

METRO REALTY

THE METRO REALTY MANAGEMENT CORPORATION

240 Deming Street Maintenance Plan

To ensure the appropriate preventative maintenance and aesthetic quality of the proposed development at 240 Deming Street (the “Development”), the property manager for the Development will adhere to the following maintenance program:

Grounds

- Spring clean-up
- A four-application weed control and fertilizer program for beds and lawn
- Edge and mulch annually
- Lawn to be mowed and trim weekly during growing season
- Hedge trimming at least once annually
- Fall clean-up during Autumn months
- Crack sealing of pavement and sidewalks annually

Snow

- Contract for snow removal to occur for every snow event and/ or freezing precipitation event, including clearing sidewalks and application of salt
- Grounds are inspected whenever a melt and refreezing condition exist
- For every snow event, maintenance staff will go door to door to coordinate vehicle relocation so parking spaces can be cleared in conjunction with roadway clearing
- See attached for identified snow storage locations on site Exhibit A

Building Exterior

- Power wash exterior vinyl siding every two or three years
- Cleanout of gutters and dryer vents every November, inspect exterior for needed repairs

Storm Draining System

- Catch basins to be inspected annually and cleaned as necessary, after winter season
- Storm water detention ponds to be walked, inspected, and cleaned of debris annually, after winter season

Apartment Interiors – Preventative Maintenance

- Maintenance staff will enter each apartment twice per year (Fall and Spring) to replace HVAC filters and will perform routine visual inspections of apartments at that time
- Maintenance staff will enter each apartment every winter, accompanied by Fire Marshal, to test smoke alarms and replace batteries, if necessary. Routine visual inspections of apartments performed at that time

Work Orders

- Maintenance staff will utilize a work-order management system that can be initiated via phone call or online. Apartment-related repairs can be requested via web portal or by calling the property management office.
- Unless immediate attention is required for health and safety reasons, work orders will be addressed on Monday, Wednesday and Friday of each week, in order of receipt.
- Tenants will be provided with a standard phone number for the maintenance department to place routine maintenance orders, as well as an emergency maintenance number for urgent, after-hour and weekend requests.

