

Black Bear Falls Annual Property Review Checklist

(Revised 10/24/2018)

Owners Responsibility

- Bear boxes
 - Are they present and in good condition?
 - Signage
 - Are only the approved signs properly displayed and in good condition?
 - Is the 911 Address correct?
 - Exterior
 - Does the cabin need staining or exterior repairs of any kind?
 - Are downspouts properly draining storm water to prevent erosion?
 - Is there a proper 'hot tub' drain? Is it being used?
 - Are there any trees or landscaping that does not comply with BBF standards?
 - Has there been any encroachment or additions to the cabin or owner related property that extends beyond the owner's property boundary? (there could be exceptions to this)
 - Any 'park grill(s)'? Good condition? Need painting?
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HOA's Responsibility

- Common Areas
 - Roadways, parking areas and curbs (look for damage / areas needing repair)
 - Lighting (ensure all lights are operating properly; look for potential tree hazards; look for any repairs needed, including painting)
 - Fencing (look for repairs and/or additions)
 - Security cameras (check for proper operation)
- Clubhouse, pool and pool pump building
 - Inspect roof, gutters and down spouts
 - Inspect exterior (windows, doors and condition of stain)
 - Inspect HVAC
 - Inspect interior (plumbing, lighting, Wi-Fi, appliances, electrical, kitchen, bathrooms and related items)
 - Inspect pool equipment, chairs, fencing, gates, emergency phone, lighting, signage and related items