

Every common component, once a year, rated with photos — for the annual meeting and the reserve specialist.

24 items in 7 areas. Tick one rating per item; write what you see, and number any photo you take next to the item it belongs to.

PROPERTY _____ INSPECTED BY _____ DATE _____

Scale: ☐ Good ☐ Fair ☐ Poor ☐ N/A · Fair and Poor items become work orders in the app

ROOFS

Roof covering, building by building _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Gutters & downspouts _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Flashing, vents & chimneys _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

BUILDING EXTERIORS

Siding & trim _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Balconies, decks & railings _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Entry doors & exterior lighting _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

PAVING

Roads & parking: cracking, potholes, sealcoat _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Sidewalks & curbs: trip hazards _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Striping & traffic signage _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

SITE

Retaining walls _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Fencing & gates _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Drainage, catch basins & retention _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Trees near buildings & walkways _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

Irrigation _____ ☐ Good ☐ Fair ☐ Poor ☐ N/A

AMENITIES

Pool shell, coping & deck

☐ Good ☐ Fair ☐ Poor ☐ N/A

Pool equipment room

☐ Good ☐ Fair ☐ Poor ☐ N/A

Clubhouse interior & HVAC

☐ Good ☐ Fair ☐ Poor ☐ N/A

Playground equipment & surfacing

☐ Good ☐ Fair ☐ Poor ☐ N/A

Courts: surface, nets & fencing

☐ Good ☐ Fair ☐ Poor ☐ N/A

LIGHTING & MAIL

Site & pole lighting

☐ Good ☐ Fair ☐ Poor ☐ N/A

Mailbox kiosks

☐ Good ☐ Fair ☐ Poor ☐ N/A

NEXT STEPS

Components to point out to the reserve specialist

☐ Good ☐ Fair ☐ Poor ☐ N/A

Repairs to send to vendors now

☐ Good ☐ Fair ☐ Poor ☐ N/A

Compared with last year's walk

☐ Good ☐ Fair ☐ Poor ☐ N/A

SUMMARY AND ACTION ITEMS

SIGNATURES

Inspector

Resident / client

Date