
Terraces Management Report

March 2020

Property Management Items

1. **Drains, Gutters, and Downspouts**- The new boiler vent covers have been installed on the exterior of the unit 500-600 building and unit 700-800 building in February. These covers will prevent the vents from being damaged during the wintertime.
2. **Trash & Recycling**- There were no trash incidents reported to Catapult in March. We would like to thank the residents for taking their trash out the morning of to prevent bears from breaking into trash cans.
3. **General Indoor Common Elements** - Ajax janitorial service is keeping up with maintenance room cleaning, as well as common area cleaning. New recycling signs have been posted in each building in February.
4. **General Outdoor Common Elements** - The outdoor common elements are in good condition.
5. **Exterior Buildings**- The staining project was completed in early November and all final punch list items were completed and discussed with the Board president. The staining caused the garage door in the 800 building to malfunction. The vendor repaired the door at no additional cost.
6. **Landscaping** - The landscaping is no longer being maintained for the winter season.
7. **Roof & Decks**- The roofs and decks are in good shape. The dryer winter season has kept snow and ice build-up to a minimum.
8. **Mechanical Systems** - In February, Catapult Consulting has engaged Reid Rutherford Plumbing to inspect all pressure reducing valves in the complex to make sure these are in good condition. These have been notorious for failing in the Mountain Village so it is vitally important to stay on top of this.

Inspections

1. **Reserve Study** - Mike Kelsen has completed his final inspection of the Terraces and has sent the reserve study to the Board. The Board & Catapult both reviewed this, provide comments, and received back the final version of the reserve study.
2. **Boilers** - Reid Rutherford Plumbing has inspected/serviced all boilers within the complex. There were no major repairs needed and boilers are operating efficiently going into the winter.

Board Initiated Tasks & Other

Capital Projects & Other

1. Repairs are still on going in Unit 1001 and are on schedule to be complete soon. All repairs have been completed in Unit 901.
2. There continues to be confusion regarding the new LCE designation with owners and property managers. Catapult suggests sending out a formal update via email/USPS updating everyone on how the new designation works.

Recommendations

- 1.