



Eastern Gardens Co-op

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January 14, 2015

To: Eastern Gardens Membership

Subject: Pre-REAC Inspection Awareness

The property will be inspected by REAC, as noted in the newsletter, that is, the HUD contracted inspection agency, that is expected this October or November 2015. This notice is to bring attention to areas that will be inspected that were found as a failing score causing the property to undergo an inspection every two years, (i.e. a score below 90%), instead of every three years, (which is a score above 90%).

Your Management Team is always striving to achieve a perfect score but will settle for 90% or better. To accomplish this I need the help and support of the entire membership, that is, you the owners. I understand that this may be an inconvenience to the members and it may seem intrusive but it is a requirement that we all must tolerate, so the better we do on our inspections the less worries for you and your management staff.

Management will conduct the in-house annual inspections later in the year, probably sometime in September 2015 that is, closer to the REAC inspection date. This way we can weed out any discrepancies and correct them right before the REAC inspection.

Below are some detailed areas of discrepancies that failed so you can observe your current conditions within your apartment and report them to management. This way it will give us a jump on conducting any necessary repairs, without being penalized prior to the actual REAC inspection.

Areas that failed during our last REAC inspection are as follows:

- Egress - Blockage to doors and windows, (e.g. beds, and other furniture)
- Hazardous Material - (e.g. Gasoline, or other apparatuses containing explosive or flammable matter)
- Burned out light bulbs
- Dark spots on walls that might indicate signs of mildew
- Interior doors, cabinet doors, and closet doors that have been removed
- Grimy or heavily soiled carpet
- Obstruction - (e.g. trip hazards to interior walkways of apartment)
- Unsanitary and unhealthy condition of apartment interior - (e.g. hoarding)
- Items stored in HVAC closet that are a potential fire hazard, (e.g. paper or combustible products)

(over)

The above areas are to be corrected by the member as these are your responsibility to keep your home in a clean, safe and sanitary condition.

The items listed below are examples that are to be reported to management for maintenance and repair, which should be reported throughout the course of the year as these are the member's responsibility under the terms of your Occupancy Agreement, that is, the reporting of discrepancies and/or trouble calls for repairs/maintenance: (See Membership Handbook, pages 35, & 68-77)

- Nonfunctional plumbing, (e.g. sink & shower/tub faucets, water leaks, garbage disposals...etc.)
- Electrical, (e.g.; outlets, plugs, light fixtures, outlet/plug covers)
- Hardware, (e.g. Kitchen bathroom cabinet hinges, window & door locks)
- Appliance's, (garbage disposal, stove/oven, refrigerator, dishwasher, bathroom exhaust fan, range hood...etc.)
- HVAC, (forced air & heating units, thermostat)

Your management staff appreciates your willingness and support in advance in helping to make this necessary requirement a success. If we all work together we can make this a 100% effort resulting in hopes of obtaining a perfect score.

Sincerely,
Theresa Williams
FPI, EG Community Director/Manager