



Terraces at Meadows Run HOA
Monthly Maintenance Update
January 2019

SITE CHECKS

- 1/9 – DW 3pm – 3:30pm: Huge Ice on 1301 & 1402 Buildings, 1202 also snow & ice need removed. Repair end caps on 1001 & 802. Janitorial is all good.
- 1/15 – DW 12:30pm – 2pm: Upper Deck above 501 leaking under decking, #402 main water supply line leaking at connection. Janitorial is all good.
- 1/21 – DW 9:45am – 10:45am: Count and make sure Trash cans are there, make repairs to gutter end cap on 802 entry door. Janitorial is all good.
- 1/25 DW 1:40pm – 2:40pm: #501 – 602 stair handrails loose & squeaky. #301-402 roof leak/ ceiling damage same area 2nd landing. #402 lower deck above garage leaking – creating ice. Janitorial is all good.

JANITORIAL

- 1/1 – Vacuumed & Mopped all buildings
- 1/7 – Vacuumed & Mopped, Washed door glass & cobwebs
- 1/10 – Vacuumed & Mopped all buildings
- 1/17 – Vacuumed & Mopped, washed door glass
- 1/21 – Vacuumed & Mopped & cobwebs
- 1/25 – Vacuumed & Mopped & washed door glass
- 1/28 – Vacuumed & Mopped all buildings
- 1/31 – Vacuumed & Mopped & cobwebs

General Maintenance

- 1/2- Terraces #901 - Take Pictures for the repairs. Checked all vehicles for parking passes.
- 1/6 – Checked vehicles for parking passes.
- 1/11 – Re-set light timers.
- 1/17 – Trash compliant issue.
- 1/22 – Terraces #1102 – Inspect interior leak from roof.
- 1/28 – Terraces #1102 – Garage transmitter repair

Roof Snow Removal

- 1/4 – Terraces #1402 – Roof Snow & Ice Removal
- 1/11 – Terraces #901, 1001 & 1100-1200 – Roof Snow & Ice Removal
- 1/15 – Terraces # 1200 & 1300 -1400 – Roof Snow Removal
- 1/23 – Terraces #1100 – 1200 Building – Roof Snow Removal

Boiler Maintenance

- 12/19 – Terraces #202 – No hot water, defective zone valve; replaced zone valve.
- 1/3 – Terraces #102 – No heat in living room & bedroom. Telestats stuck close, broke power heads free to temporarily correct the problem. (All 5 Telestats need to be replaced)
- 1/4 – Terraces #201 & #202 – Intermittent hot water. Units share a pump, which is intimidated by end switch on zone valve. End on switched in ball valve bad. Ordered parts & replaced.
- 1/9 – Terraces #102 – Replaced Telestat for master bedroom & living room heat zone. Repaired minor leak in manifold.
- 1/9 – Terraces #101 – Replaced 2 – Honeywell zone valves for bedroom & living room heat zones.
- 1/24 – Terraces #901 – Checked 2nd floor Thermostats & Telestats for proper operation. Heat was working correctly. (Recommends replacing all Telestats through out house)

Backflow Preventor Repair

- 1/23 – Terraces 700-800 Bldg. – Backflow 2” tested domestic assembly. Found check Valves #1, #2 & relief valves failed. Re-built assembly.