

Corn Hill Cottages Routine / Contracted Services

EXTERIOR PROPERTY INSPECTIONS /PROPERTY WALK_THRUS	
High Season (June – Sept) WEEKLY Off-Season (Oct – May) MONTHLY	DATE(S) <i>Note(s) if needed</i>
<p><i>Includes:</i> inspect grounds, exterior lights & timers, beach stairs, private beach signs, beach sand loss/accumulation, walkways, parking lots, decks, beach stairs & exterior of individual cottages for any damage, repairs needed, etc</p>	
<p><i>Inspection report (this checklist via text or email) – to be sent to CHCCA President weekly (monthly in off-season), as well as on-going needed communications.</i></p>	
<p>Lynn Bowman: labowman@comcast.net / 617-462-3714</p>	

ROUTINE MAINTENANCE CHECKLIST	
<p>General Landscaping/Keep grounds clean: Includes trimming grass/ shrubs, as needed, around grill & light post areas, walkways & stair areas, garbage areas, parking lots & fence areas, common deck, road to upper landing etc., ensuring safety, etc.</p>	
Empty and clean charcoal grills	
Inspect and clean trash areas	
Replace exterior light bulbs/adjust timers as needed	
Replace clothesline as needed	
Test and replace smoke detector in storage room as needed	
Repair fences and boardwalks as needed(including nails that pop up on walkways, etc.)	
Coordinate well and septic inspections (a schedule will be given)	
<p>MAJOR STORM(S)/ HIGH WIND EVENT(S): includes: prepare complex for major storm(s): secure grills/outdoor furniture, shutter unit windows, etc. Inspect after storm: inspect exterior of each unit & communicate with President and owners on maintenance & repair concerns. Emergency damage to be reported immediately to Pres. & owners.</p>	

ANNUAL MEETING: Date(s) TBD: Attend Annual meeting /Trustees meeting(s) as requested. Prepare annual Property Mgt report, including: summary of property managers activities & recommendations for any major repairs needed or safety issues

- **NON-ROUTINE SERVICES / EMEGENCY CALLS / SPECIAL PROJECTS: to be determined and approved by President / designee of CHCCA per contract**