

Inspected By:

Date Inspected:

HOA Maintenance Checklist

		Requires Immediate Attention	Needs Improvement	Meets Expectations	Notes
Snow and Ice Management	Ensure contracted snow removal service is confirmed and scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Ensure salt bins are stocked and placed in key locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Apply salt or sand to driveways, parking lots, and walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Check for areas prone to ice buildup and address drainage issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Monitor accumulation and clear snow before it becomes too deep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Plowing and shoveling paths, sidewalks, and roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clubhouse or Community Center	Check roofs of community buildings for damage or wear before heavy snowfall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Clean out gutters and downspouts to prevent ice dams and blockages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Inspect for leaks or areas prone to ice dams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Ensure downspouts direct water away from the foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Ensure attic ventilation is adequate to prevent ice dams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	inspect walls, windows, or doors for any damages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Floors, walls, and ceilings clean and free from damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Insulate exposed pipes in common areas and buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Check for leaks and drips, repair as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Check for signs of sagging, cracking, or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Air conditioning/heating working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restrooms clean, stocked, and functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appliances are clean and in good working condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Landscaping (lawns, plants, trees, shrubs)	Move potted plants inside or provide winter protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Cover or insulate sensitive landscaping to prevent winter damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Trim dead or weak branches that could break under snow/ice weight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Inspect trees for signs of disease or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sidewalks/Pathways	Clean and free of debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	No cracks, trip hazards, or uneven surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor Lighting	All lights functioning (pathways, parking areas, entrance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Timers/sensors working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	No broken fixtures or exposed wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signage	Legible and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	No graffiti or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Adequate placement (parking signs, community rules, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drainage Systems	Clear of debris and functioning properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	No signs of erosion or flooding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Inspect areas for erosion or poor drainage that could lead to ice formation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Ensure proper water flow to avoid snowmelt pooling near buildings or walkways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Lot	No potholes, cracks, or damaged asphalt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Parking lines visible and clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Handicap spots clearly marked and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Signs posted for visitor parking, towing, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trash and Recycling Areas	Trash and recycling bins properly maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Enclosures are clean and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	No overflowing bins or garbage outside the bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cameras/Surveillance	Cameras operational and properly positioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	No visible damage to equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fencing and Gates	Fencing and signage are visible and intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Access control systems (gates, keypads, etc.) functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	No damage to gate arms, keypads, or card readers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Secure, no rust, or visible damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Proper working condition (lock, hinges, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Clubhouse or Community Center	No damage to walls, windows, or doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Landscaping and lighting around the building are maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Floors, walls, and ceilings clean and free from damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Restrooms clean, stocked, and functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Air conditioning/heating working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No leaks or visible damage to plumbing fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appliances are clean and in good working condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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BBQ/Picnic Areas	Grills cleaned and functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Trash cans available and emptied regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Picnic tables and seating are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swimming Pool/Water Features	Drain and shut off water features (fountains, pools, irrigation systems) to prevent freezing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure irrigation systems are blown out and winterized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Turn off and drain outdoor faucets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No visible safety hazards (broken tiles, slippery areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playgrounds	Equipment is clean, secure, and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ground covering (mulch, rubber) in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No hazards (sharp objects, broken equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Surfaces are clean and free of debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports Courts/Fields	Fencing and nets intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No cracks, holes, or safety concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pest Control	No signs of rodents, insects, or other pests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>