
Terraces Management Report

January 2020

Property Management Items

1. **Drains, Gutters, and Downspouts**- The new boiler vent covers have been installed on the exterior of the unit 500-600 building and unit 700-800 building. These covers will prevent the vents from being damaged during the wintertime. Gutter and downspout by unit 801 drains water in front of stairs to the building. Catapult to get a quote for rearranging the gutter system to have water drain into planter area.
2. **Trash & Recycling**- There were no trash incidents reported to Catapult in January. We would like to thank the residents for taking their trash out the morning of to prevent bears from breaking into trash cans. An owner has complained about lighting by the trash cans by the parking spaces near unit 1001. The board may want to consider exterior lighting in this area.
3. **General Indoor Common Elements** -Ajax janitorial service is keeping up with maintenance room cleaning, as well as common area cleaning. New recycling signs have been posted in each building. There was a leak from the boiler room of 1100-1200 building. Advanced Hydronics replaced the floor drain and drain piping due to freezing. They also piped the combustion air intake away from the boiler piping to prevent future freezing.
4. **General Outdoor Common Elements** - The outdoor common elements are in good condition. Ajax performed a wipe down of all exterior doors and windows and cleaned the carpet in the 300/400 building. Mark's Window Washing washed all of the exterior windows along with the inside of all common windows. There has been multiple complaints about icy roads throughout the complex which Catapult has relayed to Snow Hero to be more on top of.
5. **Exterior Buildings**- The staining project was completed in early November and all final punch list items were completed and discussed with the Board president. The staining caused the garage door in the 800 building to malfunction. The vendor repaired the door at no additional cost.
6. **Landscaping** - The irrigation system was flushed and winterized. The landscaping is no longer being maintained for the winter season.
7. **Roof & Decks**- Elk Mountain Property has finished all roof repairs on 1100/1200 building which included removing snow bars and resealing the inside of the valley. They also installed new heat tape in these valleys to prevent future ice dam buildup. Elk Mountain Property will remove the snow bars from the north side of 1300/1400 building this spring per Board direction. The Board has instructed Catapult to get quotes for repairing and adding Trex decking on the remaining decks. Catapult will provide the number of decks needing repair and the related cost to the Board for consideration.
8. **Mechanical Systems**- Catapult Consulting has engaged Reid Rutherford Plumbing to inspect all pressure reducing valves in the complex to make sure these are in good condition. These have been notorious for failing in the Mountain Village so it is vitally important to stay on top of this.

Inspections

1. **Reserve Study** - Mike Kelsen has completed his final inspection of the Terraces and has sent the reserve study to the Board. The Board & Catapult both reviewed this, provide comments, and received back the final version of the reserve study.
2. **Boilers** - Reid Rutherford Plumbing has inspected/serviced all boilers within the complex. There were no major repairs needed and boilers are operating efficiently going into the winter.

Board Initiated Tasks & Other

Capital Projects & Other

1. Repairs are still on going in Unit 1001 and are on schedule to be complete in March 2020. All repairs have been completed in Unit 901
2. After a more thorough inspection of the crawlspace under unit 901, a sump pump was installed to properly drain out excess water. New drainage pipes were installed and connected to move the water outside. Better drainage was cut in the crawl space to move the standing water to the appropriate drainage areas. The plastic covers were re-installed and taped properly under both 901 & 1001.
3. There continues to be confusion regarding the new LCE designation with owners and property managers. Catapult suggests sending out a formal update via email/USPS updating everyone on how the new designation works.

Recommendations

1. There is a lack of fire monitoring at Terraces. We recommend that the Board authorize Catapult to obtain quotes for adding fire monitoring to further protect the buildings and for insurance purposes.
2. We recommend obtaining a quote to install improved, code compliant lighting near the trash area by unit 1001.
3. We recommend having the retaining wall on the south side of the complex, next to Chair 1, surveyed on an annual basis to ensure there is not movement.
4. We recommend sending a communication to inform owners of maintenance responsibilities per “Capital Projects & Other” #3 above.