

GENERAL SCHEDULE OF MAINTENANCE SERVICES

FOR BUDGET YEAR 2024-2025

Dated APRIL 1, 2024

THIS SCHEDULE SUPERCEDES ALL PRIOR SCHEDULES

The Village maintenance services are provided by Stanley Contracting, the service provider for Whiting Village at Crestwood Community Association, Inc.

Employees on staff are not licensed plumbers or electricians. The maintenance men under the direction of the contractor are authorized to do minor emergency work to plumbing, electrical fixtures and some additional services. (Examples: Check circuit breakers or shutoff water to avert flooding. They are permitted to do minor repairs to existing electrical and plumbing fixtures.)

All new electrical work must be done by a licensed and insured outside contractor hired by the resident, and all costs are the responsibility of the resident. (Example: Install new water heaters, install ceiling light fixture not previously in existence etc.)

MONTHLY MAINTENANCE FEES PROVIDE FOR THE FOLLOWING:

Services for which NO work orders are required

GRASS CUTTING

Mid-April to early December, lawns will be cut on an approximate ten day cycle (weather permitting).
Please do not water lawns on days grass is scheduled to be cut.
(Grass cannot be cut properly when wet.)

All road curbs will be edged five times during grass cutting season.

**LEAF & BRUSH
PICK UP ONLY
(NO TREES)**

Early April to November there will be a pick up once a month (weather permitting) on the 2nd Thursday of the month. Loose brush must be tied or put in a separate brown biodegradable bags and marked as such. Leaves must be in brown biodegradable bags for Thursday pick up.

The start and end dates of the program will be announced in the Trustees Newsletter.

SNOW REMOVAL

Snow will be removed in accordance with the snow accumulations negotiated in the contract.

At the beginning of each snow season, the contractor shall place stakes (furnished by the Association) to mark catch basins. A stake will be placed on each side of finger entrances and at the rear of each finger. Additional stakes will be placed at trash cans and as needed, to provide plowing guides when snow covers the visible landmarks.

The stakes will be removed by the contractor at the end of the winter season.

When snow accumulations reach 3", all roads, fingers, cul-de-sacs and driveways will be plowed. Village entrance ways will be sanded/salted.

When the snow plowing is complete, snow will be removed from the residents front walkway, weather permitting. Walkways should be cleared within 36 hours of the end of the snowfall.

TRASH REMOVAL

Trash pickup is every Monday and Thursday. If a holiday falls on Monday or Thursday, trash pick up will be the next scheduled trash day.

BUS SERVICE

The bus schedule is available in the monthly newsletter.

STREET LIGHTING	Monitor Street lights throughout the Village and schedule maintenance when necessary.
VILLAGE INSURANCE	Monitor and maintain required Insurance coverage as mandated in the By-Laws, Article IV, Section 6.f.
TERMITE CONTROL PROGRAM	Arrange for an annual inspection of each home and arrange for treatment and/or repair of covered reported damages.
STREET SIGNS	Repair and/or replace missing or damaged signs.
STREETS, CURBS AND SWALES	Repair and/or resurface asphalt roads as needed. Repair and/or replace concrete curbing or swales as needed.
CATCH BASINS STORM DRAINS	Clean and/or repair as needed to maintain proper water flow.
CLUBHOUSE, GROUNDS AND PARKING LOT	Full maintenance of Clubhouse buildings and grounds.

NO CHARGE SERVICES

Repair and/or replacement of the following will be no charge if damage is a result of normal usage. Any damage caused by negligence, as determined by the maintenance department, is a chargeable repair to the homeowner or responsible party.

A. GROUND MAINTENANCE:

1. Repair or replace in-ground garbage receptacles.
2. Repair or replace original Village fencing.
3. Replace damaged mailboxes. Repair or replace stanchions as needed (Please note: damage caused by any individual is a chargeable repair).
4. Trim or remove trees in common grounds if the Board of Trustees determine the tree to be a danger (after inspection by a tree expert) to a homeowner's property.

All trees on a homeowner's property are the sole responsibility of the homeowner. Trees on homeowner's property that are determined to be a danger to any surrounding property (after an inspection by a tree expert) must be removed at the homeowner's expense.

B. RESIDENCE MAINTENANCE:

1. Arrange for repair of minor roof leaks and other small roof repairs. Residents who have satellite dishes on roofs will be charged for any damage or leaks resulting from the satellite dish placement.
2. Minor repairs to the original aluminum siding only.
(Please note: The Village does not have original replacement siding available. Only pieces provided by the homeowner will be put back on the house. All other repairs will be the responsibility of the homeowner.)

C. CRAWLSPACES:

1. Arrange for removal of standing water caused by flooding only.
(Please note: Crawlspace are the responsibility of the homeowner)

D. LIGHT BULBS:

1. Replace light bulbs. Homeowner to supply materials.

End of NO CHARGE services available

E. **EMERGENCY SERVICES:**

1. Floor cave-in.
2. Broken plumbing, major flooding conditions.
3. Heating system failure.
4. Sewer backups.
5. Leaks - roof or original windows.
6. Damage to home caused by accident or fire.
7. Storm damage to the home that endangers safety.
8. No electricity.
9. Frozen water pipes Maintenance will attempt to thaw the pipes. Repairs of plumbing damage caused by freeze-up will be resident's responsibility.

CONTACT VILLAGE OFFICE 732-350-2882

NOTE: BEFORE CALLING, for #3 and #8, CHECK THE CIRCUIT BREAKERS

PLEASE NOTE: AFTER HOURS CALLS AND WEEKENDS ARE CONSIDERED "EMERGENCY CALLS". IF YOU REQUEST SERVICE "AFTER HOURS" THERE WILL BE A \$65.00 CHARGE.

F. **ADDITIONAL SERVICES NOT COVERED BY REGULAR MAINTENANCE**

Any written request for additional services not listed on the general schedule of Maintenance service will be evaluated by the Maintenance Contractor. If such service can be provided by the maintenance staff and the request is approved, the Maintenance Personnel will notify the homeowner of the cost of materials and labor needed to complete the service.

If the homeowner wishes to have the service performed by the maintenance staff, he/she must sign a work request form acknowledging the costs involved and agreeing to pay for the service when it is provided.

The Board of Trustees reserves the right to refuse any work it determines should be provided by a professional licensed contractor.

Please note: A separate work order must be filled out for each task request.

A minimum charge of \$25.00 per chargeable work order will apply to the first 15 minutes. And each quarter hour after that will be billed at \$9.00 Our maintenance men will fill in an arrival and departure time on the work order and you will be asked to sign it when they leave. (Please note: for items to be taken to the dump, the time factor will be from arrival at your home until return to Whiting Village at Crestwood and will be billed accordingly).

EXAMPLES OF CHARGABLE MAINTENANCE SERVICES

<u>A/C:</u>	Open/Close vent Replace filter	\$25.00 for the first 15 minutes/billed by 1/4 hour(\$9.00) Plus cost of filter.
<u>ALL ROOMS:</u>	Blinds, shades or shutters	\$25.00 for the first 15 minutes/billed by 1/4 hour(\$9.00) Homeowner to supply materials.
<u>ATTIC:</u>	Bring boxes up or down, remove boxes from premises.	\$25.00 for the first 15 minutes/billed by 1/4 hour (9.00)
	Repair attic stairs.	\$25.00 for the first 15 minutes/billed by 1/4 hour (9.00) PLUS PARTS.
	Replace existing attic fan.	\$200.00 supply and labor
	Inspection insulation, repair cover, check holes, etc.	\$25.00 for the first 15 minutes/billed by 1/4 hour (9.00) PLUS PARTS.
<u>ATTIC STAIRS:</u>	Replace Existing with Metal Stairs (smoke rated)	2 MAN JOB: \$160.00 FOR LABOR Plus cost of stairs
<u>BATHROOM:</u>	Showerhead	\$25.00 FLAT FEE Homeowner to supply showerhead.
	Install new Toilet (includes wax ring & supply line)	\$85.00 flat fee+\$25.00 to take old one away Homeowner to supply toilet.
	Faucet	\$40.00 each to install. Homeowner to supply faucet.
	Sink	\$70.00 Simple install Homeowner to supply sink.
	Install tub guard rails, caulk tub	\$25.00 for the first 15 minutes/billed by 1/4 hour (9.00) Homeowner to supply materials.
	Vanity	\$100.00 FLAT FEE Homeowner to supply vanity.
	Supply lines, valves, trap	\$25.00 for the first 15 minutes by 1/4 hour (9.00)
<u>BREAKERS:</u>	Reset only	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00)
<u>BULK:</u>	Bulk Trash Removed	Price quote before job to begin. Starting rate at \$80.00/hr. Price will include to/from dump. \$100 unscheduled
<u>CARBON MONOXIDE/ SMOKE ALARMS</u>	Install	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00) plus cost of materials or Homeowner to supply materials.

<u>CAULKING - INTERIOR:</u>	Minor (Windows, etc.)	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00)
<u>CEILING FAN:</u>	Replacements	\$85.00 each for labor Homeowner to supply materials.
<u>CRAWLSPACE:</u>	Cover	\$130.00 plywood/paint green built to fit on site
	Inspection of insulation hang any loose insulation	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00)
	Vents Replace	\$25.00 ea. vent \$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00)
	Vents - Open/Close	\$25.00 flat fee
<u>CURTAIN RODS:</u>	Install or take down	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00) Homeowner to supply materials.
<u>DOOR BELL:</u>	Replace	\$25.00 flat fee PLUS cost of new bell
<u>DOOR KNOBS & LOCKS:</u>	Exterior & Interior	\$25.00 for the first 15 minutes/billed by 1/4 hour(\$9.00) Plus cost of parts.
<u>DRAIN UN-CLOGGING:</u>	Minor service only	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00)
<u>DRAWERS/SHELVES:</u>	Install	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00) Homeowner to supply materials.
<u>DRYER VENTS:</u>	To clean out vent	\$25.00 for the first 15 minutes/billed by 1/4 hour (9.00)
<u>DUMP:</u>	Bring various household items, furnishing, etc.	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00) Billed from time of arrival & return to WVCA
<u>EXHAUST FAN:</u>	Simple Install	\$70.00 flat fee Homeowner to supply materials.
<u>GARAGE DOOR REPAIRS:</u>	Replace springs/cables weather striping	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00) Plus materials.
<u>GUTTERS:</u>	Clean out	\$25.00 Flat fee
	REPLACEMENT: Leaders, down spouts, spikes, clips	\$25.00 for the first 15 minutes /billed by 1/4 hour (\$9.00) Plus Materials for Replacement

<u>HEATERS:</u>	Replacements	\$30.00 EACH. Plus cost of heater.
<u>HOMEOWNER INSPECTION: WHEN SELLING YOUR HOME TO GET READY FOR TOWNSHIP CERTIFICATE OF OCCUPANCY:</u>	Check Stove: Anti-tipping Check Fire extinguisher Check Smoke Detector Check Carbon (CO) * Does not guarantee CO	\$30.00 flat fee Plus cost of materials if needed.
<u>HOSES:</u>	Washing machine & valves	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00) Homeowner to supply materials.
<u>HOUSEHOLD APPLIANCES SIMPLE INSTALLS: REPLACEMENTS ONLY</u>	Refrigerator Stove	\$65.00 Flat Fee per appliance (Only on Fridays)
<u>HOUSEHOLD FURNISHINGS:</u>	Assemble/Move/Mount	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00) (Only on Fridays)
<u>KITCHEN:</u>	SIMPLE INSTALL/SINK	\$75.00 Flat Fee Homeowner to supply sink.
<u>OUTSIDE FAUCET:</u>	Hose bib repairs and replacement	\$80.00 flat rate includes materials.
<u>PORCH POST:</u>	Repairs & Replacement REPLACEMENT POST \$150.00 EACH	\$25.00 for the first 15 minutes/billed 1/4 hour (\$9.00) PLUS cost of materials
<u>REPLACEMENTS: EXISTING ONLY (NO NEW ELECTRICAL)</u>	Light fixtures Plugs Switches	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00) Homeowner to supply materials.
<u>SATELLITE DISH REMOVAL</u>		\$100.00 Flat fee
<u>SHEETROCK:</u>	Minor repairs & Spackling	\$25.00 for the first 15 minutes/billed 1/4 hour (\$9.00)
<u>STOVE:</u>	Anti-tipping device	\$25.00 flat fee Plus cost of materials.
<u>THERMOSTATS:</u>	Install	\$25.00 for the first 15 minutes/billed 1/4 hour (\$9.00) Plus cost of materials.
<u>TUB CAULKING:</u>	Minor: Tub base and or shower handle	\$25.00 for the first 15 minutes/billed by 1/4 hour (\$9.00) plus cost of materials.
<u>WASP & BEES</u>	SPRAY	\$20.00 flat fee

Please note, this is an example of the services available. Services you are looking for may not be on this list but may be available. Please call the office with any questions.

Approved:
EFFECTIVE 4/1/2024