
Terraces Management Report

June 2019

Property Management Items

1. **Drains, Gutters, and Downspouts**- Covers are being built for the boiler vents outside of unit 500-600 building and unit 700-800 building. These covers will prevent the vents from being damaged during the winter time. This will also reduce the likelihood of carbon monoxide build up due to boiler exhaust.
2. **Trash & Recycling**- The bears are out and about. Please make sure to secure the latches on the green trashcans outside of the garages.
3. **General Indoor Common Elements** - Drywall inside of Unit 1201-1401 building still needs to be repaired. Vendors are busy this summer, but it is scheduled to be repaired. Ajax janitorial service is keeping up with maintenance room cleaning as well as common area cleaning. Catapult has been notified about the door delamination on unit 801. Waiting to hear back from the Board before moving forwards with repairs.
4. **General Outdoor Common Elements** -Driveway lights are working normally. Driveways are in good condition; driveway resealing has been budgeted for 2019 if necessary. The rock walls are in good condition. They are being monitored via weekly pictures to make sure no rocks are slowly moving. The address on the main Terraces sign needs to be repaired, and the lightbulb needs to be replaced.
5. **Exterior Buildings**- Staining project is scheduled to begin in July. Southwest Finishes will be staining all of the buildings at The Terraces. This work is long overdue and we thank the residents for their patience with this project. Catapult consulting met with TSG representatives to install a sump pump in the 901-1001 building culvert. Waiting to hear back from TSG lawyers and the Terraces lawyer.
6. **Landscaping** - The landscaping looks great. Box Canyon Yard and Garden is doing a great job. The rain is certainly helping the plants to look green.
7. **Roof**- Still waiting on Elk Mountain Property Care and Maintenance to reach out to us with a date for the roof work. This work has been approved by the Board and will begin as soon as possible.
8. **Mechanical Systems**- Met with a locksmith to receive quotes for installing locks on maintenance room doors. Waiting to hear back from the Board before moving forwards with this. The maintenance rooms are in good condition at the moment. Reid Rutherford Heating and Plumbing repaired the boiler to unit 1201. A gas leak was reported in that building and the Black Hills Energy employee shut off the gas to that boiler due to an error code.

Inspections

1. **Reserve Study** - We are waiting to hear back from Mike Kelsen with Advanced Reserve Solutions regarding when the reserve study for Terraces will be completed.



Board Initiated Tasks & Other

Capital Projects

1. The staining project is underway. Elk Mountain Property has completed all roof repairs which includes cleaning/resealing of all gutters, resealing of vent pipes & snow bars, re-tightening or replacing screws as needed, and replacing 400 ft of heat tape. Waiting to hear back from the Board regarding maintenance room lock installation.
2. Repairs are continuing to take place in units 901 and 1001. Construction is underway. A dumpster and porta-potty have been placed outside of the 901 and 1001 units. Catapult Consulting would like to remind residents not to throw away any food waste in this dumpster. It is the policy of the construction companies not to throw away food waste in these dumpsters to keep the bears away.

Recommendations

1. The reserve study still needs to be finished as well. There is \$2750.00 allocated for this within the 2019 budget.
2. We recommend to have a plumber inspect the boilers before next winter.
3. Irrigation system quote for the planters if the Board thinks this is necessary.
4. There is a lack of fire monitoring at Terraces. We recommend that the Board looks into adding fire monitoring to protect the buildings and for insurance purposes.