



Terraces at Meadows Run HOA
Monthly Maintenance Update
February 2019

SITE CHECKS

- 2/8 – DW 12:44PM – 1:15PM: Clean trash sheds and around property. End cap on Gutter needs repaired #802
- 2/12 – DW 11:09am – 11:51am: Check parking and permits displayed. Janitorial is all good. Back Flow Valve 701 – 802 Main supply leaking from bottom. Crazy cinders spread everywhere. #1202 water in pressure gauge line on boiler.
- 2/22 – DW 2:10pm – 3:10pm: Fire Hydrant torn out (Laying by wall). Walls in commons at 1402 Building need paint from scuff marks. Need to make roof repairs for #301 -#402 Building above stairwell and ceiling at 2nd landing. Checked janitorial, all clean.
- 2/28 – DW 1:50pm – 2:50pm: Backflow leaking main supply(water) need to get someone to look at all boiler rooms & water lines.

JANITORIAL

- 2/3 – Vacuumed & Mopped all buildings
- 2/7 – Vacuumed & Mopped, Washed door glass & cobwebs
- 2/12 – Vacuumed & Mopped all buildings
- 2/15 – Vacuumed & Mopped, washed door glass
- 2/18 – Vacuumed & Mopped & cobwebs
- 2/22 – Vacuumed & Mopped & washed door glass
- 2/26 – Vacuumed & Mopped all buildings

General Maintenance

- 2/1 – Terraces #1402 - Meet roofers & investigate leak. Re-check for moisture (none)
- 2/1 – Put a parking notice on illegal car.
- 2/16 – Terraces #502 – Locate missing trash can & place back at unit.
- 2/19 – Terraces #1202 – Roof Leak
- 2/20 – Terraces #1202 – Backer Rod GAP where leak is to stop draft.

Roof Snow Removal

- 2/13 – Terraces #100-200, 300-400 & 500-600 Buildings - Roof Snow Removal
- 2/20 – Terraces #1402 & #1202 – Roof Snow Removal

Annual Fire Extinguisher Inspection

- 2/25 – Mountain High Fire & Safety Annual Fire Extinguisher Inspections, Maintenance & Certifications.