

District 1 Manor Painting and Exterior Maintenance Procedures

A. Manors Painted on Annual Painting Schedule Effective with 2020 Paint Schedule

Manors are painted once every eight (8) years and are conducted or managed by the Facilities Department. Facilities will prepare a list of those manors to be painted during the year and forward the list to the District and to the Landscape Department.

The District 1 Paint Process will include the following: Repairs Needed, Plant Renewal and Stucco Damage Repair.

Repairs Needed refers to an inspection of the fascia and other roof elements ***that are the responsibility of the homeowner but are a part of the painting process***. Facilities will visually inspect these elements, and prepare brief notice if repairs are necessary prior to painting. This notice will go to the homeowner and entered on the spreadsheet.

Plant Renewal refers to the coordination of new plantings at the manor. District 1 will coordinate with Landscape and enter any planned work on the spreadsheet.

Stucco Damage refers to noting the necessary repairs and if the damage is caused by Landscape sprinklers, will be referred to Landscape for adjustment. Facilities will contact Landscape, make necessary repairs and enter it on the spreadsheet.

Facilities will inform owners on the paint schedule for the year that they will need to select a color scheme and complete the form to document their selection for Facilities. Duplex and Triplex manors will agree upon a selection for their units and document the selection of the form provided.

The preparation for painting will include:

1. Owners will be notified that their manor is scheduled for painting. The owner(s) will be asked to choose a paint and trim color and to fill out a plant renewal form to be completed.
 - a. In the event of a dispute among owners, the issue will be referred to the District for resolution.
 - b. In the event of an untoward delay on color choice, the issue will be referred to the District for resolution.
2. Facilities will inspect the manor roof system, including fasciae and notify the owners of any required repairs to be completed prior to scheduling the painting. The Facilities Department will provide a list of approved contractors that the manor owner may consult. Any work must be done by a licensed contractor and completed to District standards.
3. In the event that the owner does not complete required repairs, Facilities will patch and paint. A notice of failure to make repairs will be attached to the manor records and made available to potential purchasers prior to close.

4. Owners will remove any ornamental pieces, furniture or plantings away from the walls in their limited common area and exterior walls bordering the common area.
5. Landscape will schedule trimming of shrubs and trees away from the walls and removal of plants as required prior to the manor being painted according to the paint schedule. Landscape will make sure that the landscape water is turned off during the dates for painting.
6. Facilities staff or contractors will repair the stucco damage and prime the stucco where needed.
7. Facilities will schedule the contractor to paint of groups of manors and supervise completion of punch list items.

B. Mid-Paint Cycle Stucco Damage Repair

Where there is stucco damage during the mid-cycle of the manor's 8-year painting schedule, the owner will fill out a Facilities form and submit it to Facilities. Facilities will determine the reason for the damage and work with the owner and the Landscape Department to prevent future damage. Facilities will perform mid-cycle maintenance or contract to have the stucco repaired and painted.

Adopted 10-9-2019 District 1 Council

LWCA - District 1 Paint

PLEASE RETURN THIS FORM TO THE FACILITIES OFFICE

MANOR# _____ NAME (please print) _____

PHONE _____ NUMBER _____

I prefer my manor be painted the following colors (please indicate by name):

STUCCO _____

TRIM _____

I prefer my GARAGE DOOR be painted to match my (circle one):

stucco

trim

Owner Signature

Date

NOTE: In duplex, triplex and fourplex condominiums, ALL HOMEOWNERS must agree to any change to exterior colors to the building and garage door. Failure to agree will result in referral to District leadership and the postponement of painting, and the manor may be repainted with ACC approved colors that closely match existing colors.

LWCA - District 1 Paint
NOTIFICATION OF ROOF REPAIRS

Date: _____

This is a courtesy notice in advance of manor painting in the next year (20____).

Please be advised that your manor # _____ has been inspected by LWCA Facilities and found the fascia (or other element of the roof system) needs repair or replacement. *You are responsible for any repairs or replacement.*

Facilities can provide a list of approved contractors that you may consult; work must be done by a licensed contractor and completed to District standards.

If repairs are not completed by _____; LWCA will patch and paint. A notice of failure to make these repairs will be attached to the manor records and made available to potential purchasers prior to close.

Please direct any questions about this to the Facilities department or your District.



DISTRICT 1 ONLY

Leisure World Landscape Department

Request for Change – grass, tree, shrubbery – Placement or Removal

The placement or removal of grass, trees, shrubbery, or other foliage in the common areas of District 1 (new or replacement) is prohibited without the approval of the Community Manager or designee. District 1 manor owners may not themselves plant or remove; or arrange for outside services to plant or remove grass, trees, shrubbery or other foliage in the common area without written approval of the Community Manager or designee placed on file with the Landscape Department. LWCA Rules and Regulations 2-304 G.2. Approved May 4, 2018

Owner requests as follows:

District No: _____ Owner's Name: _____ Manor No: _____
Phone No: (_____) Email: _____ Date: _____

Landscape to be Removed:

_____ Living _____ Dead _____
_____ Living _____ Dead _____
_____ Living _____ Dead _____

Description of Request: (New Plantings and Replacements Must be on the Approved Tree & Plant Listing)

Agreement to pay for Replacement Plants and pay 30\$/hr. to remove Living Plants, if approved by the Landscape Department (Minimum time of labor is 1 hour; maximum is 2 hours).

Owner's initials: _____

Attachments and information required.

- (1) Lot plan showing plant with complete dimensions,
- (2) Photographs all other pertinent items necessary.



DISTRICT 1 ONLY
Leisure World Landscape Department
Request for Change – grass, tree, shrubbery – Placement or Removal

For Department Use Only:

Received by Landscape Department (stamp):

Recommendations:

Landscape Department:

Approve (initials) _____ Modify (initials) _____ Deny (initials) _____ Date _____

Landscape Recommendation reviewed by the District:

Approve (initials) _____ Modify (initials) _____ Deny (initials) _____ Date _____

Final Approval:

Community Manager

 Signature Date

Manor Owner Notified: Date: _____

Assigned to Landscape staff: Date: _____

Completed: Date: _____

Filed electronic manor file _____ (initials)

Suggestions/Reason of Denial:

