

## Newberg Crest Maintenance Checklist

Front Entrance Maintenance Description	When	Initials
1. Keep the grass along the North and Sound sides of the entrance along the shoulder of Newberg Road to a height no greater than 1 foot. (This is to keep the visibility of oncoming traffic clear)	As needed	
2. Weed Entrance from Newberg Rd to the gate and ~ 10 feet West of the Gate.	Monthly: Mar 1 – Nov 15	
3. Inspect all plant material periodically through the year to detect any disease or insect infestation.	As needed	
4. Prune all shrubs and plant material as necessary in accordance with standards of professional gardening practice and in accordance with the intended function of the shrub in its location.	Once a year	
5. Fertilize all trees and shrubs with 16-16-16 fertilizer and stake upon completion.	Once in Mar and Sept	
6. Remove debris (garbage, etc) from the front entrance coming into the development.	Monthly: Jan 1 – Dec 31	
7. Test gate Battery backup by turning off circuit breaker located on the west side of the North column. To replace battery go to the box with the arm, remove top cover and arm remove box cover. Box cover must be removed to replace battery and there is a switch on top so be careful when reinstalling battery box cover.	Nov 1st	
8. Grease Gate mechanicals	Nov 1st	
9. Replace Light Bulbs as needed	As needed	
<b>Snow Removal</b>	<b>When</b>	<b>Initials</b>
NCHA is not responsible for Snow Removal		
Inspect front gate as req'd to keep snow from piling around actuators	As needed	
<b>Beaver Dam</b>	<b>When</b>	<b>Initials</b>
Inspect beaver dam culvert for blockage. If blocked, remove debris to prevent failure of roadway.	Jan 1st Apr 1st Jul 1st Oct 1st	
<b>Road Side Brush</b>	<b>When</b>	<b>Initials</b>
Remove Brush along road side as req'd	Early Aug	
<b>Mail Boxes</b>	<b>When</b>	<b>Initials</b>
Inspect Mail Box racks for stability	Once a year	
<b>Road</b>	<b>When</b>	<b>Initials</b>
Inspect Roadway for cracks	Once a year	
<b>Lawn Maintenance</b>	<b>When</b>	<b>Initials</b>
No Lawn Maint required		
<b>Litter Control Maintenance</b>	<b>When</b>	<b>Initials</b>
Not Required		