



Terraces at Meadows Run HOA  
Monthly Maintenance Update  
January 2018

**SITE CHECKS**

- 1/4 – no work reported (Wendy)
- 1/8 – no work reported (Tony)
- 1/12 - no work reported (Wendy)
- 1/15 – no work reported (Tony)
- 1/20 – no work reported (Wendy)
- 1/24 – no work reported (Tony)
- 1/25 - no work reported (Wendy)
- 1/29 – no work reported (Tony)

**JANITORIAL**

- 1/3
- 1/9
- 1/18
- 1/29

**GENERAL MAINTENANCE**

- 1/2 – deliver and assemble benches – Ethan & D.W.
- 1/9 – Replace flood light at ski access stairs and program - Tristan
- 1/19 - Turn on heat tape breakers – D.W.
- 1/23 - Make repairs to 1202 garage door, and instructed guests how to operate keypad - Tristan
- 1/23 - Leave notice on car that was improperly parked – Wendy
- 1/25 – Check heat tape issues on 1100 – 1200 building tripping breaker/clean out iced up gutters – Ethan & D.W.
- 1/25 – Investigate leak in common area of 700-800 building/intrusion in snow fence brackets – Tony & Devan
- 1/30 – program new garage door clicker and leave in unit 1202 - Tristan
- 1/31 – knock down icicles as necessary – Ethan & D.W.

**EMERGENCY SERVICES**

- 1/19 – Respond to no heat or hot water unit 1101