



FOR COMMUNITY ASSOCIATIONS

# COVER YOUR ASSETS

## Pavement Maintenance

By Mitchell H. Frumkin, P.E., R.S.

All pavements require maintenance. Expansion and contraction are year round stresses applied to pavement which continuously cause damage. Cracks, holes, depressions and other types of visual distress are the evidence and end result of the pavement wear process which begins when construction ends.

The early detection and repair of minor defects is the most important work done by the owner of the paved area. Cracks and other surface breaks, which in their first stage are almost unnoticeable, typically develop into serious defects if not repaired promptly. For this reason, frequent inspections of the pavement should be made by qualified inspectors. Areas where ditches are dug through pavement for water lines and other utilities are

This roadway is filled with cracks and surface breaks which could be harmful for driving. Regular inspections and proper maintenance can help pavement utilize its full life.



often the major areas requiring pavement maintenance. Upon detection of these warning signs, a detailed investigation should be made to determine what type of repair is necessary. Repairs should be made as quickly as possible after the need for them is discovered. This is particularly important when the defect makes driving hazardous.

Weather plays an important factor in pavement maintenance.

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## Maintenance Techniques for Associations

By Mitchell H. Frumkin, P.E., R.S.

One of the most overlooked aspects of Community Association living is the development of a preventive maintenance program. Regardless of the type of community, whether it is a townhouse or high-rise, a preventive maintenance program can save the Association large sums of money. A preventive maintenance program can help all items attain their full useful lives and also help make sure that common elements not included in the Reserve Schedule do not have to be unexpectedly replaced.

Although a Reserve Schedule provides the basis to determine how much money should be set aside for replacement of major common elements, it does not include an assessment of the cost to maintain these and other common element components.

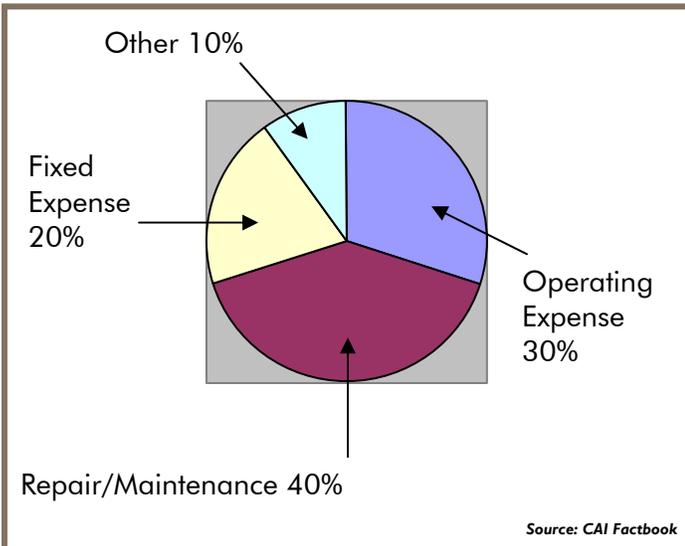
A preventive maintenance program or Maintenance Schedule is a summary of the annual budgetary costs to perform maintenance work. All common elements at the site will be reviewed to compile this schedule. This schedule will include items such as periodic siding and trim replacement, caulking, staining, expansion joint maintenance, periodic roof repairs, etc. There are three basic types of maintenance:

1. **Maintenance Free** - The materials of construction do not require maintenance and will last indefinitely. This is a theoretical concept that does not exist in the real world.
2. **Breakdown Maintenance** - The most commonly accepted form of maintenance where corrective actions are taken only when the components break down, with minimal ongoing maintenance applied to them.
3. **Preventive Maintenance** - The planned maintenance of operating equipment and facilities that result from periodic inspections that disclose faulty conditions.

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*The chart below indicates that 40% of the everyday budget for Community Associations is spent on maintenance and replacement.*



A Community Association is typically responsible for the upkeep of the common physical elements of the community. To help assure that all of the common elements attain their full useful life, the implementation of a preventive maintenance program is essential! There are two types of preventive maintenance:

1. **Deferred Maintenance** – Maintenance occurring cyclically to ensure the useful life of a component.
2. **Routine Maintenance** – Maintenance occurring regularly or on an as needed basis.

The primary objective of preventive maintenance is to control and regulate the timing of equipment and facility repairs. There are many benefits to having a preventive maintenance program at your Association. It decreases downtime by minimizing unscheduled repairs. It decreases premature capital expenses by assuring and/or extending some common useful lives; and finally, it reduces energy costs through improvements in equipment operating conditions. 

*See page three for tips to assign tasks to the appropriate people when preparing a Maintenance Schedule.*

## News and Events

### Recent Seminars

- **Condominium Conversion Seminar in New Jersey**– Sponsored by Lorman Education Services. Mitchell H. Frumkin, P.E. R.S. will be one of the speakers at a seminar on May 23 from 8:30am-4:30pm. Edward Wilkin III, CPA will be moderating the seminar; Daniel M. Murphy, Esq.; William J. McDevitt, CPA, CVA; and Vinay S. Navani, CPA, MBA, MST will also be speakers at the event.
- **Condominium Information Seminar**– Sponsored by Cabrera Realty on May 20 from 9:00am-11:00am, Mitchell H. Frumkin, P.E., R.S., will be speaking on the topic of “Why you need Capital Reserve Planning.”
- **56th CAI National Conference and Exposition**–April 25-28 in Las Vegas, Nevada. Mitchell H. Frumkin, P.E., R.S. was one of the presenters of a new course at the conference titled: M-400 Contemporary Issues in Community Association Management: Managing Developing Communities.

### Upcoming CAI –NJ Events

- **2007 CAI NJ Annual Golf Outing**– June 11 from 10:30am-8:00pm at Bamm Hollow Country Club, Lincroft, NJ.
- **2007 CAI NJ Beach Party**– August 16, 2007 from 5:00pm-9:00pm at Martell’s Tiki Bar, Point Pleasant, NJ.

## Employee Spotlight

### Kipcon Welcomes Back Brad Aller!

*Brad J. Aller, P.E.*

Brad J. Aller, P.E. has re-joined the Kipcon Incorporated as the Manager of Engineering. Brad previously was employed at Kipcon for eight years prior to leaving for three years to broaden his career in the design field. Brad is a graduate of Lehigh University with a Bachelor of Science in Civil Engineering, Brad’s expertise lies in structural design and site planning. His past work experience includes



being a project engineer for a residential and commercial developer. He is proficient in auto-cad and specializes in structural design as well as drainage design. Brad enjoys engineering because he likes the sense of accomplishment after designing something and seeing the fruits of his labor.

## Quick Tips

### *Preparing a Preventive Maintenance Program*

When preparing the Maintenance Schedule, assign tasks to the appropriate person.

The tasks that make up a preventive maintenance schedule are generally divided among the following Association representatives.

**A. Board of Directors** – It is generally the Board that directs their consultants to implement a Maintenance Schedule. To do this, the Board must be conscious of the fact that, in the long run, it is most beneficial to expend money now rather than to be hit with major assessments later.

**B. Community Manager** – Most Boards rely on their Community Manager's advice in implementing a Maintenance Schedule, and in this case, should also rely on them in regards to the importance of this preventive maintenance based on their experience in this area. The Community Manager should also be responsible for documenting the plan and maintaining historical data.

**C. On-Site Maintenance Personnel** – The task of performing the periodic inspections and the actual maintenance work generally falls with the on-site maintenance personnel or a contract maintenance service.

**D. Consultant** – While the implementation of a Maintenance Schedule can become part of an everyday procedure, a Consultant is generally retained for the preparation of the Maintenance Schedule based on the Association's specific requirements. The most logical time for the preparation of this Maintenance Schedule is at the time that the Reserve Schedule is being prepared or updated, as the majority of the common element components are being inspected and can easily be extended into the preparation of a Maintenance Schedule.

## Announcement

**Kipcon Incorporated has opened two new offices!**

**Kipcon Southwest, LLC in Houston, Texas**

&

**Kipcon Great Lakes, LLC, in Evanston, Illinois**

Contact Kipcon Inc. corporate headquarters for more information

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Certain weather conditions make temporary repairs necessary to prevent further damage until more permanent repairs can be made. For example, crack filling is more likely to be successful during periods of cool, dry weather. Pot hole patches adhere best when the pavement is warm and dry. Sealcoating or other surface treatments require warm and dry weather for best results. Patching or resurfacing work should be done during warm weather (50° F) and above, and dry weather. When hot or warm mixtures are placed on cold pavements, they may cool so fast that adequate compaction is difficult. This cooling effect can be more pronounced if the mixture is placed in thin layers. In addition, asphalt and asphalt mixtures usually do not bond well to damp surfaces. This does not mean that repairs cannot be made during cold or damp weather, however they do require much greater care when made during such periods. They also have less of a chance of being satisfactory. Selecting the best time to make repairs involves the careful balancing of several things and requires both experience and judgment.

In all cases of pavement distress, it is best to initially determine the cause or causes of the problem. Then repairs can be made, which will not only correct the damage, but will also prevent or delay its happening again. Time and money spent for such repairs are well spent because the same repairs will not have to be made over and over again.

Maintenance work requires proper oversight, skilled workers, and good workmanship. Unless all three are employed, it is likely that some repair work will be poorly done and may have to be repeated. Since most pavement repairs involve the use of asphalt, a thorough knowledge of this material is essential for maintenance personnel.

The most common type of preventive maintenance performed by Community Associations is the sealcoating or slurry sealing of the pavement. A sealcoat, by definition, is a thin asphalt surface treatment used to waterproof and improve the texture of an asphalt-wearing surface. Depending upon the purpose, sealcoats may or may not be covered with aggregate. Slurry seal includes a mixture of fine aggregate and mineral filler and is used primarily for roadways having a higher degree of stress than roadways with just minor imperfections.

In order to utilize the full life of pavement, be sure to make seasonal inspections of the roads of your community. By examining the roadways on a consistent basis, you will be able to take note of cracks and pot holes and have them corrected before they become larger and more problematic. The more that pavement is improperly maintained, the more it will cost the Association in future repairs. Contact Kipcon to inspect the pavement at your community or to assist with the specifications, contract administration and bidding. 



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## COVER YOUR ASSETS FOR COMMUNITY ASSOCIATIONS

Kipcon is a full-service engineering firm specializing in Community Association Services. Kipcon employs a staff of licensed engineers, inspectors, and Reserve Specialists™ (R.S.™) who have delivered services to thousands of associations nationwide. *Cover Your Assets* is published quarterly by Kipcon Inc. Its purpose is to provide information about physical asset issues to community association members and other industry professionals. It is not intended, and should not be used, as a substitute for consultation with an engineering professional. No other republication or redistribution of this material is allowed without the approval of Kipcon, Inc.

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