



Terraces at Meadows Run HOA  
Monthly Maintenance Update  
November 2017

**SITE CHECKS**

- 11/6 – no work reported (Tony)
- 11/13 – adjusted time clocks, reported broken trash poly cart (Tony)
- 11/20 – no work reported (Tony)
- 11/25 – install door knob plate 700-800 building to garage entrance (Tony)
- 11/28 – no work reported (Tony)

**JANITORIAL**

- 11/6
- 11/20

**GENERAL MAINTENANCE**

- 11/16 – 11/17 – Magic Erase common area walls for marks (Devan)
- 11/28 - Change out 9volt batteries in all common smoke detectors (Johnny)
- 11/30 – Store hose reels for winter (Ethan)
- 11/24 – Annual roof inspection and repair (Ethan & Johnny)

**EMERGENCY SERVICES**

- 11/2 – Report of roof leak from owner unit 302. Dispatch workers for investigation and repair (Tony & DW)