

PREPARED FOR:

**SAMPLE HOA
CITY, STATE**

DATE PREPARED:

DATE

**DRAFT –
FOR REVIEW
PURPOSES ONLY**

**TRANSITION
STUDY**

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INTRODUCTIONS

Sample HOA authorized Giles Flythe Engineers to conduct a Transition Study for Sample HOA, located in City, State.

The community recently completed or is nearing transition from developer (declarant) control to a board of directors comprised of homeowners in the community. As the homeowner-controlled board of directors assumes responsibility for managing the association and thereby maintaining common areas and other components, it is important to gain an understanding of the condition of these association-maintained components.

The purpose of the transition study is to provide a due-diligence service in determining the condition of the association-maintained components in relation to appropriate standards. Standards may include provided construction documents (building/site plans), building codes, material manufacturer installation recommendations, and other industry standards. This report will describe observed deficiencies in the quality of the association-maintained components and will provide an engineer's estimate for the cost to remedy the observed deficiencies.

We have reviewed the governing documents provided to assist in determining the maintenance responsibilities of the association. We recommend consulting with an attorney to assist in the determination of the responsible party for items identified in this report. The recommendations in this report should be considered in conjunction with any existing agreements, governing documents or other documents related to the development and management of the association.

The condition evaluation of this transition study will focus on significant concerns with the condition of the association-maintained building and site components of material nature.

The report should be read in its entirety in order to fully understand all of the information presented. There are many additional considerations during transition including governing documents, finances, budgets, reserve funding, insurance, and other association management responsibilities. We recommend consulting with other community association professionals including a community manager, attorney, insurance/risk management professional, and accountant to assist with the transition process. We also recommend completing a reserve study to fulfill the board's fiduciary duty to the owners.

The Foundation for Community Association Research has published a report titled Best Practices Report #7 Transition © 2014. This report provides further information on the community association transition process. This transition study engineering report has been completed with consideration of the guidelines for such reports noted in the best practices report.

EXECUTIVE SUMMARY

The association-maintained site improvements and building components are in varying condition. We have identified deficiencies in specific components as noted in this report and summarized in Appendix A – Transition Deficiencies.

The most significant observed deficiencies are as follows:

- XXXX
- XXXX
- XXXX

A more detailed discussion of our findings is provided in this report and organized by component type. We have found components that are not in compliance with noted standards for which we recommend repair/remediation in the near term.

PURPOSE & SCOPE

The purpose of the transition study is to provide a due-diligence service in determining the condition of the association-maintained components in relation to appropriate standards. As the homeowner-controlled association assumes responsibility for maintaining certain building and site components, it is diligent to seek an understanding of the condition of these components. We have included an engineer's cost estimate to repair/remediate any significant observed deficiencies.

This study has been performed according to the scope as generally defined by Sample HOA and Giles Flythe Engineers in the approved proposal. The study has been completed in consideration of the standards noted for transition engineering reports in the Foundation for Community Association Research published Best Practices Report #7 Transition (© 2014). The findings and recommendations are based on interviews with the association's board representation; a review of available documents; and a visual inspection of the buildings and site.

The investigation involved, in particular, the XXXX clubhouse facility and associated grounds, common amenities, the paved parking areas and utilities (to the extent visible), the stormwater retention devices, retaining walls and common areas.

Our process for completing the Transition Study includes:

1. Reviewing information provided including governing documents, construction drawings (building/site plans) and information on previously completed repairs or concerns with the condition of components.
2. Reviewing available information on the property as needed. This may include plat maps, tax records, and historical aerial photographs.
3. Conducting a visual inspection of the property. This may include interviewing association representatives during the inspection.
4. Reviewing appropriate construction standards for building and site components, as applicable based on concerns identified during inspection.
5. Developing engineer's estimates on the cost to repair/remediate observed deficiencies. This process may include completing take-offs to develop quantities of components.
6. Prepare a draft report and attend a meeting with the board of directors or full membership to review the report and our findings.
7. Finalize the Transition Study report and deliver the report in electronic format (PDF) and one hard copy upon request.

The statements in this report are opinions about the present condition of the areas inspected within the community. Our inspection is limited to a visual ground level inspection and we did not remove any surface materials, perform any testing, or move any furnishings. This study is not an exhaustive engineering or technical evaluation or full building code compliance review. For additional limitations, see "Conclusion and Limitations".

Standards of Reference

The following definitions are provided as a standard of reference:

Excellent: Component or system is in “as new” condition, requiring no rehabilitation and should perform in accordance with expected performance.

Good: Component or system is sound and performing its function, although it may show signs of normal wear and tear. Some minor rehabilitation work may be required.

Fair: Component or system falls into one or more of the following categories: a) Evidence of previous repairs not in compliance with commonly accepted practice, b) Workmanship not in compliance with commonly accepted standards, c) Component or system is obsolete, d) Component or system approaching the end of expected performance. Repair or replacement is required to prevent further deterioration or to prolong expected life.

Poor: Component or system has either failed or cannot be relied upon to continue performing its original function as a result of having exceeded its expected performance, excessive deferred maintenance, or state of disrepair. The present condition could contribute to or cause the deterioration of other adjoining elements or systems. Repair or replacement is required.

Adequate: A component or system is of a capacity that is defined as enough for what is required, sufficient, suitable, and/or conforms to standard construction practices

SOURCES OF INFORMATION

Date of Inspection

Onsite inspection of the property occurred on Date

Interviews

We interviewed the following people in connection with this study:

- Person, Community Manager
- Board and committee members at meeting on Date
- Board and committee members at meeting on Date

Documents

The following documents were made available to us and reviewed:

- XXX County tax records
- XXXX Association Governing Documents
- Information including contracts and invoices on previous capital repair projects
- 2018 Roadway Analysis
- Association financial statements
- Internal reserve analysis

Cost Estimates

- Our internal data files on similar projects
- Local contractor estimates for similar projects
- R.S. Means Construction Cost Estimating Data

DESCRIPTION

Upon completion, the community will be comprised of approximately 1,100 single family homes. Construction in the community began in 2013 and is scheduled for completion in 2019. The XXX clubhouse and associated facilities were constructed in approximately 2015.

The Association is responsible for the amenities in the community including the indoor and outdoor swimming pools, bocce courts, tennis courts and pickleball courts. The Association is also responsible for maintaining the XXXX clubhouse building and its associated equipment. The clubhouse facility includes over XXX square feet of heated finished space housing numerous activity rooms, meeting rooms, recreational rooms, aerobics studios, two kitchen facilities, an indoor pool, fitness center, restrooms and office space. The amenity center is also finished with several shade trellises at the swimming pool and courts.

The Association is responsible for maintaining common area site improvements throughout the community. The most significant site improvements include the parking areas at XXXX and at the tennis courts, the stormwater drainage infrastructure along with the associated retention ponds, site retaining walls and fencing, pocket parks, a dog park, community garden and monument entrance features.

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SITE IMPROVEMENTS

Retaining Walls

The topography within the community varies in elevation and incorporates numerous retaining walls to accommodate the predominantly flat home sites. The walls are generally constructed with precast concrete segmental block, and the taller portions of walls are lined by aluminum fencing. The Association is responsible for maintaining the retaining walls and fencing.

During our inspection of the property, the walls were generally noted to be in good condition without major systematic visible defects. We did observe some select areas where we recommend remedial work including excessively steep slopes extending toward the walls along the rear yards of some of the residences, particularly in the rear yards at the south side of Street Ct, along the rear yards at the west side of Street Rd and the rear yards along the east side of Street Ln. We recommend re-grading these areas to improve the usable condition of the rear yards and to ensure the retained soil is appropriately restrained. In addition, we recommend obtaining the design and special inspection documentation for the all of the community retaining walls. This information will be valuable for future maintenance, potential repairs and drainage improvements.

At several locations, we observed water staining and accumulation of efflorescence on the wall faces which may be an indication of improperly functioning wall drainage systems, however we did not observe indications of significant wall damages, displacement, or other symptoms of premature failure. Improperly functioning drainage systems may lead to excess hydrostatic pressures behind retaining walls, which can result in wall displacement over term. Because of these potential drainage concerns, the Association may consider conducting a geotechnical engineering evaluation to include slope stability monitoring of the soil materials behind the walls to better determine the potential need and extent of future wall repairs. Such a study may help to better estimate the end of term funding needed to prepare for significant repairs.

We also observed areas of soil erosion at the wall drainage outlets, particularly at the retaining wall along the south side of the XXXXX parking lot. We recommend supplementing the areas with additional ground cover and/or armoring to help prevent further soil erosion. We also observed a yard drain discharge at the top of the wall along Pond #12 that did not appropriately extend over the wall. We recommend extending the drain over the wall and supplementing grade below its discharge with an appropriate armoring to prevent soil erosion.

Vegetative ground cover is required to help prevent soil erosion and to promote proper stormwater runoff in the areas above and below the retaining walls. Note that excessive root growth (particularly of woody plantings) can interfere with the soil reinforcing fabric behind the walls. While no immediate repairs of these are required at this time, future monitoring is recommended.

Based on our evaluation, we have identified the following deficiencies with regard to the condition of the retaining walls:

Regrade rear yards to minimize excessively steep slopes along drainage swales and unrestrained soil along tops of walls.

Provide suitable ground cover and or armoring at drain discharge locations along base of retaining wall at XXXXX parking lot.

Storm Drainage

Stormwater on the site drains via surface flow or via landscaped swales toward catch basins in the paved and landscaped areas. These systems direct the flow of stormwater into an underground piping network that discharges into the designated SCM's (stormwater control measures, or retention ponds) throughout the community. The SCM's capture, treat and slowly release stormwater into the municipality's system after a significant rain event to help minimize erosion and flooding downstream. The piping networks are generally comprised of varying sizes of corrugated HDPE and concrete piping.

While Phase XX in the northwest corner of the community is still under construction, the SCM's in the community generally appear to be in full operation. Some temporary erosion and stormwater control measures remain in place at select areas in Phase XX, and we recommend removal of these components once construction is complete. We observed similar temporary erosion and stormwater control measures in locations where development appears to be complete and recommend removal of these items.

The stormwater ponds were generally in good condition; however, the sloped embankments of Pond #12 & #13 have not yet been established with adequate ground cover. We recommend planting turf in these areas to help stabilize the slope and prevent soil erosion. In addition, the emergency spillway at Pond #12 did not appear to have been constructed with precast pavers as designated in the contract drawings. We recommend the installation of the components as designated in the contract drawings. The concrete emergency spillway at Pond #5 has cracked and settled in several areas, and we recommend repairing these areas. The volume of low and high-water plantings within Pond #12 were sparse in comparison to the specifications of the contract documents. We recommend supplementing these plantings. The dams between the forebays and main pools of both Pond #11 and #12 did not appear to be reinforced with stone rip-rap as designated in the site plans. Similarly, the dissipators and slopes surrounding the inlets at several ponds (eg #11, #12, #13) have been reinforced with minimal stone rip-rap. We recommend supplementing these areas per the contract documents. The level spreaders at the outlets of several of the ponds (eg #1, #11, #12) have been finished with wetland plantings; however, the contract documents indicate they are to be constructed with a vegetative filter strip. We recommend modifying the level spreaders to align with the intent of the contract documents.

Areas of sediment accumulation were observed onto the asphalt-paved pedestrian trails in some areas, including the trail abutting Pedestrian Bridge #6 southeast of XXXX; along the trail west of Bridge #6, south of the tennis courts; along the trail extending north of Bridge #5; and northwest of stormwater pond WQ#8. Due to the comparatively low grade of these trail systems, we anticipate this condition to be an

ongoing concern which will require periodic repairs. We recommend areas of improper surface drainage be corrected and current areas of excess sediment accumulation be cleaned.

We observed saturated soils in the turf area between the playground and community garden, along the parking lot of the community garden, along the embankment behind the outdoor swimming pool and along the walking path near Pond #9. We anticipate the damp soils are the result of long-term seepage after significant rain events. The areas were likely regraded as part of the development of the community, altering the previous groundwater flow. We consider this a natural phenomenon and not necessarily a defect in construction. Note that additional drainage systems or control measures may be required if free water persists. To definitively identify the source of the issue, we recommend further investigation of potential underground piping in the area to ensure a plumbing leak is not the source.

Based on our evaluation, we find that this portion of the project is not in compliance with the noted standards as follows:

Remove temporary stormwater control measures from curb inlet at dog park parking lot.
Remove tree protection and erosion control fencing from developed portions of the property, particularly along the natural area near Pedestrian Bridge #5, along natural area south of Street Court, east of Street Lane, Pond #13, behind XXXX Ln and at east side of Pond #12.
Supplement the poorly established turf on the embankments of Ponds #12 & #13, at the switchback walking path at the south end of Street Rd.
Supplement the sparse plantings along the upper and lower shelves of Pond #12.
Reconstruct emergency spillway of Pond #12 with pavers as designated on construction document sheet XXX
Repair cracked/settled concrete at emergency spillway of Pond #5.
Supplement the dam between main pool and forebay, the inlet slope stabilization and the inlet dissipators with rip-rap.
Reconstruct the pond level spreaders to conform to the contract documents.
Further investigate source of saturated soils behind outdoor swimming pool, at community garden and walking path at Pond #9. Installation of additional drainage components may be required.
Remove sediment accumulation from surfaces of asphalt walking trails and stabilize bare soil areas with additional ground cover.

Paving & Curbing

The community streets and associated sidewalks are public and are to be maintained by the municipality. The HOA will be responsible for the repair and maintenance of the private parking lots at XXXX, the community garden, dog park and at the XXXXX (if the HOA elects to procure the facility). The parking areas are asphalt paved and are bound by concrete curb and gutter.

The asphalt paving generally appeared to be in adequate condition. We observed select areas where the surface has been scarred by turning vehicular tires; however, we consider the issue to be cosmetic and do not anticipate it will significantly reduce the usable life of the pavement.

Based on our evaluation, we find that this portion of the project is in general compliance with the noted standards.

Flatwork

The Association is responsible for the repair and maintenance of the concrete flatwork and other hardscaping on the site. Concrete sidewalks line sections of the paved areas and provide access into the buildings and amenity areas, including several pocket parks throughout the community.

The flatwork in the community is generally in good condition. Some minor cracks are expected in concrete construction and are considered normal. Minor settlement is also anticipated over time and replacement of sections of flatwork should be included in a community maintenance plan. We did, however, observe sections of sidewalk which have already cracked/settled, particularly in the area near the trash dumpsters at XXXX and the northwest corner of the building and at several locations along the walking path around Pond #9. We recommend repairing/replacing these sections of flatwork.

Based on our evaluation, we find that this portion of the project is not in compliance with the noted standards as follows:

Repair cracked/settled concrete near northwest corner of XXXX and trash dumpsters, at the mail kiosks adjacent to the dog park, walking trail around Pond #9. Remove section to nearest control joint.

Landscaping & Appurtenances

Landscaping for the community is extensive with numerous plantings in the common areas. Various trees, shrubs and bushes have been planted at the community entrances, pocket parks, street buffers and around XXXX. Masonry hardscaping components have been constructed in these areas as well, which include walls, seating areas, fountain features, pedestals and trellis'.

The landscape plant selection consists of a variety of shade trees, flowering understory trees, shrubs (both evergreen and deciduous), ornamental grasses and ground covers all of a common southeastern plant palette with a moderate maintenance requirement. Some native plants are also included in the designs, and the turf areas are of a warm season species. Pine straw is used as the predominant mulch for the property.

Anodized aluminum fencing is located along the top of steep slopes and above retaining walls. Automatic landscape irrigation and lighting systems have been installed in some of the common areas, particularly at the community entrances.

The landscaping around the community generally appeared to be in good condition, with some exceptions noted. We observed some areas where the turf and some plantings are beginning to decline; however, some level of seasonal plant replacement should be expected and funded from a general maintenance budget. Numerous plantings have died or are presently declining at several locations throughout the community, and we consider the quantity to be in excess of a typical threshold. We recommend replacing the plantings accordingly (eg, at the pocket park near the intersection of XXXX).

Buffer plantings and slope plantings appear to be in good condition; however, care should be taken to monitor the change in sunlight to the plant beds as the surrounding trees mature. Declining plants in these areas should be replaced as soon as possible to maintain a thick and productive buffer as well as to prevent erosion on sloped beds. Maintenance of a minimum 3” layer of pine straw will be necessary to provide coverage to plant beds and to conceal drip irrigation lines.

Street tree plantings should be maintained to promote a healthy and consistent canopy tree for they provide a very important element to the street corridor in the community.

The monument entrance signs and feature walls/ columns generally appeared to be in good condition. Minor cracks in the mortar parge coating behind sections of the monument walls were noticed. Over time, the mortar will crack and chip, with additional mortar applications required as part of general maintenance.

We observed what appeared to be an active water leak at the north community entrance backflow preventer. The surrounding soil was saturated, and we recommend repairing the system accordingly.

Based on our evaluation, we find that this portion of the project is not in compliance with the noted standards as follows:

Repair leak at backflow preventer near north community entrance and at dog park.
Repair eroded areas of soil and install missing turf at the pocket park near the intersection of XXXX
Supplement missing and declining plantings.
Supplement bare soils with ground cover along pedestrian walkway at south end of Street Road.

Structure

XXXX is constructed with a steel-framed roof and floor system with a suspended concrete slab on metal deck. The basement level floor is comprised of a concrete slab-on-grade, and the perimeter foundation walls are constructed of cast-in-place concrete.

Overall, the building structure appeared to be in adequate condition. We did not observe significant deflection in the roof or floor systems, nor did we observe significant cracking in the exterior finishes that can often be indicative of settlement or foundation movement. We did observe some select issues that will

require repair including an inoperable moveable partition in the basement XXX. The partition drags at the floor level near its midpoint and cannot be extended across the full width of the opening. It appears the slab on grade may have heaved, and the supporting structure at the top rail of the partition may have deflected. We recommend repairing this component to ensure proper operation.

Based on our evaluation, we find that this portion of the project is not in compliance with the noted standards as follows:

Repair structural components of the moveable partition in basement XXX to ensure correct operation.

Ventilation

The building roof is ventilated by continuous ridge and soffit vents. The low-slope areas of the roof covered by standing seam metal panels are ventilated by non-powered enclosed roof louvers.

We did not observe signs of excessive humidity or heat within the attic spaces. The lengths of ridge and soffit vents appeared to be adequate for the building.

The Environmental Protection Agency (EPA) has determined that some buildings may be affected by unhealthy indoor air contamination. We do not test for this and cannot provide you with an opinion about the indoor air quality of the buildings on this property as this is beyond the scope of this analysis. However, there are experts who test for indoor air contamination, and we recommend you enlist the services of such a professional should a concern over indoor air quality arise. In order to aid in healthy interior building environments, it is important that attic ventilation be adequate, bathroom, kitchen, and laundry exhausts discharge air directly to the outside, and moisture problems be immediately rectified.

Based on our evaluation, we find that this portion of the project is in general compliance with the noted standards.

Roofing Systems

The predominately pitched roof surfaces over XXXX are covered with premium grade architectural grade asphaltic fiberglass shingles. Low slope areas of roof are covered with standing seam metal roofing. The mechanical equipment is located within a roof-level well at each side of the building. The roof in these areas is comprised of a TPO-type membrane that extends across the horizontal surfaces as well as the vertical parapet walls. A perimeter gutter and downspout system directs roof drainage from the sloped areas of the roof down to grade. Domed roof drains within the mechanical wells capture stormwater in these areas of the roof and directs the flow of water the underground piping system.

The building roofing systems generally appeared to be in good condition. No evidence of major roof leaks was observed. Some sediment accumulation was noted around the domed roof drains, and we anticipate

regular maintenance of these components will be required to ensure proper release of accumulated stormwater.

Based on our evaluation, we find that this portion of the project is in general compliance with the noted standards.

Exterior Finishes

The exterior surfaces of the XXXX building are comprised of a variety of finishes including adhered stone veneer, fiber cement siding and trim and other composite trim components. The windows are primarily double-pane and aluminum framed in fixed frames. Similarly, the exterior doors are steel framed with glazing panels. Exterior doors into service and storage spaces are fitted with full-panel steel doors hung within hollow metal frames.

Painted metal railings are installed along the balcony on the right side and rear side of the building.

The exterior surfaces of the buildings generally appeared to be in good condition. No significant fogging was observed between the glass panes of the windows, which can indicate a leak in the seals. We did observe signs of previous moisture intrusion at the north exterior door into the swimming pool. Based upon conversations with the building staff, heavy rains result in water infiltration around the door. We observed an improperly functioning latching mechanism at the eastern gate to the rear terrace. We observed a section of rowlock masonry at the northwest corner of the building that has displaced and settled. We recommend repairing these areas accordingly.

Based on our evaluation, we find that this portion of the project is not in compliance with the noted standards as follows:

Repair/reseal north exterior door into swimming pool to prevent water intrusion.
Repair separated and cracked rowlock masonry courses at northwest corner of building.
Repair latching mechanism at eastern gate to rear terrace.

Interior Finishes

The interior of XXXX building incorporates a combination of floor finishes including carpet, wood flooring, VCT (vinyl composition tile) and ceramic tile. The majority of the interior walls are covered with painted and wallpapered drywall. Sections of the interior walls are clad in stained wood panels. Interior trim components include painted and stained wood trim. The ceilings in XXXX are comprised of a combination of smooth finished painted drywall and acoustical ceiling tiles in a metal grid.

Overall, the interior finishes appeared to be adequate. We did not observe systematic signs of significant premature wear or damage; however, we did observe missing trim components on the moveable partitions

within the main floor multi-use rooms. These areas should be repaired/replaced. We also observed a damaged area of wall finish within a storage closet of the multi-purpose room. The locking mechanism securing the roof access door to the western rooftop mechanical well was broken and should also be repaired.

Based on our evaluation, we find that this portion of the project is not in compliance with the noted standards as follows:

Replace damaged/missing components on moveable partitions XXXX and XXXX.
Repair damaged area of wall finish within storage closet XXX
Repair roof access door at western rooftop mechanical well.

Electrical & Lighting Systems

Light fixtures within XXXX include recessed can lights, fluorescent tube lights and other incandescent accent lighting, including chandeliers. Exterior wall-mounted lighting fixtures at the XXXX building were also observed, similar fixtures are installed in the indoor pool facility. Ceiling fans have been installed at the exterior covered porch areas.

Pole mounted lighting illuminates the tennis courts, outdoor swimming pool and areas around XXXX. The pole mounted lights in the parking areas are maintained by XXXX.

A Blue Box lighting control system controls the lighting systems throughout the building.

The majority of the electrical equipment appeared to be in good working order. We tested a sampling of standard and GFCI protected outlets, and each operated correctly. We also tested interior light fixtures and a sampling of emergency lighting fixtures. Most fixtures operated correctly; however, the emergency light within the basement mechanical room did not operate in battery mode. We recommend repairing/replacing the unit as required. Two branch circuit panelboards are surface mounted to the rear exterior wall of the building outside the pool chemical storage room. The panels appear to be rated for exterior use; however, the latch mechanisms are missing. We recommend replacing these components such that the panel doors can be properly secured. Stored materials were observed in front of several of the electrical distribution panels. The NEC (National Electric Code) requires a clear working space maintained in front of electrical equipment. We recommend removing the stored materials as part of general building maintenance.

Based on our evaluation, we find that this portion of the project is not in compliance with the noted standards as follows:

Repair/replace inoperable emergency light fixture in basement XXXX
Provide appropriate latching mechanism for exterior electrical panels outside basement XXXX

Plumbing, Fire Protection, & HVAC Systems

XXXX is served by municipal water supply and waste water systems. Supply and waste piping are comprised of copper and PVC, respectively. Domestic hot water is provided by two water heaters (one is electric, the other is gas-fired) located in the basement mechanical rooms. The equipment is fitted with a recirculation pump.

XXXX is protected by a wet and dry fire suppression system. The main valves, gauges and the main fire alarm control panel are located in a lower level mechanical room at the rear and west side of the building. The building is also protected by a fire alarm system with smoke detectors, heat sensors, pull stations, horns and strobes located throughout the building. An annunciator panel is located in the main lobby.

The interior spaces of XXXX are conditioned by packaged rooftop units and an interior air handler. The units are fitted with variable speed drives on the supply fans that deliver conditioned air to the interior and exterior zones within the building. Fan-powered VAV (Variable Air Volume) boxes are connected to the main supply ductwork above the ceilings of each floor and are fitted with modulating dampers, fans and electric heat strips controlled by the zone thermostats. Branch ductwork extends from the boxes to the ceiling mounted diffusers within each zone.

The building is equipped with a security system with access control.

A hydraulic elevator provides vertical transportation between the upper and lower floors of the building.

The plumbing system generally appeared to be operating correctly, with some exceptions. Hot water was detected at all of the tested fixtures within the kitchens and restrooms, and we did not observe issues with slow or inoperable drains. The showers within the mens' locker room were dripping at the time of our site inspection, and based upon conversations with community members, the drips are continual. We recommend repairing these components. Stored materials were observed on top of the grease interceptor in the lower level XXX room. We recommend refraining from storing items on top of plumbing components. The pressure relief piping at the water heater has been extended from its discharge point over to the nearest floor drain with a cut portion of plastic bottle. We recommend repairing this issue with appropriately sized pipe and fittings. Moisture damage was observed on the interior wall finishes of a storage closet in XXXX. We recommend repairing this potential leak as necessary.

The HVAC components within the building were operating correctly at the time of the site inspection. We observed some minor issues including what appeared to be a condensation leak at the air handler in XXXX. We recommend repairing this component. Designated ventilation is indicated in the construction documents for the lower level XXXX room; however, no visible signs of ventilation have been installed. Based upon conversations with community members and property management staff, the exterior doors have to be left open in order to operate the kiln. We recommend the installation of an appropriate ventilation system for the space.

Overall the main focus of this investigation is to review the HVAC system and identify areas of concern with operating cost and longevity.

Based on our evaluation, we find that this portion of the project is not in compliance with the noted standards as follows:

Repair leaking shower fixture XXX
Extend pressure release drain pipe of water heater in XXX to floor drain.
Repair potential water leak within closet of main floor Multi-purpose XXX and repair associated wall finishes.
Repair condensate leak at air handling unit in Mechanical XXXX
Provide ventilation in basement XXXX per building drawing XXXX.

Pool & Hot Tub Equipment

Indoor and outdoor swimming pools are located at XXXX. The pools are surrounded by concrete decks that have been finished with a textured coating. The outdoor pool area also includes shade awnings. A small hot tub is located adjacent to the indoor swimming pool, and both pools include zero entry features and hand rails.

The swimming pools are served by several pumps and filtration and heating equipment. The pumps and filtration equipment are located in the lower level XXXX room, and the heating equipment is located outdoors near the southeast corner of the building.

The pools and pool equipment appeared to be functioning correctly. No major cracking was noted in the surfaces of the pool deck and the major equipment was operational. Minor cracking was observed within the southern portion of the outdoor pool deck, which had been previously sealed with an elastomeric compound. The sealant repairs appeared to be functioning as intended. New sealants may be required over term, likely at the time of deck recoating. We did not observe significant water accumulation on the floor of the equipment room or signs of significant leaks from the piping. Some of the sealant along the waterline tile of the inside hot tub has loosened, and we recommend resealing these areas as part of general maintenance. We also observed some minor corrosion development on some of the pool rails and ladders but consider this to be a normal level of accumulation considering the somewhat caustic environment.

Based on our evaluation, we find that this portion of the project is in general compliance with the noted standards.

Miscellaneous Amenities

Four synthetic grass Bocce courts are located adjacent to the swimming pool area. Three clay-surfaced tennis courts and three pickleball courts are located at the east side of XXXX. The courts are finished with nets, pole mounted lighting, benches, shade awnings and are enclosed with chain link fencing.

The fitness center at the main floor level of XXXX includes a variety of strength and cardiovascular fitness equipment. The Life Fitness brand cardiovascular equipment includes elliptical machines, treadmills and recumbent and standard stationary bikes. The strength equipment includes a variety of cabled weight machines, a free weight rack with weights and miscellaneous benches and accessories.

The arts and crafts room includes an electric kiln and slab rollers, and a billiards room contains several pool tables. The lower level is finished with a kitchen area, and the upper level is finished with a teaching kitchen complete with appliances.

The XXXX complex includes a main kitchen area adjacent to the ball rooms and a smaller kitchen area on the lower level. The kitchen areas are served by a variety of appliances.

Several mailbox stations are installed throughout the community. Mailbox stations include pad-mounted pedestals with mailbox inserts.

The amenities generally appeared to be in adequate condition, with some exceptions. The easternmost pickleball court has developed relatively significant cracking, and we consider this to be a premature failure. We recommend resurfacing the court to ensure its usable life is adequate.

The mailbox at the cul-de-sac end of Spindle Drive has a parcel door which does not open. A resident has posted a sign indicating the box is out of order and requires repair. We recommend repairing or replacing this component.

Based on our evaluation, we find that this portion of the project is in general compliance with the noted standards.

Resurface easternmost pickleball court.

Repair or replace damaged mailbox at cul-de-sac end of Spindle Drive.

CONCLUSION & LIMITATIONS

In summary, the association-maintained site improvements and building components are in varying condition. We have identified deficiencies in specific components as noted in this report and summarized in Appendix A – Transition Deficiencies. The Engineer’s Cost Estimates for notes repairs is also found in Appendix A.

The physical analysis portion of this Transition Study was completed through a limited visual inspection. The visual inspection was completed from ground level unless otherwise specified. The visual inspection is generally limited to readily accessible and visible common areas. Note that this inspection does not include removing surface materials, disassembling components, excavation or any testing. The inspection does not include riparian buffers or other protected areas. Buried utility components and other concealed components were not inspected as part of this analysis and we cannot be responsible for the condition of components not inspected.

The observations described in this study are valid on the date of the investigation and have been made under the conditions noted in the report. We prepared this study for the exclusive use of Sample HOA. No other party should rely on the information in this report without consent. If another individual or party relies on this study, they shall indemnify and hold Giles Flythe Engineers, Inc. harmless for any damages, losses, or expenses they may incur as a result of its use. This study is not to be considered a warranty of condition, and no warranty is implied. The appendices are an integral part of this report and must be included in any review.

Members of the Giles Flythe Engineers team working on this study are not members of, or otherwise associated with the association. Giles Flythe Engineers has disclosed any other involvement with the association that could result in conflicts of interest.

Information provided by the representatives of the association regarding financial, physical, quantity, or historical issues, will be deemed reliable by Giles Flythe Engineers. Information provided about repair projects will be considered reliable. Any on-site inspection should not be considered a project audit or full quality inspection. Giles Flythe Engineers is not aware of any additional material issues which, if not disclosed, would cause a distortion of the association’s situation.

This Transition Study is partially a reflection of information provided to us. This study should not be considered a full building code compliance analysis or an exhaustive technical or engineering evaluation which would consist of a broader scope of work.

We have provided estimated costs to repair the identified deficiencies. These costs are based on our general knowledge of the construction industry. We have relied on standard sources as needed, such as Means Building Construction Cost Data and estimates reviewed by Giles Flythe Engineers on similar projects. We have performed no design work or other engineering analysis or calculations as part of this study, nor have

we obtained competitive quotations or estimates from contractors. Actual repair costs can vary due to a variety of factors. We cannot be responsible for the specific cost estimates provided.

If you have any questions about this Transition Study, please feel free to contact us. Thank-you for the opportunity to serve you.

Respectfully submitted,

XXXX

Project Engineer

Giles Flythe Engineers, Inc.

XXXX

Project Engineer

Giles Flythe Engineers Inc.

APPENDIX B: PROJECT PHOTOGRAPHS

APPENDIX C: REFERENCE DOCUMENTS & REPORTS