

BOCA GARDENS HOA

9551 Boca Gardens Parkway - Boca Raton, FL 33496 - (561-852-4403ph) - (561-852-1635fx)

| <u>Maintenance Related Item</u> | <u>HOA</u> | <u>OWNER</u> | <u>COMMENTS & SUGGESTIONS</u> |
|--------------------------------------|------------|--------------|--|
| A/C Unit & Line | | X | Purchase Service Contract |
| Wasp Nests | X | | Call Office |
| Door Bells | | X | Available @ Home Depot |
| Door Lock & Jambs | | X | |
| Doors | | X | |
| Electrical | | X | Hire Electrician |
| Exterior Walls | X | | Call Office |
| Fascia & Soffit **See Note** | X | | Call Office |
| Fences | X | | Call Office |
| Garage Doors | | X | Keep tracks well lubricated |
| Gates-Patio | X | | Call Office |
| Gates-Locks | | X | |
| Gutter & Leaders | | X | Clean every 6 months |
| Insurance - Exterior | X | | Call Office |
| Insurance Interior | | X | |
| Landscaping | X | | Call Office |
| Lighting - Outside Sec. Lights | X | | Call Office |
| Mailboxes | | X | Call Post Office |
| Paint Exterior | X | | |
| Paint Interior | | X | |
| Plumbing - Meter to shut off valve | X | | Call Office |
| Plumbing - Shut off valve & interior | | X | |
| Roofs | X | | Call Office |
| Screen Doors | | X | |
| Sewer Lines (outside units) | X | | Call Office |
| Sliding Glass Doors | | X | Clean tracks and adjust rollers |
| Windows | | X | Caulk once a year |
| Sprinklers | X | | Call Office |
| Storm Damage - Exterior | X | | Call Office |
| Structural Items | X | | Call Office |
| Stucco | X | | Call Office |
| Swimming Pools | | X | Summer stabilize and maintain chlorine |
| Trees | X | | Call Office |
| Dryer Vent | | X | |
| Vinyl Siding | X | | Call Office |
| Water Meter | | X | Call County 561-482-0800 |
| Window Frame | | X | |
| Window Screens | | X | Replacement parts @ Home Depot |
| Hose Bibs | | X | |
| Screen Enclosures | | X | |

**If Fascia or Soffit damage resulted from your neglect to clean the gutters, the Association is not responsible for the repair if the gutters or screen enclosure has to be moved to facilitate fascia or soffit repair by the Association. It is your responsibility to do so.

Please do not ask the On-Site personnel to perform any private duties

If you call a service company to repair an Association problem, the Association will not be responsible for payment.

All work order requests are to be called in to Seacrest Services at 561-697-4990.
Emergency - Seacrest Services at 561-697-4990