

Property Inspection

Property Name : Carlton House	Property Manager: Bryan Lopez Pena
Date of Inspection : 4/20/2026	Inspected By: Bryan Lopez Pena

Upon inspection of each of the items in the categories below, please indicate your evaluation by selecting one of the following: **Good, Fair, Poor or Yes, No or N/A**. It will be assumed that items left blank were not checked.

COMMON AREAS THROUGHOUT THE COMMUNITY					
Landscaping		Pool		Exterior Walls	
Overall appearance	G	Overall appearance	G	Overall appearance	G
Mulch	G	Clean and free of debris	G	Condition of walls	G
Rock	G	Pumps/filters operational	G	Condition of paint	G
Annuals	G	Condition of safety ropes	G	Signage	G
Sod	G	Stairs, railings secure	G	Exterior Sidewalks	
Weed control	G	Rules visible and intact	G	Overall appearance	G
Beds	G	Coping clean	G	Clean	G
Edging	G	Tiles clean	G	Clear of debris	G
Trees	G	Depth markings visible	G	Exterior Lights	
Tree straps/stakes	G	Temperature	G	Street lights functional	G
Hanging branches	G	Pump area secured	G	Sign lights functional	G
Hedges	G	Lights working	G	Foliage trimmed from lights	G
Irrigation	G	Drain covers functional	G	Landscape lights functional	G
		Heater operational	G	Timers properly set	G
		Permit posted	G	Overall appearance	G
		Health inspections up to date	G		
		Condition of safety equipment	G		
Access Points/Cameras					
Cameras functional	G				
Exterior doors close securely	G				
Entrance floor mats clean	G	Roads			
Door hardware functional	G	Condition of roadway	G		
Overall appearance	G	Potholes	G		
		Striping lines clear	F		
		Free of debris	G		
		Condition of curbing	G		
		Condition of signage	G		
Comments					

- Restrooms ^{ventilation} Doors grill Rusted
- Pool Rail Covers Fading
- 1 Missing chair cover
- #4/5 Rain gutter damage - proposal sent to BOD
- Towing sign poles need replacement (2)
- Debris on North Storage room - need to get them out of Room
by AK unit

- main water valve Rusted - C Stack by unit 18
- Need to clean storage under stairs
- Need New AK Filters for Lobby & Storage art.

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Elevator		Restrooms Continued		Office Continued	
Elevator Working Properly	6	Drains clear of debris	6	Television operational	6
Elevator Doors Clean	6	Lights operational/switches clean	6	Remote available/operational	6
Elevator Floor Clean	6	Counters/Mirrors clean	6	Condition of furniture	6
Elevator Permit Posted	6	Condition of paint/wallpaper	6	Lights operational/switches clean	6
		Sinks clean and drip free	6	Windows clean	6
		Towel dispensers are stocked	6	Desks kept neatly	6
Clubhouse A/C Units		Soap dispensers are working	6	Copier/Fax/Scanner Operational	6
A/C Units Functional	6	Toilet seats are clean & secure	6	Furniture dust free	6
A/C Filters Clean	6	Toilets/Urinals are clean	6	Safe Operational	6
Thermostat Properly Set	6	Toilets/Urinals are operational	6	Shelves Organized neatly	6
Interior Vents Clear	6	Visible signs of leaks	6	Computers/Software operational	6
Routine Maintenance Schedule	6	Toilet paper properly stocked	6	Cords neatly stowed	6
Inspection Sheet Visible	7	Trash cans clean & odor free	6		
Last Service Date	9/25/25	Air freshener operational	6	Lobby	
Fire Control Room				Overall appearance	6
Safety zones clear of storage	6	Janitorial/Mechanical Rooms		Condition of doors	6
Safety zones clearly marked	6	Overall appearance	6	Door hardware operational	6
Equipment tested and working		Condition of doors	6	Interior lights working	6
Area free of hazardous materials		Lights operational/switches clean	6	Alarm operational	6
All inspections current		Doors clean & operational	6	Fire extinguisher current	6
		Sinks clean and drip free	6	Signage	6
Restrooms		Items stored neatly and labeled	6	Trash cans clean/odor free	6
Overall appearance	6	Safety zones clear of storage	6	Floors/carpets clean	6
Door locks operational	6	Area clear of hazardous materials	6	Condition of floors/carpets	6
Doors/Walls/Ceiling Clean	6	Windows clean	6	Walls/baseboards clean	6
Floors Clean	6	Condition of window treatment	6	Condition of paint	6
		Condition of paint	6	Condition of furniture	6
				Furniture dust free	6
		Office		Pictures hanging properly	6
		Overall appearance	6	All frames/plants dust free	6
		Doors clean	6		
		Condition of doors	6		
		Floors clean	6		
Comments					