

SUNSET GREENS HOMEOWNERS ASSOCIATION
Board of Directors Resolution Number 2005, 16
Subject: Maintenance Checklist

BACKGROUND: There is a need to bridge recently adopted maintenance policies, reserve studies and the services of contractors to help ensure appropriate inspection of all components for which the HOA is responsible. Sunset Greens was 100% completed only one year ago, therefore, a maintenance checklist is timely.

The attached checklist will serve as a gathering and reporting tool to the Board of Directors and will assist in the budgeting and decision-making processes. It is also recommended that the attached document be mailed to all HOA members to communicate the scope and magnitude of the efforts to preserve and enhance all components within Sunset Greens.

The next step to make it a working document will be to assign a party responsible for each inspection. The maintenance checklist was developed in collaboration with the management on-site representative.

RECOMMENDATION: The 2005 Sunset Greens Homeowners Association Board of Directors (SSG HOA BOD) now adopt a maintenance checklist and that resultant annual findings and recommendations be forwarded to the Board for action.

THEREFORE, it is the policy of Sunset Greens Homeowners Association that the attached maintenance checklist be implemented as outlined. Furthermore, it is intended that this document should be updated as experience and necessity requires, and be a part of Board policies.

This policy will go into effect March 1, 2005.

Accepted by the Sunset Greens Board of Directors this 24th day of January, 2005.

MOTION BY: BILL D'CONNELL SECONDED BY ANNA SCHAEFER

ATTESTED: *[Signature]*

Duly adopted by the Board of Directors on Jan 24, 2005.