
Terraces Management Report

April 2019

Property Management Items

1. **Drains, Gutters, and Downspouts**- Met with Elk Mountain Property Care and Maintenance to receive quotes for roof repairs including heat tape, drains, gutters, downspouts, and vent pipes. The drainage pipes behind the buildings that immediately back up to the meadows ski run have been fixed.
2. **Trash & Recycling**- Contacted Bruin Waste management on 4/8/19 to have damaged trashcans replaced. Received request from Rick for more professional looking recycling/trash signs for each building. Picked up trash around buildings 4/19/19.
3. **General Indoor Common Elements** - Door locks are going to be added to the maintenance rooms in each building where applicable. Ajax janitorial service has been cleaning the maintenance rooms, they are in great condition. The light sensor connected the external garages has been uncovered and those lights are working normally. Parking passes will be sent out in June before guests begin to arrive. Everything else appears to be in good condition: carpets, tile, staircases, etc. Telluride Snow Removal was kept busy this winter and well into April. They performed snow removal throughout April.
4. **Exterior Buildings**- Met with Maite in Unit 1402 about the roof leak issues on 4/4/19. Met with Rick onsite 4/25/19 to walkthrough all buildings and surrounding areas. The Terraces buildings have not been stained in 2-3 years. They need to be stained as soon as possible. Deck repair/sealing/staining took place in 2018 along with driveway sealing and window replacements. There is more driveway sealing budgeted for 2019, this will take place if necessary.
5. **Landscaping** - Met with Box Canyon Yard and Garden to receive quote for summer landscaping on 4/18/19. Landscaping will begin May 20 and continue until October 31 unless it starts snowing before then.
6. **Roof**- Met with Elk Mountain Property Care and Maintenance 4/11/19 for roof inspections. Inspection results will be available in May.
7. **Mechanical Systems**- Catapult consulting has recommended that moisture sensors be installed in all maintenance rooms containing boilers to prevent damage in the occurrence of another leak. Reid Rutherford Plumbing repaired the boiler in Unit 901
8. **Inspections** - Catapult will be meeting with Mountain High Fire and Safety to review this. Meeting with this vendor has been scheduled and all fire extinguishers have been inspected in 2019.

Inspections

1. **Reserve Study** - Mike Kelsen with Advanced Reserve Solutions notified Catapult Consulting on 4/26/19 that they are waiting for better weather to complete the remaining analysis needed for the current reserve study.

Board Initiated Tasks & Other

Capital Projects

1. The Terraces have not been stained in 2-3 years according to our records. We recommend that this take place as soon as possible.
2. Met with Thomas Foreman and Servpro about the leak that occurred in Units 901 and 1001 on 4/4/19. Engaged with Reid Rutherford plumbing regarding boiler in Unit 901 on 4/9/19. Met with HOA insurance adjuster onsite 4/11/19 to walkthrough both damaged units. Met with mitigation consultant for leaks in Units 901 and 1001.

Recommendations

1. All buildings need to be stained, and the roofs need to be inspected. Quotes have been obtained, waiting for board approval. Once we receive Board approval, the vendor will be contacted and work will begin as soon as possible.
2. Moisture sensors should be installed in all mechanical rooms to prevent water damage in the case of a leak. Waiting for Board approval to move forwards. After Board approval is received, we will obtain quotes from vendors and get the sensors installed.