

A Schedule of Routine Preventative Maintenance, Regents Park

Approved by the Board of Directors 09/28/26

Purpose

The Bylaws and Declaration of Condominium of the Regents Park Homeowners' Association require the Board of Directors to maintain the Common Elements of its property. This also includes development of an annual budget that includes maintenance expenditures in its 1) Common Expenses and 2) Reserve Accounts. The latter addresses planned deferred maintenance and capital expenditures aligned with the Association's funding reserve studies. (1)

The tables below establish a schedule of routine preventative maintenance and inspections that address tasks not considered in the Reserve Studies for the most part. In that sense, the Preventative Maintenance Schedule is complementary to the Reserve Studies.

The maintenance schedule is bifurcated by frequency of annual and five-year cycles. Maintenance tasks that are *Italicized* require rental of a motorized lift. To the greatest extent possible, these tasks are coordinated to mitigate high rental costs.

Flexibility and the unforeseen in management of maintenance are assisted by annual "walking tours" and decennial Structural Integrity Reserve Study (SIRS) on-site inspections. The annual walking tours include representatives from Management, the Board, as well as Association members if possible. The SIRS inspections occur every ten years as required by Florida legislation. They are conducted by certified professionals in the field.

Annual Schedule of Routine Inspections/Preventative Maintenance

(By 12/31 of each calendar year)

Task	Comments
Annual walking tour (March)	By AMJ staff & Board representation. Inspect general condition of property and remediation as warranted to include landscaping, tree trimming, swing gates, etc. Adjust routine maintenance schedule when experience suggests a modification.
<i>Dryer vents</i> (Winter or Spring)	Cleaning.
<i>Roof, Parapet Walls, Gutters</i> (Winter or Spring)	Comprehensive inspection. Clean gutters and conduct repairs as warranted based on inspection.
Irrigation (Quarterly)	Inspection of operation including sprinkler heads, directional flow, timer operation & batteries. Includes seasonal adjustment of timers.
Landscaping (March and/or as needed))	Removal and replacement of dead trees, shrubs, and other plantings as identified in Annual Walking Tour or as needed.
Painting (Not in high humidity seasons)	As needed basis to be determined during Annual Walking Tour. Includes steel stair rust removal, light fixtures, railings, ceiling to exterior stairs, garage doors.
Pressure washing (As needed)	Includes concrete stairs, sidewalks, motor courts.

Five-Year Schedule of Routine Inspections/Preventative Maintenance
(By 12/31/2030 for tasks below)

Task	Comments
<i>Soffits</i>	Cleaning. Repair as needed.
<i>Caulking</i>	Inspect, remove & replace as needed. Includes exterior walls, windows, doors, other wall penetrations, balconies. Clear drains for balconies with brick fronts.

- (1) Two 30-year reserve studies in place for Regents Park 1) a standard Reserve Study 2026-2055, and 2) a Structural Integrity Reserve Study (SIRS) 2026-2055. Primarily, they are mutually exclusive in their content.