

## Grounds Maintenance Report (rev. 1-10-19)

*Use this report to review all common areas (not RO home sites), including but not limited to, the office area, recreational area, storage area, mailbox area, and entrances. This report must be completed on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month and sent to your Regional Manager the next day.*

Community: \_\_\_\_\_

Date: \_\_\_\_\_

Item	Acceptable Y/N	Description of Follow-Up Required
<b>Trees</b>		
Branches are not touching homes		
Remove broken & dead branches		
Remove low branches		
<b>Roads/Sidewalks</b>		
Roads are free of weeds		
Roads are free of pot holes		
Speed bumps painted white		
Sidewalks free of weeds		
Roads and sidewalks edged		
Parking barrier painted white		
Streets are plowed		
Community office walks free of snow and ice		
Community office driveway free of snow and ice		
<b>Landscaping</b>		
Bushes trimmed		
Beds weeded		
Beds mulched (shredded hardwood)		
Fences in good condition		

Item	Acceptable Y/N	Description of Follow-Up Required
<b>Vacant Lots</b>		
Mowed		
Free of weeds		
Bushes trimmed		
Edged		
Trash and loose debris removed		
Driveways free of weeds		
Sewer caps covered		
Cocks covered		
Electrical pedestals properly secured, locked, & tagged		
<b>Bayshore Home Sites</b>		
Mowed		
Edged		
Beds weeded		
Bushes trimmed		
Landscape beds mulched (shredded hardwood)		
Trash and loose debris removed		
Bayshore Home Sales sign posted in window		
Home secure (doors locked & windows intact)		
Skirting in good condition		
Walks and driveways free of snow and ice		
Electrical pedestals properly secured, locked, & tagged		
<b>Pool Area</b>		
Pool furniture in good condition		
Pool deck clear of trash		
Pool surface free of debris		

Item	Acceptable Y/N	Description of Follow-Up Required
<b>Pool Area (Continued)</b>		
Pool bottom free of debris		
Fence in good condition		
Bathrooms cleaned and stocked		
<b>Signage</b>		
Bayshore flags in good condition (vertical flags)		
Bayshore signs in good condition (5 sign & banner)		
Community flags in good condition		
Community signs in good condition		
Street signs in good condition		
<b>Lighting / Other</b>		
Street lights are all functioning (verify at night)		
Playground equipment in good condition		
Sport courts in good condition		
Electrical pedestals properly secured, locked, & tagged for all occupied sites		
RV/Storage area free of debris, weeds and inoperable vehicles/boats/trailers/equipment, etc.		

**Comments**

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