

**City of Richardson Community Services Department  
Apartment Inspection Program Report**

Frances Way Villas  
900 Frances Way  
March 16, 2016

	Possible Points	Score
<b>Building Interior</b>		
Condition of Stairs, Handrails, and Guardrails	1.00	1.00
Condition of Ceilings	1.00	0.75
Condition of Walls	1.00	1.00
Condition of Doors and Windows	1.00	0.75
Condition of Floors and Floor Coverings	1.00	0.75
Sub-Total	5.00	4.25
<b>Building Exterior</b>		
Condition of Paint, Wood, Siding, Trim	6.00	4.00
Condition of Stairs, Handrails, and Guardrails	4.00	3.00
Condition of Doors, Windows, Shutters, Screens	4.00	3.50
Condition of Roofs, Soffits, Fascia, Flashing	3.00	2.00
Condition of Walls	2.00	2.00
Condition of Gutters, Downspouts	2.00	1.00
Condition of Foundations	2.00	2.00
Condition of Chimneys	1.00	0.75
Condition of Ceilings	1.00	1.00
Condition of Floors	1.00	0.75
Condition of Car Ports	1.00	1.00
Sub-Total	27.00	21.00
<b>Property Maintenance</b>		
Condition of Common Areas	5.00	4.50
Open Storage; Hazardous, Combustible, Chemical Storage	4.00	3.00
Condition of Fences, Screening Walls, Retaining Walls	3.00	2.50
Landscape Plan, Maintenance	2.00	1.50
Site Plan	2.00	2.00
Condition of Parking Areas, Sidewalks, Leadwalks	2.00	1.00
Junk Vehicles, Other Parking Violations	2.00	1.75
Address, Unit Numbers	1.00	0.75
Sub-Total	21.00	17.00

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<b>Interior Electrical</b>		
Condition of Electrical Panels	2.00	2.00
Condition and Protection of Wiring	2.00	2.00
Condition and Protection of Light Fixtures	1.00	0.75
Condition and Protection of Wiring of Appliances	1.00	1.00
Condition of Junction Boxes, Switches and Receptacles	1.00	0.75
Accessibility	1.00	1.00
Sub-Total	8.00	7.50
<b>Exterior Electrical</b>		
Condition of Electrical Panels	2.00	2.00
Condition and Protection of Wiring	2.00	2.00
Condition and Protection of Light Fixtures	1.00	0.50
Condition of Meter and Service Equipment	1.00	1.00
Condition of Junction Boxes, Switches, and Receptacles	1.00	0.75
Accessibility	1.00	1.00
Sub-Total	8.00	7.25
<b>Interior Plumbing</b>		
Condition of Plumbing Fixtures	3.00	3.00
Condition of Gas Appliances	1.00	1.00
Sub-Total	4.00	4.00
<b>Exterior Plumbing</b>		
Condition of Sprinkler System, Hose Bibs	1.00	0.50
Condition of Clean Outs	1.00	0.50
Sub-Total	2.00	1.00
<b>Water Heaters and Boilers</b>		
Combustion Air	1.00	1.00
Condition and Protection of Wiring	1.00	0.75
Condition of Flue Pipes	1.00	1.00
Condition of Gas Connections	1.00	1.00
Condition of Temperature / Pressure Relief Valve / Line	1.00	1.00
Water Supply	1.00	1.00
Sub-Total	6.00	5.75

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	Possible Points	Score
<b>Heating and Air Conditioning Equipment</b>		
Condition and Protection of Wiring	1.00	0.75
Condition of Flue Pipes	1.00	1.00
Condition of Gas Connections	1.00	1.00
Condition of Filters and Condensate Drains	1.00	1.00
Accessibility	1.00	1.00
Sub-Total	5.00	4.75
<b>Health Interior</b>		
Occupancy Standards	2.00	2.00
Heating and Air Conditioning	1.00	1.00
Rodent, Insect Infestation	1.00	1.00
Sanitary Conditions	1.00	1.00
Sanitary Sewer Function	1.00	1.00
Water Temperature	1.00	1.00
Sub-Total	7.00	7.00
<b>Health Exterior</b>		
Condition of Pools, Pool Equipment	1.00	0.75
Improper Drainage, Standing Water,	1.00	0.75
Sub-Total	2.00	1.50
<b>Fire</b>		
Smoke Detectors	3.00	2.75
Unobstructed Means of Egress / Ingress	1.00	1.00
Portable Fire Extinguishers	1.00	1.00
Sub-Total	5.00	4.75
<b>Total</b>	<b>100.00</b>	<b>85.75</b>

The following violations were noted during the 2016 annual inspection of the Frances Way Villas Apartments.

**Section 1- Life Safety and Health Issues** – All life safety and health violations are considered a priority and should be corrected immediately. Please consider the following violations a priority and correct all violations by **May 4, 2016**. Due to the seriousness of these violations, please understand that failure to comply by the above deadline could result in the issuance of citations.

Unit 365

- Smoke detector missing in bedrooms

**Section 2 - Property Standards** - General property violations of the building structures, common areas, recreational areas, parking and drive areas should be completed within 60 days. The following building and property violations require routine maintenance and repair and should be corrected by **June 22, 2016**.

Boiler Rooms

- Office – Holes in ceiling
- Building 8 – Damaged sheetrock throughout
- Building 19 – No violations noted

General Appearance

- Apartment numbers faded on meter disconnects
- Chipped and peeling paint on guards and railings throughout property
- Damaged entry gate by office

Laundry Room

- Damaged cover plate on outlet by entry
- Lint behind dryers
- Hole in wall by folding area
- Hole in floor by dryers
- Loose top on folding tables
- Wasps in laundry room

Limited Access Gates

- Gates not operational

Mail Center

- Trash accumulation around mail center

Office/Clubhouse

- Burned out light bulbs
- Missing floor tiles

Playground

- Trash and debris in play area

Pool/Pool equipment room

- Flow meter is stuck
- Deck covering is in disrepair
- Have SVRS checked prior to opening pool
- Extra/spare drain cover is needed on site

Shop

- Hole in ceiling
- Cover missing on junction box in ceiling

#### Tennis Courts

- No violations

Three residents requested an inspection.

#### Unit 227

- Chipped and peeling paint in tub
- Gap in cabinet floor under kitchen sink
- Entry door not sealed

#### Unit 334

- No violations noted

#### Unit 365

- Air filter clogged

#### Building 2

- Chipped and peeling paint on Unit 248 balcony
- Damaged dryer vent right of Unit 148
- Missing cover on utility box by southeast corner
- Broken light shield on Unit 250 balcony
- Exposed wires by AC units – east side
- Rotten fascia above Unit 248 balcony

#### Building 3

- Spalling concrete at northeast corner
- Damaged ramp at Unit 373 entry
- Light shield missing by Unit 373 entry
- Chipped and peeling paint on chimney by Unit 371 patio
- Damaged gutter downspout at Unit 369 patio
- Broken concrete repair at sidewalk – northwest corner
- Broken sidewalk at northeast corner
- Damaged fascia at southwest corner
- Rotten trim at chimney by Unit 370 patio
- Rotten fascia above building sign – south side
- Light shield missing at Unit 374 entry
- Broken light fixture by Unit 372 entry
- Damaged siding on chimney at Unit 374 patio

#### Building 4

- Damaged shingles at southeast corner
- Loose soffit at southeast corner
- Damaged light fixture above stairs – northwest corner
- Missing downspout by chimney – northwest corner
- Missing cover on utility box cover – northwest corner
- Damaged soffit at southwest corner
- Damaged fascia at southwest corner
- Loose gutter at southwest corner

#### Building 5

- Chipped and peeling paint on trim Unit 242 balcony
- Damaged gutter downspout at Unit 242 balcony
- Chipped and peeling paint on wood trim – south side

- Damaged gutter downspout at Unit 243 balcony

#### Building 6

- Light fixture installed upside down at Unit 367 entry
- Light shield missing at Unit 363 entry
- Light shield missing at Unit 361 entry
- Handle missing on hose bid at southeast corner
- Missing sewer cap by AC Units – south side
- Open utility box cover at southeast corner
- Missing light shield right of building sign – east side
- Missing light shield at Unit 360 entry
- Broken window at Unit 364 entry
- Handle missing at hose bib – northeast corner

#### Building 7

- Uneven sidewalk at curb – northeast corner
- Erosion at southeast corner
- Insulation missing at AC units – east side
- Damaged gutter right of Unit 239 balcony
- Loose sewer cap – north side
- Damaged concrete repair at northwest corner
- Damaged utility box by Unit 136 patio
- Damaged balcony floor above Unit 236 patio
- Light shield missing at Unit 136 entry
- Damaged dryer vent at Unit 136 entry
- Damaged light fixture over stairs – southeast corner

#### Building 8

- Damaged concrete repair at landing – northwest corner
- Light shield missing at Unit 133 entry
- Damaged concrete repair at landing – southwest corner
- Damaged concrete repair at landing – southeast corner
- Clogged dryer vent at Unit 135 entry

#### Building 9

- Damaged fascia at northeast corner
- Dog feces at Unit 131 patio
- Rotten fascia by Unit 230 balcony
- Missing light shield at Unit 230 balcony
- Missing light shield at Unit 230 entry

#### Building 10

- Light shield missing at Unit 355 entry
- Handle missing at hose bib right of Unit 353 patio
- Damaged concrete repair at sidewalk – south side
- Missing sewer cap – south side by AC units
- Missing light shield by Unit 354 patio
- Rotten trim on chimney at Unit 354 patio
- Damaged light fixture at Unit 358 entry
- Handle missing at hose bib by Unit 358 patio
- AC cover missing – north side

#### Building 11

- Sewer cap missing – west side
- Damaged siding at chimney on Unit 346 patio
- Missing light shield at building light – right of Unit 346 patio
- Rotten trim at window left of AC units – south side
- Missing pickets at Unit 348 patio
- Handle missing on hose bib – southeast corner
- Deteriorated insulation on AC line sets – east side
- Damaged fascia – east side
- Missing light shield at Unit 349 entry
- Chipped and peeling paint on fascia at northwest corner
- Broken sidewalk by northwest corner

#### Building 12

- Chipped and peeling paint on chimney trim at Unit 341 patio
- Sewer cap missing – north side
- Sewer cap missing – west side
- AC cover missing – west side
- Handle missing on hose bib by Unit 336 patio
- Light fixture installed upside down at Unit 336 entry
- Sewer cap missing – east side

#### Building 13

- Missing bulb and light shield above stairs – southeast corner
- Rotten fascia at southeast corner
- Sewer cap missing – east side
- Leak at sprinkler valve box by meters – northeast corner
- Damaged siding above Unit 225 entry
- Rotten wood at Unit 224 patio
- Missing fascia at southwest corner
- Light shield missing at Unit 124 entry
- Vegetation encroaching walkway near Unit 124 entry

#### Building 14

- Damaged soffit above meters – northeast corner
- Broken window left of Unit 123 entry
- Damaged light fixture at Unit 220 entry
- Damaged light fixture above stairs at southwest corner
- Gutter downspout disconnected left of Unit 220 balcony
- Damaged light fixture at Unit 122 entry
- Damaged light fixture at Unit 123 entry

#### Building 15

- Gap between soffit and brick at northwest corner
- Broken concrete at Unit 117 entry
- Gap between soffit and brick at southwest corner
- Broken concrete repair at stairs southwest corner
- Damaged siding – left of Unit 116 patio
- Handle missing on hose bib at southeast corner
- Chipped and peeling paint under stairs by Unit 119 entry
- Missing cover on utility box right of meters – northwest corner

#### Building 16

- Rotten fascia at southwest corner

- Light shield missing at Unit 114 entry
- Light shield missing at Unit 113 entry
- Missing cover on junction box at northwest corner
- Sewer cap missing – west side

#### Building 17

- Water leak by northwest corner
- Gutter downspout missing at chimney by northeast corner
- Damaged curb at northeast corner
- Sewer cap missing – north side
- Broken sidewalk – west side
- Chipped and peeling paint on Unit 110 entry door

#### Building 18

- Chipped and peeling paint on trim – west side
- Chipped and peeling paint on trim at chimney by Unit 332 patio
- Rotten siding at chimney by Unit 334 patio
- Rotten trim at chimney by Unit 224 patio
- Light shield missing at Unit 335 entry

#### Building 19

- Light shield missing over stairs – southeast corner
- Sewer cap missing – east side
- Light shield missing at Unit 327 entry
- Light shield missing at Unit 427 entry

#### Building 20

- Missing cover on utility box – north side
- Rotten soffit at southwest corner
- Rotten fascia at southwest corner

#### Building 21

- Gap between trim and brick – right of Unit 206 entry
- AC cover missing – south side
- Dead front panel missing at AC units – south side
- Sewer cap missing – west side
- Rotten wood at Unit 205 patio
- Rotten wood behind AC units – north side
- Sewer cap missing – east side

#### Building 22

- Damaged sidewalk – north side
- Damaged building light – southwest corner
- Damaged light fixture above stairs – southwest corner
- Sewer cap missing – east side
- Balcony at Unit 202 is not secure

#### Building 23

- Gap between brick and trim – left of Unit 419 entry
- AC cover missing – north side
- Mud on sidewalk – north side
- Chipped and peeling paint on Unit 416 balcony

#### Building 24

- Damaged siding at Unit 414 entry
- Sewer cap missing – east side
- Mud on sidewalk – east side
- Water leak at northwest corner
- Sewer cap missing – west side
- Expansion joint material missing at Unit 312 entry
- Light shield missing over stairs – northwest corner
- Light fixture missing over stairs – southwest corner
- Water leak – southwest corner
- Rotten wood at Unit 414 balcony

#### Building 25

- Gutter downspout disconnected by Unit 311 patio
- Handle missing at hose bib by Unit 309 patio
- Light shield missing at Unit 408 balcony
- Light shield missing over stairs – northwest corner
- Unpainted trim above Unit 408 balcony door
- Unpainted trim above Unit 410 balcony door

#### Building 26

- Sewer cap missing – west side
- Rotten fascia – north side by AC units
- Dead front panel missing on building light control box – east side
- Damaged fascia at southeast corner

**Section 3 – Recommended Improvements** – The following are minor issues that may deteriorate further and need action at a later date. These issues are included in this report for informational and planning purposes only. We recommend you monitor the following issues to prevent further deterioration over time.

- Damaged window screens throughout property
- Debris in gutters throughout property
- Grease and oil in parking spaces throughout property

**Section 4 – Tenant Issues** - The following tenant issues were noted during the annual inspection and the individual tenants have been contacted by City staff. At this time, no further action is required by management.

Parking violation notices were left on 3 junked vehicles at the property on April 5, 2016.

Outside storage and grill notices were left at 26 apartments for violations noted at the patios, balconies, and entryways from April 4, 2016 to April 6, 2016.

#### **Section 5 – Landscape Plan Requirements**

##### Landscape Plan Requirements

- Please replace all missing, dead and dying vegetation per approved landscape plan by your 2016 annual inspection. (copy enclosed).
- Please fill all dirt areas with appropriate vegetation. Provide routine care to maintain landscape beds and turf areas in a healthy and living condition.