



GMHC Community and Commercial Property Committee Procedures

The Community and Commercial Property Committee procedures are as follows:

- A) Perform an inspection of all common grounds.
- B) Create a check list (log) of Maintenance/Damage - documented and signed off on with date.
- Note Maintenance to be done.
- C) Meet with committee (third Thursday of the month); discuss lists noted above and obtain suggestions and/or solutions. Validate if the options are feasible to take to the Board of Trustees. Determine if there are finances available to implement action.
- D) Connect with GMHC Attorney to verify lease holders and have a current list. The GMHC Attorney is to handle Commercial leases.
- D) Prioritize projects with a completion date.
- E) Present to the Board of Trustees for an assessment and vote of approval.



GREENMONT MUTUAL HOUSING CORPORATION
20 Rembrandt Blvd., Kettering Ohio 45420

INSPECTION SHEET - INTERIOR SPACE

Building/Leasee/Tenant _____ Date: _____

WALLS

Paint

Other

WINDOWS (Attached additional sheet if necessary)

Broken Glass

Trim Paint

Blinds

Thresholds

Paint Peeling

AC Unit -Installed

Correct

Incorrect

Flooring

Tile Carpet Concrete

Condition

Ceiling Tiles

Outlets

Up to Code

Number of Outlets

Condition

Lighting

Fixtures

Condition

Fire Extinguishers

Up to Date

I acknowledge by my signature below that I have been given the opportunity to present my views and explanations and I am signing this Inspection Sheet prior to it being placed in my lease file, I also understand the corrective actions to be taken by myself/contractor for the improvements or corections.

Leasee/Tenant Signature: _____ Date: _____



GREENMONT MUTUAL HOUSING CORPORATION
20 Rembrandt Blvd., Kettering Ohio 45420

INSPECTION SHEET - EXTERIOR SPACE

Building/Lessee/Tenant _____ **Date:** _____

PARKING LOT

Surface

Lines

Out Door Furniture (Attached additional sheet if necessary)

Broken

New

Roofs/Structures

Condition

Windows

Outdoor Faucets

Fixtures

Condition

Outdoor Lights

Condition

Fencing

Railings - Condition

Garbage Containers

Up to Date

Area Cleanliness

I acknowledge by my signature below that I have been given the opportunity to present my views and explanations and I am signing this Inspection Sheet prior to it being placed in my lease file, I also understand the corrective actions to be taken by myself/contractor for the improvements or corrections.

Lessee/Tenant Signature: _____ Date: _____