

**Year 2009
Reserve Study & Maintenance Plan**

**Nottacare Condominium
Anytown USA**

PREPARED BY

Regenesis

PO Box 19605
Portland OR 97280

☎ 503.977.7974

www.Regenesis.net

Regenesis

www.regenesis.net

Phone 503.977.7974

Fax 800.979.2313

PO Box 19605
Portland OR 97280

January 1, 2009

Charlie Chairman
123 Easy Street
Anytown USA

RE: Nottacare Condominium
2008 Reserve Study

Enclosed is the budget work you requested. Please note:

Reserve Study:

Percent Funded. The Percent Funded is a key indicator of a homeowner association's reserve funding health. 100% Funded is ideal. Based on my study, this homeowner association is **66% Funded**. The proposed Funding Plan will systematically adjust Annual Contributions to move this level toward the 100% goal.

Annual Contribution. The goal of the Reserve Study is to provide a funding plan that anticipates future repairs and replacements to avoid special assessments. To achieve this goal, I recommend a **Year 2006 Reserve Contribution of \$32,557**.

Reserves Investment Rate & Strategy. One of the benefits of the Reserve Study is that it allows intelligent long range investment planning. A **2.5% yield** is projected based on your current investments. See www.bankrate.com for more options.

Inflation Rate of 4.18% is imputed over the 30 year projection period based on the current inflation rate quoted by www.inflationdata.com.

Tax Rate. The **Tax Rate of 15%** shown on the Funding Plan Summary is based on using Federal Tax Form 1120 versus 1120H which carries a 30% tax rate. See your CPA for more information on your options.

Annual Reserve Study Updates. The State requires an annual review and update of the Reserve Study. For planning purposes, my charge for a non-site visit **Annual Reserve Study Review and Update** is **\$499** based on the current component list as long as annual updates are done. The Review and Update provides the Board with a new 30 year projection with current inflation factor, investment rates and any known cost changes. A site visit option is available for **\$899** and is recommended every three years to confirm that the Useful Life assumptions are still valid. **The last site visit was performed in 2005.**

It's been my pleasure to provide this valuable financial and maintenance planning information for your association.

Regards,



Richard L. Thompson
PRA - PROFESSIONAL RESERVE ANALYST



Innovative Homeowner Association Management Strategies

**Year 2009
Reserve Study**

**Nottacare Condominium
Anytown USA**

PREPARED BY

Regenesis

PO Box 19605
Portland OR 97280

☎ 503.977.7974

www.Regenesis.net

Regenesis

Reserve Study

Table of Contents

METHODOLOGY

Explains the purpose of the reserve study, how the information was gathered and the sources used.

LIMITATIONS & ASSUMPTIONS

Explains what a Reserve Study does and does not do.

WORKSHEET REPORT

Alphabetical listing of the reserve components by type, cost, year put in service, useful life and replacement year

FUNDING PLAN SUMMARY REPORT

- **Percent Funded:** Starting Balance divided by the Ideal Balance
- **Ideal Balance:** Each component is measured, assessed for useful and remaining useful life plus cost of repair or replacement. Based on this analysis, each component should have a certain amount of money set aside as of the year in question. The Ideal Balance is the sum of all these component amounts as adjusted by the inflation factor.
- **Starting Balance:** Reserve funds total at beginning of each year
- **Annual Contribution:** Funds needed to meet the reserve schedule
- **Interest Income:** Yield on invested reserve funds
- **Tax Liability:** Federal taxes owed on investment interest earned

ANNUAL EXPENDITURES REPORT

Chronological repair and replacement schedule

STARTING BALANCE FUNDS DISTRIBUTION

Allocates available funds to the components. If funds are insufficient to fully fund each component, funds are allocated to components that are scheduled to happen sooner.

Regenesis

Reserve Study Methodology

DEFINITIONS

Reserve Study Identifies the components all or part of which will normally require major maintenance, repair or replacement in more than one and less than thirty years and the cost of repair or replacement of each at recommended intervals.

RESERVE STUDY CRITERIA

1. Identify current reserve funds balance
2. Identify components to be included
3. Establish reasonable life of each component
4. Establish remaining life of each component
5. Estimate replacement or repair cost of each component
6. Assemble data in Reserve Study
7. Generate Reserve Funding Plan.

FUNDING PLAN CRITERIA

The Funding Plan goal is to reach 100% Funding of the Ideal Balance during the life of the study period. If reserves are initially severely underfunded, the Funding Plan accelerates quickly to address immediate cash needs but then eases into a gradual annual increase. Due to cash inflows and outflows, the plan rarely hits 100% exactly but will hovers just below or over that mark.

The Funding Plan charts the annual beginning balance, yearly expenditures, contribution requirements and ending balance. It factors in interest earned on invested reserve funds, taxes paid on interest earned and area inflation.

SOURCES OF INFORMATION (as applicable):

Original plans and specifications
Original builder and developer
Contractors and vendors
Industry Professionals (engineers, architects, construction managers, etc.)
Property Manager
Resident Manager
Owners
Cost Estimating Services

To accurately track the impact of revenue and expenses, it is recommended that the Reserve Study and Funding Plan be updated annually.

Regenesis

Reserve Study

Limitations & Assumptions

1. This Reserve Study is intended for the sole use of the Client and is not to be construed as a guarantee, warranty or an opinion on the advisability of purchase.
2. The information and recommendations provided by this Reserve Study are effective for one year from completion date.
3. Consultant's financial liability for errors and omissions is limited to the charge made to Client to perform the Reserve Study.
4. The estimated remaining useful lives of the Reserve Study components assumes normal weather conditions, average wear and tear, and that regular preventive maintenance will be performed. It does not factor in damage by flood, storm, earthquake or other insurable events.
5. The scope of this reserve study is expressly limited to the components described.
6. The conclusions and recommendations do not involve forensic or destructive testing of the components and were arrived at by information provided by Client. Client warrants that the components have been constructed or assembled according to manufacturer's specifications and comply with all applicable building codes at the time of construction.
7. This Study is not intended to address or discover construction defects. Client agrees to indemnify, defend and hold Consultant harmless from all related claims.
8. Cost estimates reflect the replacement of an item with similar design and materials only. The estimates do not take into consideration the shortened useful life a component might experience as a result of improper construction, installation, design or failure to maintain.
9. Consultant is not responsible for claims relating to asbestos, mold, water intrusion or lead paint. Client agrees to indemnify, defend and hold Consultant harmless from all related claims.

Worksheet

January 1, 2009

Sorted Alphabetically
Nottacare Condominium

<u>Item Description</u>	<u>Sub-Group</u>	<u>Group</u>	<u>Number Of Items</u>	<u>Item Type</u>	<u>Item Cost</u>	<u>%</u>	<u>Total Item Cost</u>	<u>Year Built</u>	<u>Useful Life</u>	<u>Life Adj</u>	<u>Replace</u>	<u>YearLeft</u>	<u>One Time?</u>
Clubhouse-Flooring	0	0	1,200	Square Feet	2,000	100	2,400	2003	15	0	2018	9	no
Comments: Remove and replace flooring with comparable quality.													
Clubhouse-Furniture	0	0	1	Total	8,700.000	100	8,700	2003	15	0	2018	9	no
Comments: 1 sofa \$ 500													
8 side chairs @ \$50 400													
4 end tables @ \$200 800													
1 coffee table 300													
3 reclining chairs @ \$600 1,800													
1 18 cf refrigerator 1,000													
1 microwave oven 150													
1 range/oven 750													
5 floor lamps @ \$150 750													
1 office desk 500													
4 file cabinets @ \$250 1,000													
1 Canon 343 copier 500													
1 work table 250													
Clubhouse-Paint Interior	0	0	1	Total	2,000.000	100	2,000	2003	12	0	2015	6	no
Comments: Coordinate with Paint-Exterior.													
Fence-Chainlink	0	0	145	Linear Feet	15.000	100	2,175	1998	30	0	2028	19	no
Comments: Perimeter of pool deck area.													
Fence-Good Neighbor 6'	0	0	250	Linear Feet	25.000	100	6,250	1998	20	0	2018	9	no
Comments:													
Insurance Deductible	0	0	1	Total	10,000.000	100	10,000	2008	5	0	2013	4	YES
Comments: Required by Fannie Mae and Freddie Mac to underwrite condominium mortgage loans.													
Landscape Renovation	0	0	1	Total	5,000.000	100	5,000	2008	5	0	2013	4	no
Comments:													

Worksheet

January 1, 2009

Sorted Alphabetically
Nottacare Condominium

<u>Item Description</u>	<u>Sub-Group</u>	<u>Group</u>	<u>Number Of Items</u>	<u>Item Type</u>	<u>Item Cost</u>	<u>%</u>	<u>Total Item Cost</u>	<u>Year Built</u>	<u>Useful Life</u>	<u>Life Adj</u>	<u>Year Replace</u>	<u>Life Left</u>	<u>One Time?</u>
Paint-Exterior-Units	0	0	100	Units	1,000.000	100	100,000	2003	7	0	2010	1	no
Comments:													
Paving-Asphalt-Overlay	0	0	27,500	Square Feet	1.250	100	34,375	1998	25	0	2023	14	no
Comments:													
Paving-Asphalt-Sealing & Striping	0	0	27,500	Square Feet	0.250	100	6,875	2008	5	0	2013	4	no
Comments:													
Pool Filter	0	0	1	Total	850.000	100	850	2003	15	0	2018	9	no
Comments:													
Pool Heater	0	0	1	Total	2,500.000	100	2,500	2008	10	0	2018	9	no
Comments:													
Pool Pump	0	0	1	Total	850.000	100	850	2003	12	0	2015	6	no
Comments:													
Pool Replaster	0	0	1	Total	7,500.000	100	7,500	1998	15	0	2013	4	no
Comments:													
Roof-Composition-Asphalt	0	0	600	Squares (10'x10')	175.000	100	105,000	1998	30	0	2028	19	no
Comments:													
Roof-Gutters & Downspouts	0	0	6,000	Linear Feet	3.000	100	18,000	1998	30	0	2028	19	no
Comments:													
Siding & Trim Repair	0	0	100	Units	150.000	100	15,000	2003	7	0	2010	1	no
Comments:													
Sign-Entry-Repair	0	0	1	Total	250.000	100	250	2008	5	0	2013	4	YES

Worksheet

January 1, 2009

Sorted Alphabetically
Nottacare Condominium

<u>Item Description</u>	<u>Group</u>	<u>Sub-Group</u>	<u>Number Of Items</u>	<u>Item Type</u>	<u>Item Cost</u>	<u>%</u>	<u>Total Item Cost</u>	<u>Year Built</u>	<u>Useful Life</u>	<u>Life Adj</u>	<u>Year Replace</u>	<u>Life Left</u>	<u>One Time?</u>
Comments:													
Sign-Entry-Replace	0	0	1	Total	1,200.000	100	1,200	1998	15	0	2013	4	no
Comments:													
Treework	0	0	1	Total	2,500.000	100	2,500	2008	5	0	2013	4	no
Comments:													
Total													<i>20 items</i>

Funding Plan Summary

January 1, 2009

Nottacare Condominium

Year	Percent Funded	Unadjusted		Inflation Adjusted		Starting Balance	Annual Contribution	Interest Income	Tax Liability	Inflation Adjusted	
		Ideal Balance	Balance	Ideal Balance	Balance					Expenditures	Expenditures
2009	66%	180,791	180,791	180,791	180,791	120,000	32,557	3,407	(511)	0	0
2010	71%	209,869	218,642	218,642	218,642	155,453	34,039	1,317	(197)	(119,807)	(115,000)
2011	53%	123,947	134,525	134,525	134,525	70,805	35,427	2,213	(332)	0	0
2012	62%	153,025	173,027	173,027	173,027	108,112	36,936	3,165	(475)	0	0
2013	69%	182,102	214,513	214,513	214,513	147,738	36,290	3,166	(475)	(39,256)	(33,325)
2014	68%	175,805	215,751	215,751	215,751	147,462	38,047	4,162	(624)	0	0
2015	73%	202,833	259,325	259,325	259,325	189,047	39,961	5,135	(770)	(3,644)	(2,850)
2016	76%	227,011	302,369	302,369	302,369	229,729	42,053	6,269	(940)	0	0
2017	79%	254,038	352,512	352,512	352,512	277,110	44,359	3,493	(524)	(159,578)	(115,000)
2018	69%	166,066	240,071	240,071	240,071	164,861	46,593	3,436	(515)	(50,706)	(35,075)
2019	69%	158,019	237,986	237,986	237,986	163,669	48,888	4,703	(705)	0	0
2020	75%	185,047	290,341	290,341	290,341	216,554	51,442	6,057	(909)	0	0
2021	79%	212,074	346,657	346,657	346,657	273,145	54,320	7,508	(1,126)	0	0
2022	82%	239,102	407,174	407,174	407,174	333,846	57,615	9,066	(1,360)	0	0
2023	85%	266,130	472,144	472,144	472,144	399,168	61,469	8,585	(1,288)	(86,488)	(48,750)
2024	84%	244,407	451,731	451,731	451,731	381,446	65,150	5,037	(756)	(212,551)	(115,000)
2025	79%	156,435	301,220	301,220	301,220	238,327	62,883	6,744	(1,012)	0	0
2026	83%	183,463	368,029	368,029	368,029	306,942	63,841	8,472	(1,271)	0	0
2027	86%	210,491	439,897	439,897	439,897	377,984	67,453	10,144	(1,522)	(5,956)	(2,850)
2028	88%	234,668	510,925	510,925	510,925	448,103	71,520	3,891	(584)	(328,216)	(150,750)
2029	77%	110,946	251,651	251,651	251,651	194,714	68,248	5,721	(858)	0	0
2030	82%	137,974	326,038	326,038	326,038	267,825	67,916	7,545	(1,132)	0	0
2031	84%	165,002	406,204	406,204	406,204	342,154	69,862	2,349	(352)	(283,109)	(115,000)
2032	66%	77,029	197,559	197,559	197,559	130,904	72,456	4,178	(627)	0	0
2033	74%	104,057	278,033	278,033	278,033	206,911	75,471	4,358	(654)	(70,338)	(26,325)
2034	74%	104,760	291,611	291,611	291,611	215,748	78,580	6,376	(956)	0	0
2035	78%	131,788	382,180	382,180	382,180	299,747	81,964	8,518	(1,278)	0	0
2036	81%	158,815	479,811	479,811	479,811	388,951	85,786	10,796	(1,619)	0	0
2037	83%	185,843	584,936	584,936	584,936	483,914	89,880	13,221	(1,983)	0	0
2038	84%	212,871	698,011	698,011	698,011	585,031	94,274	4,481	(672)	(452,917)	(138,125)
Total							1,775,279	173,512	(26,027)	(1,812,566)	(898,050)
Average						262,180	59,176	5,784	(868)	(60,419)	(29,935)
Maximum				698,011		585,031	94,274	13,221	(1,983)	(452,917)	(150,750)
Minimum				134,525		70,805	32,557	1,317	(197)	0	0

- 2.50% Investment Rate
- 15.00% Tax Rate
- 4.18% Inflation Rate
- 0.00% Contingency Rate

Annual Expenditures

January 1, 2009

Nottacare Condominium

Year	Amount	Item Description
2010	104,180	Paint-Exterior-Units
	15,627	Siding & Trim Repair
	<u>119,807</u>	
2013	8,099	Paving-Asphalt-Sealing & Striping
	8,835	Pool Replaster
	1,414	Sign-Entry-Replace
	294	Sign-Entry-Repair
	2,945	Treework
	5,890	Landscape Renovation
	11,780	Insurance Deductible
	<u>39,256</u>	
2015	2,557	Clubhouse-Paint Interior
	1,087	Pool Pump
	<u>3,644</u>	
2017	138,763	Paint-Exterior-Units
	20,815	Siding & Trim Repair
	<u>159,578</u>	
2018	9,939	Paving-Asphalt-Sealing & Striping
	3,470	Clubhouse-Flooring
	12,577	Clubhouse-Furniture
	9,035	Fence-Good Neighbor 6'
	1,229	Pool Filter
	3,614	Pool Heater
	3,614	Treework
	7,228	Landscape Renovation
	<u>50,706</u>	

Annual Expenditures

January 1, 2009

Nottacare Condominium

Year	Amount	Item Description
2023	60,985	Paving-Asphalt-Overlay
	12,197	Paving-Asphalt-Sealing & Striping
	4,435	Treework
	8,871	Landscape Renovation
	<u>86,488</u>	
2024	184,827	Paint-Exterior-Units
	27,724	Siding & Trim Repair
	<u>212,551</u>	
2027	4,180	Clubhouse-Paint Interior
	1,776	Pool Pump
	<u>5,956</u>	
2028	14,968	Paving-Asphalt-Sealing & Striping
	4,735	Fence-Chainlink
	39,190	Roof-Gutters & Downspouts
	5,443	Pool Heater
	16,329	Pool Replaster
	228,608	Roof-Composition-Asphalt
	2,613	Sign-Entry-Replace
	5,443	Treework
	10,886	Landscape Renovation
	<u>328,216</u>	
2031	246,182	Paint-Exterior-Units
	36,927	Siding & Trim Repair
	<u>283,109</u>	
2033	18,369	Paving-Asphalt-Sealing & Striping
	6,413	Clubhouse-Flooring
	23,246	Clubhouse-Furniture

Annual Expenditures

January 1, 2009

Nottacare Condominium

Year	Amount	Item Description
	2,271	Pool Filter
	6,680	Treework
	13,360	Landscape Renovation
	<u>70,338</u>	

2038	22,543	Paving-Asphalt-Sealing & Striping
	20,494	Fence-Good Neighbor 6'
	327,904	Paint-Exterior-Units
	8,198	Pool Heater
	49,186	Siding & Trim Repair
	8,198	Treework
	16,395	Landscape Renovation
	<u>452,917</u>	

Total: 1,812,566

Starting Balance Funds Distribution

Sorted Alphabetically

January 1, 2009

Nottacare Condominium

Item Description	Useful Life	Year	Total	Ideal	Actual	2009	
	Life Left	Replace	Item Cost	Balance	Balance	Contribution	
Clubhouse-Flooring	15	9	2018	2,400	960	960	160
Clubhouse-Furniture	15	9	2018	8,700	3,480	3,480	580
Clubhouse-Paint Interior	12	6	2015	2,000	1,000	1,000	167
Fence-Chainlink	30	19	2028	2,175	798	0	114
Fence-Good Neighbor 6'	20	9	2018	6,250	3,438	3,438	313
Insurance Deductible	5	4	2013	10,000	2,000	2,000	2,000
Landscape Renovation	5	4	2013	5,000	1,000	1,000	1,000
Paint-Exterior-Units	7	1	2010	100,000	85,714	85,714	14,286
Paving-Asphalt-Overlay	25	14	2023	34,375	15,125	231	2,439
Paving-Asphalt-Sealing & Striping	5	4	2013	6,875	1,375	1,375	1,375
Pool Filter	15	9	2018	850	340	340	57
Pool Heater	10	9	2018	2,500	250	250	250
Pool Pump	12	6	2015	850	425	425	71
Pool Replaster	15	4	2013	7,500	5,500	5,500	500
Roof-Composition-Asphalt	30	19	2028	105,000	38,500	0	5,526
Roof-Gutters & Downspouts	30	19	2028	18,000	6,600	0	947
Siding & Trim Repair	7	1	2010	15,000	12,857	12,857	2,143
Sign-Entry-Repair	5	4	2013	250	50	50	50
Sign-Entry-Replace	15	4	2013	1,200	880	880	80
Treework	5	4	2013	2,500	500	500	500

Total *20 items* 331,425 180,791 120,000 32,557

2.50% **Investment Rate** Contingency 0 0 0

15.00% **Tax Rate** **Total** 180,791 120,000 32,557

4.18% **Inflation Rate**

0.00% **Contingency Rate**

**Year 2009
Maintenance Plan**

**Nottacare Condominium
Anytown USA**

PREPARED BY

Regenesis

PO Box 19605
Portland OR 97280

☎ 503.977.7974

www.Regenesis.net

Maintenance Plan for Nottacare Condominium

Overview The proper care and maintenance of substantial assets have been entrusted to the homeowner association. The goal of this Maintenance Plan is to provide clear direction on how to maintain those assets to produce the highest livability and market values for member homes. While many specific items are included, the list is not exhaustive and some issues may develop over time which should be added to the Plan.

The key to any effective Maintenance Plan is consistency and expertise. It is highly recommended that only licensed, bonded and insured workman with the proper tools and equipment be used to ensure quality. The developer has provided operating and reserve funding which will enable the association to perform the tasks described.

The Maintenance Plan is divided into two parts: **Annual Maintenance** and **Reserve Repairs & Replacements**. The first deals with annual tasks while the second deals with cyclical tasks. Close attention to both are required to achieve the desired results.

Annual Maintenance

The following tasks should be performed on an annual basis:

Clubhouse-Carpet Carpet should be professionally cleaned with extraction equipment at least once per year to ensure its highest useful life.

Concrete Safety Repair All concrete walkways should be inspected for tripping hazards. Slabs that have raised should be ground down or removed and replaced. Algae and moss should be treated with moss killer and/or pressure washed to eliminate slipping hazard. (Coordinate with Pavement Cleaning)

Exterior Light Bulb Replacement Exterior lighting should be maintained in working order at all times for safety, security and curb appeal. Using high lumen, low energy, long life compact fluorescent light bulbs work very well for this task and reduce both energy and labor costs.

Pavement Cleaning Asphalt should be cleaned annually with moss and algae killer to eliminate slipping hazards. If the accumulation is extensive, the pavement should be pressure washed to remove it.

Roof Cleaning Shingles should be kept free of moss and algae which shortens the useful life of the shingles. A moss killing product should be applied annually according to manufacturer's specifications. All tree branches should be cut back at least six feet from the roof to eliminate damage.

Roof Gutter & Downspout Cleaning Gutters and downspouts should be cleaned at least twice a year in the spring and in the fall before winter rains come. Trees that are contributing to blockage should be cut back at least six feet from the gutters to eliminate the source of leaves and needles.

Siding Maintenance The caulking joints around windows, doors and corner trim should be inspected annually. Voids and separations should be filled with a 10 year clear silicon or sealant like Vulkem. Window and patio door trim should be carefully inspected as this is a common point of water intrusion. Selected siding boards should be nailed down as needed.

Reserve Repairs & Replacements

The following items should be performed according to the schedule outlined in the Reserve Study:

Clubhouse-Paint-Interior Coordinate with Paint-Exterior.

Fence-Good Neighbor-6' This is the only style of fencing authorized for installation. Fencing materials will not be painted to reduce painting expense and to maintain a uniform appearance. When replacement of old style fencing is required, the "Good Neighbor Style" will be installed as follows:

4" x 4" x 8' treated fence posts set a minimum of 18" deep in premixed concrete
2" x 4" treated horizontal rails for attaching vertical boards
1" x 6" x 6' #1 select cedar board, alternating on railings with 1/2" overlap
2" x 6" tight knot cedar cap rail
1" x 6" clear cedar horizontal trim boards on top and bottom of vertical overlapping boards
All nails shall be galvanized
All boards shall be handnailed
All work shall be completed in a professional manner

Lights-Exterior To maintain uniform appearance, only the homeowner association should replace light fixtures. When style change is warranted, all like fixtures should be replaced at the same time.

Paint-Exterior Includes siding, trim, fascia, soffit, entry doors and garage doors

1. Inspect and make repairs as needed.
2. Clean all surfaces to remove peeling paint, moss, algae and dirt.
3. Treat areas with mildew with mildewcide.
4. Scrape or wire brush loose paint and prime all bare spots with primer.
5. Inspect all open joints around windows, doors and trim and caulk as needed.
6. Provide adequate protection for siding, light fixtures, hardware, windows, other unpainted surfaces, landscaping and personal property from paint drips and/or overspray.
7. Apply high quality paint appropriate to the surface being applied to according to manufacturer's specifications.
8. Clean up all work related debris and dispose of off site.
(Coordinate with Siding Repair and Brick & Mortar-Clean, Repair & Seal)

Paving-Asphalt-Overlay Under average traffic conditions, a properly installed asphalt pavement should last 20–30 years. Heavy truck traffic like garbage trucks could cause accelerated damage to the traffic lane. To reduce damage to the asphalt, it is recommended that trash receptacles be placed in the cul de sac to ensure that the truck doesn't access the pavement. Aside from spot repairs that should be performed as needed, the asphalt should be overlaid as follows:

Coordinate with and perform before Paving-Asphalt-Sealcoat

1. Pavement should be dry throughout process
2. Seal cracks with rubberized sealer
3. Remove and patch crumbled or alligatored areas
4. Apply 2" overlay of new material

Paving-Asphalt-Sealcoat Asphalt is a porous material that is deteriorated by water, dirt, oil and sunlight. To protect it from the elements, a sealcoating should be applied as paint is applied to siding. Sealcoating will seal against water, protect against UV rays which break it down, keep the asphalt from drying out and extend its useful life.

1. Thoroughly clean all asphalt surfaces removing moss, algae, oil, dirt, rocks and weeds
2. Seal cracks with rubberized sealer
3. Repair areas that are deteriorated.
4. Apply two coats of emulsified sealcoat according to the following application rates:
 - a. Smooth surfaces (newer): 20 gallons per 1000 sf
 - b. Medium surfaces (middle age): 30 gallons per 1000 sf
 - c. Rough surfaces (older): 50 gallons per 1000 sf
5. Add 3 lbs of sand per gallon to first coat
6. Apply sealcoat in dry weather only with surface temperature of at least 60 degrees F
7. Allow first coat to dry to touch before applying second coat.
8. Wait at least 6 hours before driving on

Roof-Composition-Asphalt Due to the irregular profile of this kind of shingles, it is recommended that the old roof, underlayment and flashing be removed and new underlayment, flashing and shingles be installed. A minimum 30 year warranty product with moss and algae block should be used to reduce the need for roof cleaning. Consider upgrading to a 40 or 50 year shingle for increased durability and reduced per year cost.

Roof-Gutters & Downspouts The prepainted aluminum gutters and downspouts should be replaced at the same time as the Roof.

Siding & Trim-Repairs Prior to performing Paint-Exterior, all siding and cedar shingles should be carefully inspected, repaired or replaced as needed. Caulking around all doors, windows and trim should be performed using a 10 year product like Vulkem.

Sign-Entry-Repair At recommended intervals, the sign should be cleaned to remove dirt, algae and moss. Repair as needed. Apply new enamel paint to match. Apply sealer to entire sign surface.

Sign-Entry-Replace Replace 3' x 5' sandblasted and painted redwood sign on two 4" x 4" pressure treated posts with similar. Fill each post hole with one sack of mixed concrete to stabilize and anchor the sign.