EMPIRICAL
PROPERTY OPERATIONS

Sample Audit Package

WHAT EVERY CLIENT RECEIVES AFTER EVERY COMPLIANCE VISIT

SAMPLE REPORT



Palm Grove Townhomes

123 Main Street, Sample City, Florida 34200 | 46 townhome buildings and a clubhouse | About 25 acres

PREPARED FOR	Community Association Manager, Sample Management Company
VISIT	October 14, 2026	Visit 2 of 2, 2026 program
RELEASED	October 16, 2026, after main office review

Three reports, every visit

REPORT	WHAT IT COVERS	PER VISIT	IN THIS SAMPLE
1 Building Audit Report	Maintenance performed and the Five-Point Exterior Audit for one building, with its full photo record	47 reports: 46 townhome buildings and the clubhouse	Building 7
2 Property-Wide Audit Report	Grounds, amenities and common areas, with the amenity map and every finding located	1 report	Complete
3 Property Condition Report	The overall summary: property map, every building at a glance, open items and the record	1 report	Complete

REPORT 1 OF 3

Building Audit Report

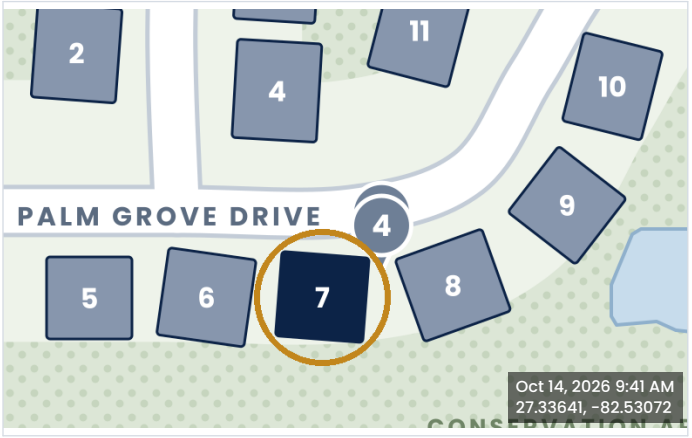
Building 7 | Two-story townhome building | Visit of October 14, 2026

CONDITION

Light

One Light item; no action needed now

PROPERTY	Palm Grove Townhomes
BUILDING	Building 7 of 46 townhome buildings
VISIT	October 14, 2026, 9:40 AM to 10:35 AM
REPORT	EPO-2026-PGT-0214-B07
RELEASED	October 16, 2026, after main office review



Building 7 on the property map (Map A in the Property Condition Report)

Building profile

STORIES	UNITS	ROOF	GUTTERS	DOWNSPOUTS	DISTANCE AROUND
Two	Four	Spanish barrel tile	Front and back	6	About 340 feet

Five-Point Exterior Audit

POINT	RATING	WHAT WAS OBSERVED
1 Roof Barrier	OPTIMAL	Barrel tiles intact; no slipped, cracked or missing tiles observed. Valleys cleared of light debris; no limbs over the roof.
2 Water Drainage System	OPTIMAL	All gutters attached and clear. Six downspouts flushed and confirmed open; discharge carried away from the foundation.
3 Building Envelope	LIGHT	Stucco walls sound; no cracks or staining observed. Meter bank, outlet covers and light fixtures intact. AC pads level and condensate lines draining; leaves and light debris around the units.
4 Fenestrations	OPTIMAL	Windows, screened lanais, entry and garage doors intact; no cracked glass, failed seals or gaps observed at frames or thresholds.
5 Ground Assets	OPTIMAL	Walkways level with no trip edges; landscape beds, grade and drainage around the building in order.

MAINTENANCE PERFORMED

Proof of Maintenance, Building 7

Roof, valleys and gutters were cleared from the top down, and every downspout was flushed and confirmed open.



Before clearing: gutter run | 9:52 AM



After clearing: same gutter run | 10:01 AM

DOWNSPOUT	LOCATION	AFTER CLEARING	OUTLET CONDITION
DS-1	Front left	Open	OPTIMAL
DS-2	Front center	Open	OPTIMAL
DS-3	Front right	Open	OPTIMAL
DS-4	Back right	Open	OPTIMAL
DS-5	Back center	Open	OPTIMAL
DS-6	Back left	Open	OPTIMAL

PHOTO RECORD

Building 7: 15 Required Photos

Taken from the same 15 positions every visit, so each photo can be compared with the same view from earlier visits.



1 Corner A: left side



2 Corner A: front



3 Corner B: front



4 Corner B: right side



5 Corner C: right side



6 Corner C: back



7 Corner D: back



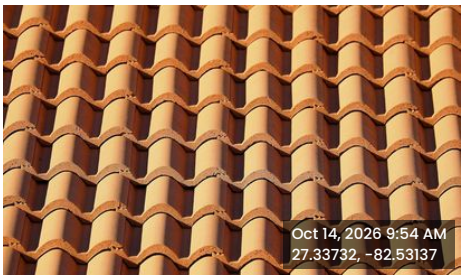
8 Corner D: left side



9 Front entrance



10 Back, straight on



11 Roof overall, spot 1



12 Roof overall, spot 2



13 Roof close-up



14 Electric meter area



15 AC pads

Additional photos: wall detail at the windows (16), AC pads second view (17), drainage before and after (18 and 19).

FINDINGS AND RECORD

Building 7: Findings, Open Items and Release

LIGHT

Leaves and debris at the AC pads

MAP PIN
4



Wide: condenser pads



Close-up: units and pad

LOCATION	Building 7, condenser pads at the side of the building
OBSERVED	Leaves and light debris collected under and around the condenser units. Pads level; condensate lines draining.
RECOMMENDATION	Clear the debris from around the units. Your field team or HVAC vendor may handle it, or it will be cleared at the next visit.
TIMING	Cleared at the next visit.

Open items

PIN	ITEM	RATING	FIRST RECORDED	FOLLOW-UP	STATUS
4	Debris at the AC pads	LIGHT	Oct 14, 2026	Next visit	Open

RECORD ELEMENT	DETAIL
Photos	19 photos for this building, each time-stamped and location-tagged at capture
Building history	Visit 1, April 14, 2026: Optimal on all five points. Visit 2, October 14, 2026: one Light item.
Field team	Vetted, insured Empirical field partner, trained in the Empirical audit protocol
Main office review	Every rating reviewed and every photo checked against the standard positions before release

Scope of this report. This is a visual, observational audit of conditions visible from the ground, ladder positions and roof edges on the date of the visit. It is not an engineering, code, roof, insurance or licensed trade inspection, and it does not predict future performance. It is provided in support of the property's maintenance records, insurance renewals, claims, roof warranty reviews and capital planning.

REVIEWED AND RELEASED BY	Main Office Review, Empirical Property Operations, LLC
REPORT REFERENCE	EPO-2026-PGT-0214-B07 | October 16, 2026

REPORT 2 OF 3

Property-Wide Audit Report

Grounds, amenities and common areas | Visit of October 14, 2026

CONDITION

Immediate Attention

One item reported on site, same day

PROPERTY	Palm Grove Townhomes, about 25 acres
VISIT	October 14, 2026, 12:50 PM to 2:40 PM
REPORT	EPO-2026-PGT-0214-PW
RELEASED	October 16, 2026, after main office review



Detail B: amenity center. Pins 1 and 2 mark the two findings in this area. Pin 3 is shown on Map A in the Property Condition Report.

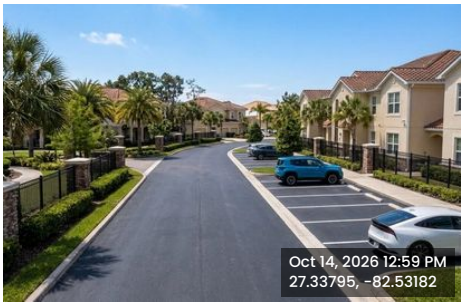
PROPERTY-WIDE AUDIT

Area Ratings

AREA	RATING	WHAT WAS OBSERVED
Main entrance and sign	OPTIMAL	Monument wall, lettering, fountain and landscaping in good order.
Drives and parking	OPTIMAL	Pavement sound; striping visible; no standing water observed.
Walkways and sidewalks	IMMEDIATE	One lifted slab on the walk to the mail kiosk (Finding 1). All other walks level.
Storm drains	OPTIMAL	Grates clear of debris; curb inlets intact.
Light poles (daylight check)	OPTIMAL	Poles, bases and lanterns intact; no visible damage.
Signage	OPTIMAL	Stop and speed limit signs upright and readable.
Mail kiosk	OPTIMAL	Roof, columns and mailbox units intact.
Pool, deck and pool gate	OPTIMAL	Gate self-closes and latches; deck pavers level; fencing and shade sails secure.
Recreation areas	OPTIMAL	Bocce court surface and borders in good order; picnic pavilion and tables intact.
Dog park and sitting area	OPTIMAL	Fencing and gates intact; pet waste station and shade structure in place.
Fences and gates	MODERATE	Clubhouse equipment yard: one panel separated at a post (Finding 2). Other runs intact.
Ponds and outfalls	OPTIMAL	Banks stable and mowed; outfall grates clear; no erosion observed.
Trees near roof lines	LIGHT	Oak limb within about 3 feet of the roof edge at Building 42 (Finding 3).
Dumpster enclosures	N/A	Not applicable. Curbside cart service; carts are kept at each home per community rules.



Main entrance and sign



Main drive and parking



Storm drain, curb inlet

PROPERTY-WIDE AUDIT

Photo Record



Clubhouse, front entrance



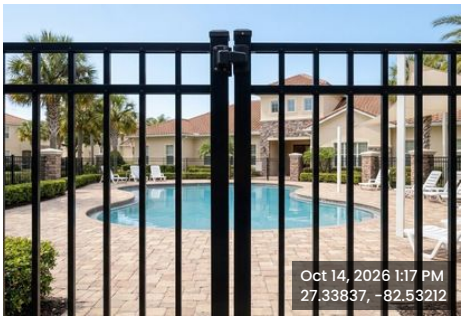
Mail kiosk



Light pole, daylight check



Pool and deck



Pool gate and latch



Bocce court



Picnic pavilion



Dog park and sitting area



Traffic signage



Pond bank and outfall



Clubhouse equipment yard fence



Trees near roof lines, Building 42

FINDINGS DETAIL

Grounds Findings and Recommendations

IMMEDIATE

Lifted walkway slab

MAP PIN 1



Wide: walk to the mail kiosk, marked joint in the foreground



Close-up: lifted joint, marked with safety tape

LOCATION	Amenity center, walk from the west parking area to the mail kiosk (Map B)
OBSERVED	One slab is lifted about 3/4 inch at a joint, leaving a trip edge in the walking path. The joint was marked with red safety tape on site.
RECOMMENDATION	Have a concrete vendor grind the edge flush or level the slab. Work may be handled by your concrete vendor or another vendor of your choice.
TIMING	Reported to the community manager on site, same day. Check-in October 21, 2026.

MODERATE

Fence panel separated at a post

MAP PIN 2



Wide: clubhouse equipment yard and fence line



Close-up: panel separated at the post

LOCATION	Clubhouse equipment yard, along the sidewalk at the east parking area (Map B)
OBSERVED	One aluminum fence panel has separated from its post, leaving a gap and an unsecured section along the equipment yard enclosure.
RECOMMENDATION	Refasten the panel to the post and replace any missing brackets. Work may be handled by your fence vendor or another vendor of your choice.
TIMING	Within 45 days. Courtesy reminder November 28, 2026; rephotographed at the next visit.

LIGHT

Oak limb near the roof edge

MAP PIN 3



Wide: Building 42 and the live oak



Close-up: limb at the roof line

LOCATION	Building 42, back of the building on the wooded preserve side (Map A)
OBSERVED	One limb of a mature live oak reaches within about 3 feet of the tile roof edge. No contact with the roof was observed.
RECOMMENDATION	Trim the limb back from the roof line at the next scheduled tree service. Work may be handled by your tree vendor or another vendor of your choice.
TIMING	Plan into regular maintenance. Rechecked at the next visit.

Grounds open items

PIN	ITEM	RATING	FIRST RECORDED	FOLLOW-UP	STATUS
1	Amenity center, lifted walkway slab	IMMEDIATE	Oct 14, 2026	Oct 21, 2026 (7 days)	Open
2	Clubhouse equipment yard, fence panel	MODERATE	Oct 14, 2026	Nov 28, 2026 (45 days)	Open
3	Building 42, oak limb near roof edge	LIGHT	Oct 14, 2026	Next visit	Open

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REPORT REFERENCE	EPO-2026-PGT-0214-PW	October 16, 2026

REPORT 3 OF 3

Property Condition Report

Overall summary for the property | Visit of October 14, 2026

CONDITION

Immediate Attention

Buildings Optimal; one grounds item reported same day

1	1	2	243
IMMEDIATE ATTENTION	MODERATE	LIGHT	OPTIMAL
reported on site, same day	address within 45 days	worth noting; can wait	checkpoints in good condition

At a glance

MEASURE	THIS VISIT
Buildings maintained and audited	47 of 47: 46 townhome buildings and the clubhouse; 45 Optimal, 2 with one Light item
Downspouts cleared and checked	284 of 284 open
Photos recorded	829, all time- and GPS-stamped at capture
Property-Wide Audit	14 areas rated; 1 Immediate Attention, 1 Moderate, 1 Light
Open items from the April visit	1 of 1 verified resolved (Building 5 walkway slab)
Reports issued this visit	47 Building Audit Reports, 1 Property-Wide Audit Report, this Property Condition Report

Items for your attention

PIN	RATING	LOCATION	FINDING	DETAIL IN
1	IMMEDIATE	Amenity center, walk to the mail kiosk	Walkway slab lifted about 3/4 inch at a joint; reported on site	Property-Wide Report
2	MODERATE	Clubhouse equipment yard	Fence panel separated at a post; within 45 days	Property-Wide Report
3	LIGHT	Building 42, preserve side	Oak limb within about 3 feet of the roof edge	Property-Wide Report
4	LIGHT	Building 7, AC pads	Leaves and light debris around the condenser units	Building 7 Report

What happens next

- Immediate Attention check-in on **October 21, 2026** (7 days). Courtesy follow-up on the Moderate item on **November 28, 2026** (45 days).
- At the next visit, every open item is rephotographed from the same spot and recorded as Resolved or Open. Next scheduled visit: **April 2027**.

PROPERTY MAP

Site Overview and Finding Locations

Buildings are numbered in driving order from the main entrance. Numbers stay the same every visit, so each finding can be traced across the property's multi-year record.



1 IMMEDIATE	Lifted walkway slab, amenity center	3 LIGHT	Oak limb near roof edge, Building 42
2 MODERATE	Fence panel at post, clubhouse equipment yard	4 LIGHT	Debris at AC pads, Building 7

BUILDING CONDITION MATRIX

Every Building at a Glance

Each building is rated on all five points of the Five-Point Exterior Audit. Each building has its own Building Audit Report with its full photo record.

● Optimal ● Light ● Moderate ● Immediate Attention

BLDG	ROOF	DRAIN	WALLS	W/D	GRND
Building 1	●	●	●	●	●
Building 2	●	●	●	●	●
Building 3	●	●	●	●	●
Building 4	●	●	●	●	●
Building 5	●	●	●	●	●
Building 6	●	●	●	●	●
Building 7	●	●	●	●	●
Building 8	●	●	●	●	●
Building 9	●	●	●	●	●
Building 10	●	●	●	●	●
Building 11	●	●	●	●	●
Building 12	●	●	●	●	●
Building 13	●	●	●	●	●
Building 14	●	●	●	●	●
Building 15	●	●	●	●	●
Building 16	●	●	●	●	●
Building 17	●	●	●	●	●
Building 18	●	●	●	●	●
Building 19	●	●	●	●	●
Building 20	●	●	●	●	●
Building 21	●	●	●	●	●
Building 22	●	●	●	●	●
Building 23	●	●	●	●	●
Building 24	●	●	●	●	●

BLDG	ROOF	DRAIN	WALLS	W/D	GRND
Building 25	●	●	●	●	●
Building 26	●	●	●	●	●
Building 27	●	●	●	●	●
Building 28	●	●	●	●	●
Building 29	●	●	●	●	●
Building 30	●	●	●	●	●
Building 31	●	●	●	●	●
Building 32	●	●	●	●	●
Building 33	●	●	●	●	●
Building 34	●	●	●	●	●
Building 35	●	●	●	●	●
Building 36	●	●	●	●	●
Building 37	●	●	●	●	●
Building 38	●	●	●	●	●
Building 39	●	●	●	●	●
Building 40	●	●	●	●	●
Building 41	●	●	●	●	●
Building 42	●	●	●	●	●
Building 43	●	●	●	●	●
Building 44	●	●	●	●	●
Building 45	●	●	●	●	●
Building 46	●	●	●	●	●
Clubhouse	●	●	●	●	●

Points: Roof Barrier, Water Drainage System, Building Envelope (walls), Fenestrations (W/D, windows and doors), Ground Assets at the building (GRND).

RECORD AND CERTIFICATION

Open Items, Ratings and Record Details

Open items log

PIN	ITEM	RATING	FIRST RECORDED	FOLLOW-UP	STATUS
1	Amenity center, lifted walkway slab	IMMEDIATE	Oct 14, 2026	Oct 21, 2026 (7 days)	Open
2	Clubhouse equipment yard, fence panel	MODERATE	Oct 14, 2026	Nov 28, 2026 (45 days)	Open
3	Building 42, oak limb near roof edge	LIGHT	Oct 14, 2026	Next visit	Open
4	Building 7, debris at AC pads	LIGHT	Oct 14, 2026	Next visit	Open

Resolved since last visit



After repair: ground edge



After repair: walk level

ITEM	Building 5, walkway slab trip edge
RECORDED	April 14, 2026 as Immediate Attention
RESOLVED	October 14, 2026. Ground flush by the property's concrete vendor; walking surface level.
STATUS	Closed in the condition record

Rating definitions

RATING	MEANING	FOLLOW-UP
OPTIMAL	Normal condition and wear. No action needed.	None
LIGHT	Worth noting. Can wait.	Rechecked at the next visit
MODERATE	Should be handled soon to prevent a larger repair.	Courtesy reminder at 45 days
IMMEDIATE	Could cause injury or active water entry. Reported to the manager the same day.	Check-in within 7 days

Record details

RECORD ELEMENT	DETAIL
Photo standard	At least 15 required photos per building from the same positions every visit, plus maintenance, finding and Property-Wide Audit photos
Site map	Building numbers and finding pins match the property file and carry forward every visit
Field team	Vetted, insured Empirical field partner, trained in the Empirical audit protocol
Main office review	Every finding confirmed and every rating reviewed before release, October 16, 2026
Retention	Each visit is added to the property's multi-year condition record

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