



Terraces at Meadows Run HOA
Monthly Maintenance Update
December 2018

SITE CHECKS

- 12/7 – nothing reported
- 12/12 – Check Keys for all units and parking passes
- 12/17 – Light Timer not working
- 12/21 – Inspect leak for moisture and take heaters to unit with a boiler issue.
- 12/27 – Set up heaters in a unit with no heat
- 12/27 – Set cones in parking spot for Roof snow removal prep
- 12/28 – nothing reported

JANITORIAL

- 12/3 – Vacuumed & Mopped all buildings
- 12/6 – Vacuumed & Mopped, Washed door glass & cobwebs
- 12/9 – Vacuumed and Mopped all buildings
- 12/17 – Vacuumed and Mopped, washed door glass
- 12/20 – Vacuumed and Mopped & cobwebs
- 12/24 – Vacuumed and Mopped & washed door glass

General Maintenance

- 12/5 – Check leak in commons & snow fence leak
- 12/14 – Investigate leak in crawl space & determined its ground water
- 12/18 & 12/19 – Work light timer and replace.
- 12/27 & 12/28 – Roof Snow removal and clear gutters
- 12/31 – Garage Door repair