





ATTACHMENT A

General Maintenance and Common Area Cleaning/Janitorial


The Building and common areas which are the subject of this contract shall include the areas listed below.

1. Hallways/landings/stairwells are to be checked daily. Duties include, but are not limited to:
 - a. Sweeping/vacuuming hallway/landing/stairwell as needed.
 - b. Remove/sweep spider webs and pick up trash or loose debris in hallways/landings/stairwells as needed.
 - c. Empty ash urns (if any) as needed.
 - d. Clean all accessible common area windows weekly.
 - e. Replace burned out light bulbs in hallways/landings/stairwells light fixtures as required.
2. Lobby and lobby restrooms to be thoroughly cleaned every day. Duties include, but are not limited to:
 - a. Sweep and mop floors and empty trashcans daily.
 - b. Scrub and disinfect water closet, scrub lavatory and clean mirrors.
 - c. Replenish paper product holders and soap dispensers.
 - d. Clean water cooler (if any).
 - e. Vacuum walk-off mats in lobby area, replace burned out light bulbs as needed.
3. Elevators to be cleaned daily. Duties include but not limited to:
 - a. Sweep and mop floors.
 - b. Polish stainless steel panels as needed.
 - c. Remove bugs in lights.
 - d. Clean signs and control panels.
4. Pools to be cleaned daily. Duties include, but are not limited to:
 - a. Clean skimmer baskets daily
 - b. Hose down deck daily.
 - c. Vacuum as needed.
 - d. Scrub tile as needed.
 - e. Check water chemicals daily. Add as needed. HOA to provide all chemicals and supplies necessary in maintaining pools. The HOA shall be invoiced directly for all pool supplies.



HOA Management Initial

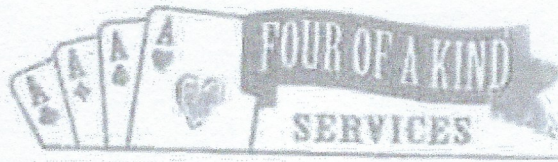

Contractor Initial

- f. Check chlorinator to ensure functioning properly, three times per week. Add chemicals as needed.
 - g. Back-wash the sand filters as needed.
 - h. Check water level daily. Add water as needed.
 - i. Check pool lights weekly. Replace as needed.
 - j. Keep log in accordance with DHEC requirements.
5. The Contractor shall clean any loose debris or trash in the area around the trash receptacles daily. The Contractor shall remove trash as necessary daily.
 6. Hurricane Preparation Procedures: Provide appropriate hurricane preparations to protect HOA assets upon approval from HOA.
 7. Report to Managing Agent any needed repairs to common areas that are beyond the scope of this Agreement.


 HOA Management Initial


 Contractor Initial


 HOA Management Initial

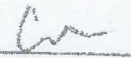


ATTACHMENT C

Routine and Minor Repair and Maintenance Functions

Duties include, but are not limited to:

1. Repair minor damage in hallways.
2. Ensure that all fixtures are properly secured to the walls.
3. Ensure proper operation of all common area doors, gates and entranceways: oil, grease, replace any hinges, locks, etc. as required.
4. Repair minor, as previously defined, damage to the buildings and common areas including but not limited to railings, stair treads, fence posts, etc.
5. Paint minor areas, less than ten (10') feet high.
6. Professionally clean carpet and tile annually.
7. Coordinate all maintenance requirements with vendors and repair contractors. Submit bids to HOA manager for final approval or approval of Board of Directors, as required.
8. Attend all annual and Board meetings and represent management on building issues f requested.
9. Attend Board Meetings and provide building manager's report if requested.


HOA Management Initial


Contractor Initial