

## Mulberry Square Condominium Association

### Maintenance/Activity Calendar

<b>January</b>	<b>February</b>	<b>March</b>
<ul style="list-style-type: none"> <li>○ Management and Financial Reports due</li> <li>○ Clean Clubhouse &amp; Hallways</li> <li>○ Seasonal Bid RFP's prepared: lawn, landscaping, trim, mulch, bed weeding, carpet cleaning, power washing, etc.</li> </ul>	<ul style="list-style-type: none"> <li>○ Discuss Summer Work Plan</li> <li>○ Finalize summer contracts: mowing, lawn fertilizing, tree fertilizing, tree trim, mulch, weeding, carpet cleaning, windows, power washing</li> <li>○ Discuss/review reserve study</li> <li>○ Hallway and clubhouse cleaning</li> </ul>	<ul style="list-style-type: none"> <li>○ Fertilization contract begins</li> <li>○ Discuss management contract and casual labor contracts</li> <li>○ Schedule clubhouse awning (April install)</li> <li>○ Hallway and clubhouse cleaning</li> <li>○ Kevin coord. With Bloomfield Twp. To open manhole</li> </ul>
<b>April</b>	<b>May</b>	<b>June</b>
<ul style="list-style-type: none"> <li>○ Lawn contract begins</li> <li>○ Common bed maintenance contract begins</li> <li>○ Schedule Spring walk through</li> <li>○ Review budget (from Mgt. Co)</li> <li>○ Quarterly Cleaning of Clubhouse</li> <li>○ Schedule carpet cleaning, window cleaning, street cleaning for w/o May 15</li> <li>○ <u>Schedule sump pump inspection, main drain cleaning/jetting</u></li> <li>○ Hallway and clubhouse cleaning</li> </ul>	<ul style="list-style-type: none"> <li>○ Flower/pool committee and cash advance; social committee</li> <li>○ Finalize budget/order coupons</li> <li>○ <u>Street sweeping, carpet cleaning, windows, power wash fence -20</u></li> <li>○ Gutter cleaning</li> <li>○ Window washing and lanterns</li> <li>○ <u>Install clubhouse awning</u></li> <li>○ <u>Weatherproof Awning</u></li> <li>○ Bed weeding</li> <li>○ Pool opening party</li> <li>○ Discuss Annual Meeting (July/Aug)</li> <li>○ Hallway and clubhouse cleaning</li> </ul>	<ul style="list-style-type: none"> <li>○ Bed Weeding</li> <li>○ Dumpster Days – after Memorial Day</li> <li>○ Finalize and mail budget, coupons, Annual Meeting</li> <li>○ Hallway and clubhouse cleaning</li> </ul>
<b>July</b>	<b>August</b>	<b>September</b>
<ul style="list-style-type: none"> <li>○ Fiscal year begins</li> <li>○ Annual Meeting DTBD (onsite)</li> <li>○ Clean clubhouse and hallways</li> <li>○ Bed wedding</li> <li>○ Prepare/confirm Winter seasonal bids: snowplow, ice dams, gutter contracts</li> <li>○ Obtain Insurance bids/renewal</li> <li>○ Hallway and clubhouse cleaning</li> </ul>	<ul style="list-style-type: none"> <li>○ Annual Meeting – 8/24</li> <li>○ Fiscal year-end review and tax filing</li> <li>○ Bed weeding</li> <li>○ Schedule seasonal preventive maintenance</li> <li>○ Sump pump inspections, certifications</li> <li>○ Main drain clearing</li> <li>○ Obtain insurance bids/renewal</li> <li>○ Hallway and clubhouse cleaning</li> </ul>	<ul style="list-style-type: none"> <li>○ Reserve Study visit</li> <li>○ End of year pool party</li> <li>○ Winterize pool area</li> <li>○ Schedule Clubhouse awning removal for October 30</li> <li>○ Second shrub trimming</li> <li>○ Bed weeding</li> <li>○ Seasonal preventative maintenance: sumps, certs, inspections, drains</li> <li>○ Tree trimming contract schedule</li> <li>○ Hallway and clubhouse cleaning</li> <li>○ File tax returns or extensions</li> </ul>
<b>October</b>	<b>November</b>	<b>December</b>
<ul style="list-style-type: none"> <li>○ Schedule Fall walk through</li> <li>○ Window washing, carpet cleaning – 15</li> <li>○ Clean clubhouse and hallways</li> <li>○ Bed weeding</li> <li>○ Take down clubhouse awning -30</li> </ul>	<ul style="list-style-type: none"> <li>○ Snow removal contract begins</li> <li>○ Gutter cleaning</li> <li>○ Bed weeding</li> <li>○ Fall grounds clean up</li> <li>○ Deep shrub trim (end of Nov)</li> <li>○ Provide lint traps</li> </ul>	<ul style="list-style-type: none"> <li>○ Finalize pool maintenance and contract for next season</li> <li>○ Discuss clubhouse/facility upgrades</li> <li>○ Tree trimming</li> </ul>