SAMPLE

EVERGREEN
FACILITY SOLUTIONS

PROPERTY CONDITION REPORT

# What we saw on the walk

## Sample Property HOA (made up for this example)

| PREPARED FOR | WALKED | PROPERTY |
|---|---|---|
| Community Manager<br>Sample Property HOA | November 2026<br>with the community manager | HOA community<br>Fort Myers, FL |

## At a glance

| 3 | 2 | 1 |
|---|---|---|
| Address now | Plan this quarter | Monitor |

## Top priorities

1. **Algae on shaded walkways.** Slippery when wet on the north side paths near the pool gate.
2. **Restroom supplies and grout.** Empty soap dispenser and stained grout in one restroom.
3. **Overflow outside the enclosure.** Bags and loose debris outside the enclosure; the gate does not latch.

## Working well

- Pool furniture clean and neatly arranged
- Parking lot striping and signs easy to read
- Mail area tidy, lighting working
- Clubhouse entry glass clean

**How to use this report.** Each item on the next pages has photos, what we saw, and a suggested action. It is written so it can go straight into a board packet. The last page has a month by month plan for the year ahead. Nothing here is a structural, roof, fire or engineering inspection; items outside our services are listed separately for your other vendors.

SAMPLE

# What we saw

6 items · November 2026

Photo 1a | Photo 1b

WALKWAYS AND POOL DECK

## 1. Algae on shaded walkways

Address now

**What we saw:** Dark algae buildup on the shaded walkways between Buildings A and B and along the pool gate path. Footing was slick after the morning sprinklers.

**Suggested action:** Pressure wash the shaded walkways and pool deck, then recheck in 90 days. Shaded paths regrow fastest in the rainy season.

Photo 2a | Photo 2b

CLUBHOUSE RESTROOMS

## 2. Restroom supplies and grout

Address now

**What we saw:** Soap dispenser empty in the women's restroom. Grout around the sinks is discolored. Paper stock was low but not out.

**Suggested action:** Add a supply check to every cleaning visit and schedule a one time deep clean of the restroom grout.

Photo 3a | Photo 3b

DUMPSTER ENCLOSURE

## 3. Overflow outside the enclosure

Address now

**What we saw:** Three bags and loose debris on the ground outside the enclosure. The gate swings open because the latch does not catch.

**Suggested action:** Review pickup frequency with the hauler and add the enclosure to the weekly cleaning route. The latch repair is listed for your other vendors.

Photo 4a | Photo 4b

BUILDING B

## 4. Stairwells and landings

Plan this quarter

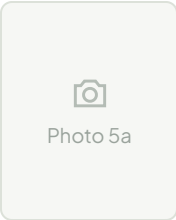
**What we saw:** Cobwebs in the corners of each landing, dust on the railings and debris collected inside two light covers.

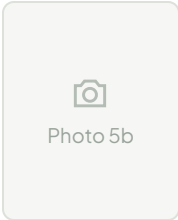
**Suggested action:** Add a monthly stairwell detail to the cleaning scope: railings, corners and light covers.

SAMPLE

## What we saw (continued)

6 items · November 2026





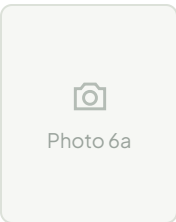

FRONT ENTRANCE

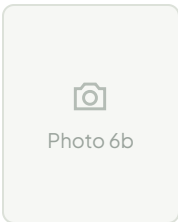
### 5. Entrance beds and monument sign

Plan this quarter

**What we saw:** Mulch is thin and faded in the entrance beds. Two shrubs beside the monument sign are thinning and brown at the base.

**Suggested action:** Refresh the mulch and replace the two shrubs before spring. Plan any fertilizing outside the June 1 to September 30 restriction.






PARKING LOT

### 6. Sprinklers hitting the pavement

Monitor

**What we saw:** Two sprinkler heads near Building C spray onto the parking lot instead of the grass strip.

**Suggested action:** Adjust the two heads at the next landscape visit and watch for the same issue after mowing.

## For your other vendors

Outside the services we coordinate

- Dumpster enclosure gate latch does not catch: your handyman or gate vendor.
- Dark staining on the roof edge above the Building A breezeway: worth a look from your roofing contractor.
- Fire extinguisher tag at the clubhouse shows last year's date: confirm with your fire safety vendor.

SAMPLE

# Your 2027 plan, month by month

Built for HOA communities in Southwest Florida

### JANUARY — DRY SEASON

- Pressure wash high traffic walkways
- Trim and clean up landscape beds
- Review vendor contracts that renew this year

### FEBRUARY

- Common area window cleaning
- Deep clean clubhouse floors
- Check exterior lighting on all paths

### MARCH

- Pressure wash buildings and walkways before the rains
- Irrigation check while it is dry
- Restroom deep clean

### APRIL

- Refresh mulch in entrance and pool beds
- Fertilize landscape beds and turf
- Clean pool area furniture

### MAY — STORM PREP

- Finish fertilizing before June 1
- Trim trees and shrubs back from buildings
- Clear drains and gutters
- Update the emergency vendor contact list

### JUNE — RAINY SEASON

- Hurricane season starts June 1
- Lee County fertilizer restriction June 1 to Sept 30
- Watch shaded walkways for algae

### JULY

- Spot pressure wash slick walkways
- Check the dumpster enclosure weekly
- Mid year review of cleaning scope

### AUGUST

- Storm readiness walk
- Common area deep clean
- Check drains after heavy storms

### SEPTEMBER — PEAK STORMS

- Post storm cleanup on call
- Photo record of common areas for insurance
- Fertilizer restriction ends Sept 30

### OCTOBER

- Fertilize once the restriction lifts
- Pressure wash after the rainy season
- Start next year's budget numbers

### NOVEMBER — BUDGET

- Hurricane season ends Nov 30
- Carpet and floor deep clean before the holidays
- Board budget review

### DECEMBER

- Holiday decor install and removal
- Annual vendor review
- Walk the property for next year's plan

Red dot: a date set by the season or a local rule. Adjust once your vendor contracts and board calendar are set.

## Want any of this handled?

We can price the items we coordinate within 24 hours, or tailor the month by month plan to your vendor contracts. One call, one invoice, insured local crews.

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This report records the visible condition of common areas on the day of the walk. It is not a structural, roof, fire, life safety or engineering inspection. Evergreen Facility Solutions is insured and backs its work with a 100% satisfaction guarantee.