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# Terraces Management Report

May 2020

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## Property Management Items

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1. **Drains, Gutters, and Downspouts** - The new boiler vent covers have been installed on the exterior of the unit 501-602 building and unit 701-802 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 Consulting in May. 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 remain 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 701-802 building to malfunction. The vendor repaired the door at no additional cost.
6. **Landscaping** - The current landscaping condition looks great as the weather starts to warm up.
7. **Roof & Decks** - The roofs and decks remain in good shape. Lizard Head Construction began demoing deck surfaces that are still tile and replaced with trex decking. Scott Benge contacted Owners via email on May 20<sup>th</sup> for unit access to demo and repair decks.
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

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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 Consulting have both reviewed this, provided comments, and received back the final version of the reserve study.
2. **Boilers** - Reid Rutherford Plumbing has inspected/serviced all boilers within the complex in February. There were no major repairs needed and boilers are operating efficiently going into the Summer.

# Board Initiated Tasks & Other

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## 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. Lizard Head Construction began demoing deck surfaces that are still tile and replaced with trex decking. Scott Bengel contacted Owners via email on May 20<sup>th</sup> for unit access to demo and repair decks.

## Recommendations

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1. No recommendations at this time.