



Terraces at Meadows Run HOA
Monthly Maintenance Update
December 2017

SITE CHECKS

- 12/1 – no work reported (Wendy)
- 12/4 – no work reported (Tony)
- 12/8 – no work reported (Wendy)
- 12/12 - no work reported (Tony)
- 12/15 – no work reported (Wendy)
- 12/18 – small leak in 1100-1200 mechanical room tightened fitting and stopped (Tony)
- 12/22 – added unit key to Knox Box (Wendy)
- 12/27 – no work reported (Tony)
- 12/31 - no work reported (Wendy)

JANITORIAL

- 12/4
- 12/18
- 12/28

GENERAL MAINTENANCE

- 12/13 – Blow leaves from common areas outdoors (Tony)
- 12/13 – Begin making parking passes, ran out of laminate sheets (Wendy)
- 12/15 – Install LED Solar lantern light post (Tony)
- 12/18 – Dig holes and concrete posts for parking signs (Johnny & DW)
- 12/21 – Install parking signs (Tony)
- 12/22 – Finish making parking passes (Devan)
- 12/28 – Deliver annual parking passes to each unit (Wendy)

EMERGENCY SERVICES

- 12/7 – Report of no heat or hot water unit 1402