



Eastern Gardens Co-op

3045 Eastern Avenue * Sacramento, CA 95821 * (916) 489-1604 * Fax (916) 489-1627
www.easterngardenscoop.org

Date: May 23, 2014

To: Eastern Gardens Membership

Subject: Annual Inspections (In-House)

Your management staff, consisting of Mr. Kurt Whisenhunt, EG Maintenance Technician, and myself, Ms. Theresa Williams, Community Mgr./Director, is provided you with adequate notice of the upcoming annual inspections. The inspections will be conducted by your management and maintenance staff, currently scheduled for the month of June 2014.

Your scheduled apartment dates are listed below, which a **48-HOUR NOTICE TO ENTER APARTMENT UNIT**, will be sent out prior to your inspection date. The annual inspections are routine and done every year which are part of EG's preventative maintenance program, as per your Occupancy Agreement, Article 12(b), to inspect each apartment unit within the community of Eastern Gardens.

Its purpose is to ensure that occupants are provided with decent, safe, and sanitary housing, thus fulfilling the necessary requirements and obligations with HUD's regulatory agreement. This includes all electrical and plumbing fixtures are functioning properly, replacement of heating, venting and air conditioning filters (HVAC), smoke detector batteries are inspected and replaced as necessary, along with the determination of the overall condition of the interior surfaces, such as, walls, carpet, counters, appliances, kitchen and bathroom fixtures, so that if necessary, repairs can be made to help avoid and prevent any further damages and potential costs.

It will be mandatory to inspect all structural and operational areas in every room of your apartment unit for proper working condition and functionality for compliance readiness under the REAC/HUD inspection guidelines, whenever they are scheduled to inspect.

If you know that you have maintenance items that need to be performed but cannot be present during the inspection, please leave a note or contact me at the business office (916) 489-1604, indicating the discrepancies or items that require attention.

Scheduled dates and times on the following days will be 9:00am to 12:00pm daily.

<u>Date</u>	<u>Apartment Unit #'s</u>
June 23, 2014 (Monday)	1-32
June 24, 2014 (Tuesday)	33-64
June 25, 2014 (Wednesday)	65-96
June 26, 2014 (Thursday)	97-112

Thank you for your support and cooperation,
Theresa Williams, FPI
Eastern Gardens Mgr./Director