 vacant units.

Vacant units inspected today:

Phase One:

- 107: Vacant ? days. Unable to calculate no move out date from prior management. **Leased. Ready.**
- 232: Vacant 15 days. **Leased.** Ready except for cleaning and carpet replacement.
- 322: Vacant 57 days. **Leased.** Moving in Friday. **Ready** except for carpet replacement.
- 402: Vacant 36 days. **Leased.** Moving in this Friday. Touch up clean master bathroom floor and kitchen sink. Remove drinks from freezer. **Ready** otherwise.
- 524: Vacant 22 days. **Leased.** Moving in Friday. Overhead light in kitchen not working properly. New carpet being installed today. Blinds up? **Ready** otherwise.
- 727: Vacant 14 days. **Leased and moving in this Friday. Ready** except for carpet replacement.
- 732: Vacant? days. Unable to calculate no prior move out date. **Leased. Ready** except for carpet replacement. A/C too cold!
- 906: Vacant? days. Unable to calculate no prior move out date. **Leased.** Paint entry door. Kitchen light won't shut off. No refrigerator in unit. Replace carpet and vinyl. **Ready** otherwise.
- 1025: Vacant? days. No prior move out date. **Leased. Ready** except for carpet. Why are lights on?
- 1034: Vacant? days. No prior move out date. Vacant when we took over. **Ready and leased.**

Phase Two:

- 1105: Vacant? days. No prior move out date available. Not leased. Trashed, painted and punched.
- 1121: Vacant 21 days. **Leased.** Bulb in bathroom out. A/C too cold **Ready** otherwise except for carpet replacement.
- 1124: Vacant? days. No prior move out date available. **Leased.** Moving in this Friday. **Ready.** A/C too cold.
- 1232: Vacant? days. No prior move out date available. Replace carpet **Ready** otherwise. **Leased.**
- 1327: Vacant? days. No prior move out date available. **Leased moving in Friday.** Bulb hall bath out. Touch up clean. **Replace carpet and vinyl prior to move in.**
- 1332: Vacant ? days. No prior move out date available. **Leased** and moving in this Friday. Trashed, painted and punched.
- 1407: Vacant? days. No prior move out date available. **Leased** and moving in this Friday. **Ready** except for carpet and cleaning.
- 1521: Vacant? days. No prior move out date available. **Leased.** Lights on and exhaust fan running? Touch up paint bedroom wall. Faucet drips in kitchen. Replace carpet. **Ready** otherwise. A/C cold!

Compared Availability Reports from One Site on computer to Make Ready Boards in office. Phase Two matched perfectly. Phase One off by one unit 932, on availability report but was not on manual make ready board. Big improvement over last visit.

Vacant replacement dollars through August 30, 2013 for Phase One are 13,781.69 and for Phase Two 6,919.86. This included Appliances, carpet, vinyl, one patio door and one compressor.

Leasing Activity Detail 6/1/2013 through 8/28/2013 (62) working days:

215 Calls
153 Visits
99 Applications
21 Denied
78 Leases
18 Released as of today

System not up and running until end of June.

Collections:

Phase One:		Phase Two
86,312.53	June	42,706.69
118,729.99	July	51,159.20
116,704.28*	August 29	54,162.22*

***Does not reflect final collections for August 2013**

Delinquency:

35,883.81	June	13,943.00
21,716.01	July	13,495.41
9,360.65*	August 29	4,728.56*

***Does not reflect final delinquency for August 2013**

Delinquency has been reduced by 26% in Phase One and 34% in Phase Two in 90 days with two days left in August to still collect.

Phase One has (1) unit under eviction for 2,688. (3) Units on delinquency are Section 8 totaling 2,108 and balance expected to pay.

Phase Two has (1) unit under eviction for 1,459.95 and (5) Section 8 units totaling 866.64. Balance expected to pay.

Work Order Analysis: 6/1/2013 through 8/28/2013 (62) working days

491 Total Work Orders Generated
7.67 Generated per working day
288 Total Completed work orders
4.64 Total Completed per working day
203 Total Outstanding work orders (includes inspection work orders from unit by unit)

Work Order system not up and running until end of June. Only one man on work orders for now until

vacant units all turned, so Resident work orders handled first then inspection work orders as time allows. Would expect increase in completed per working day and large reduction in outstanding by end of September.

Current Staff: **Name** **Contact Number**

Manager:

Assistant Manager:

Leasing Agent:

Maintenance Supervisor:

Maintenance Tech:

Punch Out Person:

Grounds/Porter:

Security Incidents 6/1 to 8/28/31:

332: Domestic disturbance
627: Domestic disturbance
834: Domestic disturbance
1227: Loud music

Capital Needs That Require Owner Funding:

- Mulch entire property get bid from landscaper
- Drainage problem buildings 11-13
- Gym equipment get bids
- Erosion issues throughout property
- Sprinkler system repairs
- Fence at Building #11 to prevent traffic from S-8 properties behind Andrew's Place
- New Pool Furniture get bids
- New Office Furniture and upgrade

Special Projects for Staff over next 90 days:

- Clean out gutters.
- Trench out a/c drain lines, install pvc drains and cover up exposed areas.
- Pressure wash siding where mildew exists.
- Catch up Inspection work orders.
- Replace missing screens and damaged blinds.
- Secure all a/c disconnect boxes with wire ties.
- Monitor vacant electric to make sure lights off and a/c turned down and blinds not left up.
- Clean up remaining delinquency problems.
- Clean up patio violations.
- Set up inventory board in maintenance shop and begin submitting weekly inventory reconciliations.
- Maintenance Supervisor to train make ready person to paint units with sprayer.
- Handrails need painted in house during winter months while kids in school.