



Terraces at Meadows Run HOA  
Monthly Maintenance Update  
March 2018

**SITE CHECKS**

- 3/2– no work reported (Wendy)
- 3/5 – no work reported (Tony)
- 3/8 - no work reported (Wendy)
- 3/12 – Roof leak into 300-400 building reported (Tony)
- 3/16 – no work reported(Wendy)
- 3/20 – no work reported – Boiler exhaust vents leaking 1300-1400 building; Trash and recycling cans should be cleaned out. (Tony)
- 3/23 - no work reported (Wendy)
- 3/26 – no work reported (Tony)
- 3/30 – no work reported (Wendy)

**JANITORIAL**

- 3/1
- 3/8
- 3/13
- 3/16
- 3/20
- 3/28

**GENERAL MAINTENANCE**

- 3/1 - building fan replacement in 1200 and 1400 attic space– Tristan
- 3/13 & 3/20– dry wall repairs in 300 building from snow fence roof leak – Devan
- 3/13 & 3/27 - pick up trash, sweep and blow driveways and clean out entries -
- 3/13 – install new garage door opener for unit 101- Ethan & Tony
- 3/22 – make trash signs and mount, make repairs to trash cans - Devan
- 3/28 - investigate leak in mechanical room of 1100 building, hot water tank for 1102 is leaking - Tristan

**EMERGENCY SERVICES**

- 3/13 – report of gas leak from rental company, checked attic, crawl space and any other exposed joint for leaks. also checked meter for flow with boilers and fireplaces off – Tristan
- 3/21 – water leak reported in unit 901 mechanical room from water purifications filer. shut off humidification system and removed filter. cleaned up standing water from floor- Ethan

- 3/31 - inspect leak in boiler room that was leaking onto exterior light, will need to be sealed -  
Tristan