

**July 15, 2014**  
**Board Meeting**  
**Canyon Club Condominiums Owners Association**  
**6:30 p.m. Canyon Club Clubhouse**

**AGENDA**

- I. Call to Order**
  - Introduction of Attendees
  - Board Roll Call
  
- II. Approval of May 2014 Board Meeting Minutes**
  
- III. President's Report**
  
- IV. Budget Report**
  
- V. Committee Reports**
  - a. Maintenance Report
  - b. Architectural Report
  
- VI. Old Business**
  
- VII. New Business**
  
- VIII. Adjournment**

**Canyon Club Homeowner's Association  
Board Meeting  
May 20, 2014**

Attending BOARD Members:

Lofton Petty – President  
Susan Schubert – Vice President  
Angie Miller – Treasurer  
Bea Fittler-Totth – Secretary  
Jeff Sterkel – Member at Large

The meeting was called to order at 6:32 pm by President Lofton Petty. Introductions were made by attendees and the BOARD.

**Approval of January 2014 Board Minutes**

Minutes from the January 21, 2014 Board Meeting were not read, but provided in the meeting packet. A motion was made, seconded and all minutes were approved by the Board as written for the January 21, 2014 Board Meeting.

Minutes from the May 12, 2014 Special Board Meeting regarding the 2014 painting project were not read, but provided in the meeting packet. A motion was made, seconded and all minutes were approved by the Board as written for the May 12, 2014 Special Board Meeting.

**Reports**

**Presidents Report – Lofton Petty**

In March we held our Annual Meeting. I want to say “Thank You” to everyone whom attended. There were some discussions and feedback provided to the Board. We want to hear what homeowners have to say, as this helps us in maintaining the complex. We consider all opinions when looking at various projects, including what the majority of people want and the costs.

During the annual meeting one of our resident's ask about low flow toilets. We got a bid from the contractor for replacing the toilets. It was for over \$15,000. The Board decided not to move forward as many residents have already replaced their toilets. We highly recommend all residents consider replacing their toilets. Not only does this save one of our most important resources but also helps keep our water bill down which helps keep dues down.

We are working on landscaping plans for removing dead shrubs, shrub replacement and turf issues. Most of the drainage problems with the addition of gutters, to the front of buildings have been addressed. We have gotten a bid to replace the pad and stretch the carpet in the clubhouse at a cost of \$700. We are also checking into getting bids to paint the interior of the clubhouse, kitchen and office.

We continue to have issues and complaints about residents not leashing their dogs and not picking up after them. Should you catch someone not obeying the rules you must file a written report or email with the office before we can send letters and fine. You may also call Animal Control to report issues. We need date, time and who or where the resident lives. We have also had complaints about smoke smells from other residents. This is an area we have no control over. We cannot send letters or fine if someone smokes inside or outside their units.

Kurt Nielsen who has handled our long-term reserves with Merrill Lynch has gone to work for UBS Financial Services. Because Kurt has done a good job, knows our account and needs, we are in the process of moving our money to UBS Financial.

As mentioned in previous meetings the Board changed our legal council to Hindman-Sanchez. Hindman-Sanchez only works with Homeowner Associations. We had them do a document review of our Articles of Incorporation, Bylaws and Declarations. Being our documents were written in 1977 they have become out dated with the new laws. We are in the process of having these documents up dated to meet the current statutes and laws. This process will take a few months, but will be available to all homeowners for review and approval. As things proceed we will keep you posted via newsletters and notices in the mailroom.

Water restrictions are possible this summer. As an individual, I ask everyone to do what they can to conserve water in their daily routines. Annual Fire Equipment Reports are going to be due soon. If you do not comply and we are fined, you will be responsible to reimburse the fine to the HOA.

The painting project is in process. In a meeting held on Monday, May 12<sup>th</sup> the contract was reviewed and approved. A copy of the minutes for this meeting is in your packet; any other questions are welcome. This evening is the last opportunity for you to cast your vote for the color pallet of your choice.

Spring has arrived and it is that time of year we want to enjoy the outdoors. I just want to remind everyone about those outdoor grills. On balconies no charcoal grills, smokers or ten pound LPG containers are permitted. You can use up to a one pound LPG container or an electric grill. This is a Denver City ordinance and patrolled by DPD. If the complex incurs and fines, these will be passed on to the owner. The Canyon Club HOA will also send letters and impose fines when appropriate. Please refer to the Rules and Regulations.

As you can see it has been a busy few months. The next Board meeting will be July 15<sup>th</sup>. We wish everyone a wonderful and safe July 4<sup>th</sup> holiday.

### **Budget Report**

Angie did an overview of the budget including the cash on hand, reserves and total liabilities. She also did a brief overview of the budget comparison. Currently, we are running \$33,000 under budget. She reviewed the Long Term Reserves, which included the additions for recent water main repairs, downspout and underground drainage, the replacement exercise equipment for the fitness center and the deposit for the painting project in the amount of \$56,250.

Sandy Redmas asked why the federal taxes had jumped so high on the budget comparison and Lofton asked that Beth look into that.

### **Committee Reports**

#### **Maintenance Report – Lofton Petty**

Lofton conducted a brief overview of the Task Coach maintenance report, which includes maintenance requests, seasonal items and Architectural Committee items spotted during the walkabouts. He reminded residents that the full report is available at the office. He also reminded residents that the pool would be opening over the holiday weekend and asked that they obey the rules, be careful and enjoy.

Dolly Giblin asked about the courtyard area between units 40-47 that still requires attention. Susan said the Board would be meeting with the residents who are affected, but that the area would be addressed very soon.

### **Architectural Committee – Kent Litton**

Kent Litton conducted the May walkabout on the 17<sup>th</sup> and was accompanied by Jean Shelton. They focused specifically on landscaping and identified five different areas – 40-46, 60, Clubhouse, Office and 112-116 – that will need attention, in addition to 15 shrubs that will need to be replaced, including the spreading juniper. They also identified seventeen areas that will need grass.

The next walkabout will be in July around the middle of the month.

Lofton thanked Kent for his work on the Architectural Committee and for helping the Board identify issues that need to be addressed. He also told residents that the Board meets monthly with Adam to review issues and they have a list of areas that are slated for grass and turf. Because the work is more than the maintenance department can handle, they are bidding the work out and are hoping to have solutions in place over the next month so sod can be put down before the hot season.

Chris Sterkel asked if the work would include maintenance on the sprinkler system so they would not be wasting money on sod in areas where it might not get enough water. Susan said they will be bringing someone in to address all issues and Jeff added that the recent downspout and underground drainage work would help with the water situation. As the sod and turf are added, the areas will be fenced off to allow the roots to take. It will look like a construction site, but the areas will need to be protected from rabbits, dogs, kids, etc. in order for the sod to take.

Sandy Redman asked about the downspouts and underground drainage and what would happen if they become full of debris and how would that be remedied. Jeff said it might be a matter of blowing out the gutters with a pressure wash and he said the pipes are PVC so they should flow easily; however, further clarification from Adam will be needed.

The question was asked on when the painting project would begin. Lofton told residents the start date would be in the first or second week of July and would last for approximately sixty days. Sandy Redman asked if they know where they will begin and Lofton said that has not yet been decided. Another resident asked if the painters would be covering windows during the pressure washing phase and Lofton said they would not. Susan pointed out that the pressure wash would rip the plastic covering.

The question was raised about residents being informed when the painting crews are scheduled to hit their buildings. Lofton said they would receive notice forty-eight hours beforehand. Another resident mentioned that knowing the phases of the project would be helpful and Lofton said a schedule would be posted in the mailroom. Mary Goddard asked if the paint would be spray paint, Lofton said yes, spray with back roll and a second spray. He also said that residents will need to cover their own patio furniture with tarps to protect them or they will need to move their patio items inside, especially on second floor units. He said some of the railings may have to be removed in order to get to walls and said the painters will provide protective coverings for cement and bushes, but it is up to residents to err on the side of caution and take care of personal items as there will be overspray. A/C units will also be protected.

During the project, Adam will post notices when carports are to be painted so people know to move their cars.

### **Social Committee – Susan Schubert**

Due to the painting, the summer picnic would be postponed in favor of an Oktoberfest event in September and the Holiday Party would be held in January.

### **General Discussion**

Lofton said that thirty-six bushes will be removed and will be done in-house by the maintenance department. Due to the painting, they will not be replaced until next spring and the Board decided it would be best not to waste money on new bushes this year. He said the new turf would help the overall appearance of the complex.

Dolly Giblin asked about the vines around her unit. Lofton said any damage cause by wines either to the fence or the building would be the responsibility of the owner. Any vines on buildings will be removed for painting.

Scott Visser from unit 95 said the sprinkler head near his unit is damaged or missing, so there is a geyser when the system comes on. He also asked if the grills by the pool were operational. There were no knobs on the valves the last time he was out. Clarification will be needed from Adam and Lofton thanked him for letting them know and urged all residents to call the office with any issues they spot around the property.

Holly Harris from 132 asked about patio grills. The unit above her has no balcony and she wanted to confirm that her propane grill was allowed. Lofton said it was. Susan reminded residents that the grill policy is governed and enforced by the City and County of Denver and violations can carry a fine of \$999 per individual offense. Jeff said the fine was similar to the fines for non-compliance with the residential fire equipment report and Susan said that when the city needs revenue, they will send people out to inspect properties.

Patra Attig in unit 5 lasked about the walkabouts along the water board side of the property. Her brother rents a unit on that side and when she was visiting, she noticed that one balcony was packed with items and there were some dead trees in the area. Lofton said the residents on that side of the complex need to inform the office about any issues.

Jerrilyn Schmidt from unit 38 asked if there had been an increase in door replacement requests with the painting project coming up. Susan said this was the first mention of it. Lofton said there would be days set aside for door painting with additional make up days and Susan reiterated that new doors will need to be approved and will need to follow the Architectural Guidelines, which are available in the office and online.

### **Old Business**

None

### **New Business**

Lofton did an overview of three items:

1. Metco Landscaping, which is our new landscaping company. The Board budgeted \$18,000 for the landscaping and Metco's contract came in at \$15,720, which is below budget. He asked for a motion to approve the Metco contract. A motion was made and seconded and the contract was approved.
2. Reza Landscaping, which performed the work on the downspouts and underground drainage. The original bid was \$6,800 and they ended up spending \$10,500 for additional work that included a sump pump, cement removal and replacement, etc. The additional work completed would help to control ice melt, slick areas and puddling, and the next lowest bid had come in at \$15,000. He asked for a motion to approve the Reza Landscaping contract. A motion was made and seconded and the contract was approved.
3. The Board received a bid of \$700 to take up the Clubhouse carpet, replace the padding and stretch the carpet. He asked for a motion to approve the carpet padding replacement and stretching. A motion was made and seconded and the bid was approved.

Patra asked about replacing the carpet. Susan said the carpet was still in very good shape and that it was durable and easy to clean, and with other expenses due this fiscal year, replacement did not seem necessary.

Chris Sterkel asked for an update on rabbits and rats. Susan said the rabbits are still around, but that the rat issue seems to be under control. Last year, the City of Denver and the Water Board cleaned their drainage which more than likely flushed the rats out onto our property, but bait and trap boxes are still on property. Jeff said the Board had received a bid from Terminix regarding the rabbits, but it was in the thousands of dollars with no guarantee. Lofton also pointed out that the rabbits are a city-wide issue.

Lofton said the Board is waiting on bids for sod and that areas dug up will receive turf replacement. They are also considering special turf for shaded areas and that several areas had been identified in which the turf bed will be raised or lowered to assist in drainage.

In closing, he encouraged residents to review the minutes from the special Board Meeting held regarding the painting project for additional information about the project.

**Lofton adjourned the meeting at 7:35 pm.**

These minutes are a record to the best of our knowledge of the events. If you have any questions and/or changes, please contact the Canyon Club Office.

## President's Report July 15, 2014

I hope everyone had a safe and enjoyable July 4<sup>th</sup>.

The Board has been busy with the painting project. The carpentry repairs have started and the painting is scheduled to start around the 21<sup>st</sup>. Notices have been posted in the mailroom, emailed to residents and homeowners, and hard copies have been mailed. Please refer to these notices for specific instructions regarding patios and balconies. Updates will be posted in the mailroom and emailed to residents, notices will be posted on doors 48 hours prior to work beginning in that area starting

A couple reminders for everyone. First, all "Fire Safety Equipment Reports" were due by June 15<sup>th</sup>. If you have not done so, get them completed and to Beth in the office. Should the HOA incur any fines for not having these on file, the fines will be passed on to the homeowner. The pool is open, we ask that you obey the rules including the hours of 10 AM to 10:30 PM. Anyone in the pool area outside of these hours is trespassing and the police will be called. Also, the pool area has 24-hour security cameras and anyone caught damaging the pool or any common area will be responsible for paying the repair costs. This also applies to any common area on the premises.

Also, budget-planning time is here again. We will have a few meetings to plan the budget. These meetings are open to all homeowners and we encourage anyone who is interested in how your money is being spent to attend. It is at the final meeting that the Budget Committee will make a recommendation to the Board on the amount of increase in our dues, if any.

Please remember the speed limit in the complex is 10 mph. We have several children around the complex, so keep an eye out for them. School will also be starting soon, so keep a look out for students commuting back and fourth to school.

We wish everyone a wonderful rest of the summer. Our next regular Board Meeting will be September 16<sup>th</sup>. Please watch for notices and emails regarding the Budget Planning Meetings.

C/O LCM Property Management  
1776 South Jackson Suite 530  
Denver CO 80210

	Operating	Reserves	Total
<b>CASH</b>			
100100 - Cash Citywide Banks	27,547.84	194.61	27,742.45
100200 - Cash - Debit Card	1,816.84	0.00	1,816.84
100910 - Cash - UBS	0.00	167,977.87	167,977.87
100915 - Cash - UBS CD Accts	0.00	526,000.00	526,000.00
101000 - Petty Cash	160.19	0.00	160.19
	<u>29,524.87</u>	<u>694,172.48</u>	<u>723,697.35</u>
<b>TOTAL CASH</b>			
<b>DUE (TO)/FROM</b>			
111200 - Due (To)/From Current Year	14,242.21	(14,242.21)	0.00
111250 - Due (To)/From Prior Years	137,130.72	(137,130.72)	0.00
	<u>151,372.93</u>	<u>(151,372.93)</u>	<u>0.00</u>
<b>TOTAL DUE TO/FROM</b>			
<b>NET</b>			
	<b>180,897.80</b>	<b>542,799.55</b>	<b>723,697.35</b>
<b>ACCOUNTS RECEIVABLE</b>			
130100 - Assessments Receivable	15,609.04	0.00	15,609.04
130200 - Allowance for Bad Debt Current	(3,000.00)	0.00	(3,000.00)
	<u>12,609.04</u>	<u>0.00</u>	<u>12,609.04</u>
<b>TOTAL ACCOUNTS RECEIVABLE</b>			
<b>OTHER RECEIVABLES</b>			
140400 - Accrued Int Receivable	0.00	3,973.94	3,973.94
	<u>0.00</u>	<u>3,973.94</u>	<u>3,973.94</u>
<b>TOTAL OTHER RECEIVABLES</b>			
<b>OTHER CURRENT ASSETS</b>			
150200 - Pre-Paid Ins	3,167.86	0.00	3,167.86
150300 - Prepaid Storm Drain	12,016.76	0.00	12,016.76
	<u>15,184.62</u>	<u>0.00</u>	<u>15,184.62</u>
<b>TOTAL OTHER CURRENT ASSET</b>			
<b>FIXED ASSETS</b>			
160100 - Furniture & Equipment	47,858.96	0.00	47,858.96
160200 - Accuml Dep Furniture & Equip	(47,858.96)	0.00	(47,858.96)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL FIXED ASSETS</b>			
<b>TOTAL ASSETS</b>			
	<u><u>208,691.46</u></u>	<u><u>546,773.49</u></u>	<u><u>755,464.95</u></u>
<b>LIABILITIES</b>			
<b>ACCOUNTS PAYABLE</b>			
200100 - Prepaid Assessments	25,885.01	0.00	25,885.01
	<u>25,885.01</u>	<u>0.00</u>	<u>25,885.01</u>
<b>TOTAL ACCOUNTS PAYABLE</b>			
<b>OTHER PAYABLES</b>			
210300 - Prepaid AT&T Lease	15,870.00	0.00	15,870.00
210600 - Salaries Payable	3,430.31	0.00	3,430.31
210700 - Payroll Taxes Payable	487.54	0.00	487.54
210800 - Income Tax Payable	7,602.00	0.00	7,602.00
	<u>27,389.85</u>	<u>0.00</u>	<u>27,389.85</u>
<b>TOTAL OTHER PAYABLES</b>			
<b>UNEXPENDED INS PROCEEDS</b>			
230100 - Unit 36-Claim Dec 2012	369.31	0.00	369.31
	<u>369.31</u>	<u>0.00</u>	<u>369.31</u>
<b>TOT UNEXPENDED INS PROCEEDS</b>			
<b>TOTAL LIABILITIES</b>			
	<u><u>53,644.17</u></u>	<u><u>0.00</u></u>	<u><u>53,644.17</u></u>
<b>EQUITY</b>			



C/O LCM Property Management  
1776 South Jackson Suite 530  
Denver CO 80210

	Operating	Reserves	Total
<b>FUND BALANCES</b>			
301200 - Retained Earnings	130,090.84	532,231.22	662,322.06
Current Earnings	<u>25,781.45</u>	<u>13,717.27</u>	<u>39,498.72</u>
<b>TOTAL EQUITY</b>	<u><b>155,872.29</b></u>	<u><b>545,948.49</b></u>	<u><b>701,820.78</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>209,516.46</b></u>	<u><b>545,948.49</b></u>	<u><b>755,464.95</b></u>

Canyon Club Condominium Owners Assn  
Budget Comparison - Operating Fund  
06/30/2014

C/O LCM Property Management  
1776 South Jackson Suite 530  
Denver CO 80210

Current Mnth Actual	Current Mnth Budget	Current Mnth Variance			Current YTD Actual	Current YTD Budget	Current YTD Variance	Current Year Total Budget
<b>ASSESSMENT REVENUE</b>								
40,798	40,797	1	1.400100	Assessments	367,182	367,173	9	489,567
(9,089)	(9,089)	0	1.410900	Revenue Due To Reserves	(81,801)	(81,801)	0	(109,067)
<b>31,709</b>	<b>31,708</b>	<b>1</b>		<b>TOTAL OPERATING ASSESSMENTS</b>	<b>285,381</b>	<b>285,372</b>	<b>9</b>	<b>380,500</b>
<b>OTHER OPERATING REVENUE</b>								
20	125	(105)	1.420100	Late Charges	855	1,125	(270)	1,500
51	42	9	1.420300	Late Interest	515	378	137	500
25	8	17	1.445100	Fines & Violations	0	72	(72)	100
0	0	0	1.445300	Collection/NSF Fees	(75)	0	(75)	0
50	8	42	1.445500	Key/FOB Fees	180	72	108	100
0	23,800	(23,800)	1.446100	Easement Income	0	23,800	(23,800)	23,800
150	63	87	1.455600	Club House/Party Room Rental	1,100	567	533	750
458	188	270	1.455700	Laundry Income	2,223	1,692	531	2,250
<b>754</b>	<b>24,234</b>	<b>(23,480)</b>		<b>TOTAL OTHER OPERATING INCOME</b>	<b>4,798</b>	<b>27,706</b>	<b>(22,908)</b>	<b>29,000</b>
<b>32,463</b>	<b>55,942</b>	<b>(23,479)</b>		<b>TOTAL OPERATING REVENUE</b>	<b>290,179</b>	<b>313,078</b>	<b>(22,899)</b>	<b>409,500</b>
<b>OPERATING EXPENSES</b>								
<b>BUILDING</b>								
(587)	833	1,420	1.500100	Building Maintenance	8,203	7,497	(706)	10,000
0	125	125	1.500900	Sewer Lines Repairs	179	1,125	946	1,500
0	42	42	1.502400	Gutter Repairs	437	378	(59)	500
0	225	225	1.503700	Pest Control	1,541	2,025	484	2,700
213	208	(5)	1.504150	Uniforms	1,436	1,872	436	2,500
0	150	150	1.504200	Cleaning/Janitorial	212	1,350	1,138	1,800
<b>(374)</b>	<b>1,583</b>	<b>1,957</b>		<b>TOTAL BUILDING EXPENSES</b>	<b>12,008</b>	<b>14,247</b>	<b>2,239</b>	<b>19,000</b>
<b>FIRE ENTRY SECURITY SYSTEMS &amp; SERVICES</b>								
0	0	0	1.545400	Fire Extinguishers	0	50	50	100
0	333	333	1.555200	Security Alarm	0	2,997	2,997	4,000
<b>0</b>	<b>333</b>	<b>333</b>		<b>TOTAL FIRE ENTRY SECURITY SYS &amp; SRVS</b>	<b>0</b>	<b>3,047</b>	<b>3,047</b>	<b>4,100</b>
<b>RECREATION FACILITIES</b>								
240	100	(140)	1.600100	Pool Service Contract	360	900	540	1,200
0	400	400	1.600205	Pool/Hot Tub/Sauna	1,128	800	(328)	2,000
578	400	(178)	1.600600	Pool Chemicals & Supplies	646	900	154	2,000
0	42	42	1.610100	Exercise Equipment	120	378	258	500
<b>818</b>	<b>942</b>	<b>124</b>		<b>TOTAL RECREATION FACILITIES</b>	<b>2,254</b>	<b>2,878</b>	<b>624</b>	<b>5,700</b>
<b>GROUNDS</b>								
1,965	2,250	285	1.700100	Landscape Contract	9,796	11,250	1,454	18,000
86	833	747	1.700150	Grounds Maintenance	2,113	7,497	5,384	10,000
568	400	(168)	1.700900	Sprinklers	1,120	800	(320)	2,000
212	183	(29)	1.701200	Vehicles/Gas/Vehc Maint/Licenses	686	1,647	961	2,200
0	83	83	1.701300	Grounds Equipment	1,763	747	(1,016)	1,000
41	83	42	1.701350	Grounds Tools	449	747	298	1,000
0	0	0	1.701500	Snow Removal	2,284	2,500	216	2,500
0	0	0	1.704999	Other Landscape Maintenance Expenses	734	0	(734)	0
1,500	167	(1,333)	1.720205	Concrete & Asphalt Repairs	1,500	1,503	3	2,000
0	25	25	1.720300	Fences	0	225	225	300
0	0	0	1.721400	Courtesy Patrol	167	0	(167)	0
<b>4,372</b>	<b>4,024</b>	<b>(348)</b>		<b>TOTAL GROUNDS EXPENSE</b>	<b>20,612</b>	<b>26,916</b>	<b>6,304</b>	<b>39,000</b>
<b>UTILITIES</b>								
2,296	2,500	204	1.800100	Gas & Electricity	19,821	22,500	2,679	30,000
3,891	2,917	(974)	1.800300	Water & Sewer	24,319	26,253	1,934	35,000
0	0	0	1.800500	Storm Drains	0	14,000	14,000	14,000
1,193	1,167	(26)	1.800800	Trash Removal	10,477	10,503	26	14,000
<b>7,380</b>	<b>6,584</b>	<b>(796)</b>		<b>TOTAL UTILITIES EXPENSE</b>	<b>54,617</b>	<b>73,256</b>	<b>18,639</b>	<b>93,000</b>
<b>ADMINISTRATIVE</b>								
<b>ADMINISTRATIVE GENERAL</b>								
775	775	0	1.900200	Accounting	6,975	6,975	0	9,300
3,888	417	(3,471)	1.900400	Legal	8,310	3,753	(4,557)	5,000
(675)	0	675	1.900500	Reimbursed Legal	(1,204)	0	1,204	0
3,822	3,417	(405)	1.900700	Insurance	30,856	30,753	(103)	41,000
0	917	917	1.900800	Insurance Deductible/Claims	0	8,253	8,253	11,000
0	0	0	1.900900	Audit/Review/Tax Prep	1,850	2,000	150	2,000
0	0	0	1.901000	Income Taxes-Fed	13,087	5,000	(8,087)	5,000
0	0	0	1.901100	Income Taxes-St	2,202	2,000	(202)	2,000
0	0	0	1.901500	Holidays/Entertainment	1,175	1,000	(175)	1,500
0	0	0	1.901700	Secretary of State/Filing Fees	315	400	86	400
293	333	40	1.902000	Telephones	2,778	2,997	219	4,000
61	125	64	1.902200	Office Supplies & Expense	1,168	1,125	(43)	1,500
0	183	183	1.902205	Office Supplies-Accounting	(197)	1,647	1,844	2,200

<b>Canyon Club Condominium Owners Assn</b> <b>Budget Comparison - Operating Fund</b> <b>06/30/2014</b>
--

C/O LCM Property Management  
1776 South Jackson Suite 530  
Denver CO 80210

Current Mnth Actual	Current Mnth Budget	Current Mnth Variance		Current YTD Actual	Current YTD Budget	Current YTD Variance	Current Year Total Budget	
0	100	100	1.902206	Accounting Other Admin	355	1,800	1,445	2,000
97	42	(55)	1.902500	Computers	219	378	159	500
28	75	47	1.903180	Dues/Education/Subscriptions	28	675	647	900
0	333	333	1.903400	Bad Debt	0	2,997	2,997	4,000
0	0	0	1.903500	Petty Cash Expense	522	0	(522)	0
12	0	(12)	1.904999	Other General Admin Expenses	39	0	(39)	0
<b>8,300</b>	<b>6,717</b>	<b>(1,583)</b>		<b>TOTAL GENERAL ADMIN EXP</b>	<b>68,478</b>	<b>71,753</b>	<b>3,275</b>	<b>92,300</b>
				<b>SALARIES</b>				
9,833	11,333	1,500	1.910100	Wages/Sal - Manager	94,301	101,997	7,696	136,000
796	1,083	287	1.911100	Wages/Sal - Employer Taxes	7,865	9,747	1,882	13,000
107	158	51	1.911200	Wages/Sal - Payroll Processing	1,116	1,422	306	1,900
516	333	(183)	1.911300	Wages - Workers Comp	2,825	2,997	172	4,000
0	125	125	1.911400	Contract Labor	321	1,125	804	1,500
<b>11,252</b>	<b>13,032</b>	<b>1,780</b>		<b>TOTAL SALARIES EXPENSE</b>	<b>106,429</b>	<b>117,288</b>	<b>10,859</b>	<b>156,400</b>
<b>31,748</b>	<b>33,215</b>	<b>1,467</b>		<b>TOTAL OPERATING EXPENSES</b>	<b>264,398</b>	<b>309,385</b>	<b>44,987</b>	<b>409,500</b>
<b>716</b>	<b>22,727</b>	<b>(22,011)</b>		<b>NET OPERATING INCOME/(LOSS)</b>	<b>25,781</b>	<b>3,693</b>	<b>22,088</b>	<b>0</b>

**Approved Long Term Reserve Plan for the Fiscal Year 2013-2014  
Funds Available October 1, 2013 as of 7/15/2014**

<b>Item</b>	<b>Replace\$</b>	<b># Years Useful Life</b>	<b>#Years Expended</b>	<b>Total \$ Accumulated</b>	<b>Current Year Expenses</b>	<b>Total Current Accumulated Balance</b>	<b>Required Annual Reserve</b>
<b><u>Buildings</u></b>							
Roofs - All	\$900,000	25	1	\$85,963	\$0	\$85,963	\$36,000
Painting	\$200,000	10	10	\$258,599	\$56,250	\$202,349	\$20,000
Siding/Prepntg repairs	\$75,000	10	10	\$75,000	\$0	\$75,000	\$7,500
Stairways	\$150,000	40	5	\$3,750	\$0	\$3,750	\$3,750
Gutters	\$20,000	20		\$5,000	\$5,000	\$0	\$1,000
HVAC	\$30,000	15		\$4,844	\$0	\$4,844	\$2,000
Electrical	\$15,000	35		\$8,980	\$0	\$8,980	\$430
Carports	\$100,000	40		\$7,500	\$0	\$7,500	\$2,500
<b><u>Grounds</u></b>							
Fences	\$100,000	30	21	\$58,926	\$0	\$58,926	\$3,333
Asphalt*	\$60,000	10		\$30,638	\$0	\$30,638	\$6,000
Landscaping	\$35,000	15		\$9,286	\$0	\$9,286	\$9,286
Concrete	\$45,000	5		\$12,265	\$1,300	\$10,965	\$9,000
Sprinkler System	\$12,500	35		\$6,871	\$0	\$6,871	\$350
Sewer System	\$30,000	20		\$9,499	\$10,300	(\$801)	\$1,500
<b><u>Pool</u></b>							
Pool/Hot Tub	\$50,000	20	6	\$9,641	\$0	\$9,641	\$2,500
Heaters/Pumps	\$10,000	8		\$6,180	\$0	\$6,180	\$1,250
Furniture	\$2,500	10		\$1,218	\$0	\$1,218	\$250
<b><u>Laundry/Mailroom</u></b>							
	\$12,000	10		\$4,270	\$0	\$4,270	\$1,200
<b><u>Clubhouse</u></b>							
	\$66,000	25		\$21,228	\$2,499	\$18,729	\$2,640
<b><u>Large Equipment</u></b>							
Maintenance	\$40,000	15		\$9,440	\$0	\$9,440	\$2,700
Office	\$1,500	4		\$2,734	\$0	\$2,734	\$375
<b><u>Contingency</u></b>							
	\$50,000	10		\$8,324	\$3,324	\$5,000	\$5,000
<b>Totals \$2,004,500</b>							
				\$627,120	\$78,673	\$548,447	\$118,564
						Interest Income - (\$10,000)	
						Amount To Be Saved 2013-2014 Budget Year =	\$108,564
						Actual Savings for 2013-2014 in Budget	\$109,067
						Total in Reserve Account as of 9/1/13:	\$627,120

# Tasks

Subject	Description	Notes	Categories	Due date	Completion date	Recurrence
Maintenance Requests			Maintenance Requests			
Add underground drainage & new retaining wall @ 90 patio entrance	Drainage portion has been added to underground drainage scope and will be completed by Reza Landscaping.  Retaining wall to be rebuilt following spring start-up				6/27/2014 6:00 PM	
Unit 64/Shakib	Sprinklers are spraying into resident's windows, need to be adjusted.		Maintenance Requests, Requested By, Requested By -> RES		7/18/2014 6:00 PM	
Repair post-rot @ #4 patio	Cut rot off bases, add wet-set bases, dig & pour piers. Need consistent warm weather for concrete cure. Deadline pushed to March. AB 1/15/14				6/20/2014 6:00 PM	
Sod bare turf areas - various as mapped throughout property	Most areas completed. May do last 2 courtyards if weather is warmer next week (10/21-25) If weather remains cool, will resume in spring.  Turf care will continue in spring. Task Due date has been reset. 10/21/13AB				6/27/2014 6:00 PM	
Make street marking stencils & paint.	Title changed in March - AB STOP, SLOW, NO PARKING, FIRE LANE.  Project will resume following finalization of painting project schedule & spring start-up					
Replace broken crawlspace cover @ 102	Need to coordinate access with tenant. One of the two crawl covers needs replaced due to damage.					
Seal cracked balcony	#37 - Concrete surface is cracked and needs caulked. There are a few offsets that should be ground down prior to sealing.  #117 - Cracks in balcony and along front catwalk need sealed					
Add gutter to perimeter of 135 balcony.	Major icing issues on 136 patio. Details of project to be worked out if problem persists.					
Mailroom Heater Problems	Heater has been working intermitantly.  Heater stopped working altogether. Slated for replacement over summer.				10/3/2014 6:00 PM	
Write approval letter for shed @ 48			Assigned To -> Adam			

Stripe Main Street Parking	Due date pushed out to Spring. If temps allow work can take place through winter. AB	8/30/2014 6:00 PM	
Repair/sleeve broken posts in south fence (Quincy side)			
Reattach siding behind electric box on back of 40			
Street Striping - Finish hashing walkways & fire lanes following stencils	Date pushed out due to seasonal delays - AB 1/8/14	9/26/2014 6:00 PM	
Follow-up on Engineering Report for Building 22	Monitoring settling of building 22. AB told a file exists, but have not been able to locate previous records.		
Shim ledger on #70 sliding door			
Replace storage room and maintenance room locks.			
Turf Issues - Various Locations (See Description)	I think the wind and temperature increase is drying out the turf in a few areas....could be mites in a couple of small areas, as well. The courtyards effected: front entrance (both sides), Sandy's courtyard, the side of unit 43, Patra's courtyard and possibly Susan's courtyard. We need to either increase watering time or coverage.	Maintenance Requests, Requested By, Requested By -> BOD	7/8/2014 6:00 PM 7/2/2014 3:14 PM
Add clean-out on north side of 78 & repair siding.			10/25/2013 6:00 PM 11/15/2013 1:29 PM
Laundry Refund to unit 85	\$2.00 was "eatten" by machines in LR5 last week.		6/19/2014 3:13 PM
Lock Problems	Locks for Clubhouse and patio deck would not program with the DTM	Maintenance Requests, Requested By, Requested By -> OFF	10/15/2013 6:00 PM 10/31/2013 8:22 AM
F/U with Xcel Forestry Dept. re: trees near lines @ 70-72			10/1/2013 1:27 PM
Check Main Pool Entrance	On Saturday night, the main pool entrance was open (not propped open) and the door was not closing on its own as usual.	Maintenance Requests, Requested By, Requested By -> RES	1/30/2014 6:00 PM 2/4/2014 10:46 AM
Rats - Unit 86 Patio		Maintenance Requests, Requested By, Requested	10/1/2013 6:00 PM 10/2/2013 5:27 PM

Beth,

It is my understanding that Adam saw the damages when it was determined that the lines needed to be roto-rootered. We had photos. The carpet had to be removed because of the water and odor.

Jane

Several emails have been exchanged and an offer made from HOA. Jane requested time to evaluate offer. She will be in contact.

AB spoke with new tenant on 1/4/14. Unit is under remodel, specifically the master-bath. A request was made (by Jane) to auger drain in master shower. Otherwise no word has been received on back-up issues. Arrangements were made with tenant to auger this week, but he wants to grout the new tile in the shower before running line. - AB 1/8/14

Shower line is cleared and no response has been received from owner on flooring offer. Matter is being marked as complete and will be re-opened if needed in future. AB 1/16/14

Meeting with EDI @ 11:00am 10/10/13

Deep-root crews will begin work in approximately 2 weeks (on all contracts) Even if service is outside of mowing service agreement it will occur as it is a separate agreement.

Concerns that electric meters are swapped and billing is not correct.

Spoke extensively with Xcel to work through problem. Everything seems to be in order both physically and in billing database. Resident advised to call Xcel directly with further concern and/or get an energy audit. 10/21/13AB Time=90min

9/30/13 - Rec'd call from Holly Hoskins. Have not heard from Andrew, owner of 131, who claims he called maintenance

Assigned To  
-> Adam,  
Maintenance  
Requests,  
Requested  
By,  
Requested  
By -> RES

1/10/2014 1/15/2014  
6:00 PM 9:35 AM

Assigned To  
-> Adam

10/9/2013 10/10/2013  
6:00 PM 11:52 AM

10/22/2013 10/21/2013  
6:00 PM 10:25 AM

Assigned To  
-> Adam,  
Maintenance  
Requests,  
Requested  
By,  
Requested  
By -> RES

10/2/2013  
5:27 PM

7/10/2014  
3:14 PM

Maintenance

Unit 122 -  
Communicate with  
Jane Euell  
regarding water  
damage from  
back-up.

F/U with EDI re:  
Fall Deep-root  
watering of trees

Meter  
verification for unit  
168

Leaky Shower -  
Unit 131

Monitor Oil Leak  
from Red Ford  
Pick-up near  
mailroom

Fitness Center Weight Machine	Weight machine next to treadmill is locked up. No issues found upon investigation	Requests, Requested By, Requested By -> RES	4/1/2014 6:00 PM	4/1/2014 10:28 AM
Courtyard - Unit 19 - Sprinkler Timer needs to be fixed - Currently turning on between 10am and noon		Maintenance Requests, Requested By, Requested By -> BOD, Requested By -> RES	6/15/2014 6:00 PM	6/9/2014 1:01 PM
Loose Slat Near Stairway by Unit 138/139	Location was actually on west end of 134. To be addressed with painting project prep.	Maintenance Requests, Requested By, Requested By -> RES	5/14/2014 6:00 PM	5/14/2014 9:16 AM
Secure downspout over carport behind 117/118		Assigned To -> Adam	10/4/2013 6:00 PM	10/3/2013 1:07 PM
Repair pool chairs & do season change-out	Season change-out done. Repairs to occur over winter or in spring. 10/23/13AB		10/18/2013 6:00 PM	10/23/2013 1:26 PM
Redeck #61			10/4/2013 6:00 PM	10/1/2013 1:07 PM
Carport Near Unit 44	Norm Early called 5-29-14 and said that the asphalt near his carport (the carport down from him at the end) is really chewed up and he fell and hurt his head. Can you look at maybe patching that area? He said it's really bad.  Was calculated into asphalt patch estimate. 6-6-14 AB  Asphalt repairs done 6/17/14 - AB	Requested By, Requested By -> RES	5/30/2014 6:00 PM	6/17/2014 9:35 AM
Follow-up on #11 Roof leak - interior repairs to be done	Resident believes leaks has been fixed and wishes to carry on with interior repairs. Meeting with Luis (MtnStsRep) mid-day 6/18/14 to assess situation and schedule repairs. - AB		6/27/2014 6:00 PM	7/10/2014 3:13 PM
Complete finish work @ new retaining wall near 124	Staple fabric back in place & dress rock. Add new shrub to spring planting list		11/1/2013 6:00 PM	12/17/2013 3:46 PM
Nelda Hubbard - Rat on Deck		Maintenance Requests, Requested By, Requested By -> RES	10/11/2013 6:00 PM	10/18/2013 8:19 AM
Trim chase plates & make materials list for tie-ins		Assigned To -> Adam	10/4/2013 6:00 PM	10/3/2013 1:08 PM
The flood bulb		Maintenance Requests,		



between 152 & 154 needs to be replaced.	Not bad bulb, circuit had been shut down for maintenance and new wiring.	Requested By, Requested By -> BOD	3/25/2014 6:00 PM	3/24/2014 9:53 AM
Ardath Baker - Gutters are jammed and filled with debris		Maintenance Requests, Requested By, Requested By -> RES		11/27/2013 11:47 AM
Unit 40 - Roxanne Veta	Patio gate latch needs to be repaired or replaced	Maintenance Requests, Requested By, Requested By -> RES	6/27/2014 6:00 PM	6/26/2014 3:39 PM
Unit 155 - Broken Patio Door	Marilee Graves called and said that the glass in her patio door broke over the weekend and her insurance told her to contact us to see if it would be covered under our policy. I told her I didn't think it would be as doors and windows are owner responsibility, but I told her Adam would coordinate with her to take a look at it. Her number is 303-588-8498.	Maintenance Requests, Requested By, Requested By -> RES	12/27/2013 6:00 PM	12/26/2013 10:37 AM
	AB stopped and spoke with resident. Assisted with Bi-laws as relevant to owner insurance and discussed repair options.			
	Full clean-out, check venturi tubes & valves. Order replacement parts if needed.			
Repair clubhouse grills	Left side of grill is operational. Right side valve isn't working. Possible to replace whole setup before next season. Will be revisiting idea down the road.		12/27/2013 6:00 PM	12/31/2013 10:38 AM
	Grill has been operational. Marking as completed. If future issues persist may strongly consider replacement grill unit.			
F/U with Units 131 & 132 re: shower leak damage				10/2/2013 1:26 PM
Unit 168 - Litton/Maintenance Gas Meter		Maintenance Requests, Requested By, Requested By -> RES	2/7/2014 6:00 PM	2/11/2014 2:01 PM
Install drain tile along front of 86-88	Work will be performed with underground downspout installation which has been contracted to Reza Landscaping. Work to begin in early March 2014.		4/25/2014 6:00 PM	3/20/2014 9:53 AM
Create spec sheet for painting proposals.			11/1/2013 6:00 PM	12/17/2013 3:47 PM

Resecure Railing @ 61 Deck		Assigned To -> Robert	10/4/2013 6:00 PM	10/3/2013 1:08 PM
Dumpster near unit 5 needs to be replaced	6-10-14 Spoke to Alpine Waste - They will order new dumpster. Will take 2-3 weeks to replace. ~BAS	Maintenance Requests, Requested By, Requested By -> BOD, Requested By -> RES	6/30/2014 6:00 PM	7/7/2014 3:15 PM
Repair leaky stem on mens room sink		Assigned To -> Adam		10/3/2013 1:27 PM
Repair fence damage east of 40-43			12/27/2013 6:00 PM	11/6/2013 8:25 AM
F/U in misc vehicle violations	- Black Pontiac near 51 - Corrected - White box trailer on property - Offsite storage effective 10/5/13 - Honda Accord near 40 - TBD	New note Assigned To -> Adam	10/1/2013 5:00 PM	10/1/2013 1:04 PM
Bike in Fitness Center not Working	1/30/14: Beth called Health Styles to have them send someone out to take a look at it since it's still under warranty. Spoke with DJ: they will send someone over on 2/4/14 at 10 am to check on it. Robert inspected 11/27/13.			2/4/2014 10:46 AM
Unit 48 - Roof Leak	Roy with Mountain States came out on 12/3 and discovered a bathroom vent with no hood. Hood was installed. Resident asked to keep an eye on the situation and notify us of any further problems. AB	Maintenance Requests, Requested By, Requested By -> RES		12/3/2013 8:16 AM
Unit 132 - Holly Harris - Leaky Spigot	Resident responsibility. Owners dad repaired problem	Maintenance Requests, Requested By, Requested By -> RES	6/2/2014 6:00 PM	6/1/2014 1:41 PM
Jeanette - 137 - Bulb out on middle stairs by her unit.		Maintenance Requests, Requested By, Requested By -> RES	5/30/2014 6:00 PM	6/2/2014 1:42 PM
Seal screws on slider-ledger @ 164 Patio			11/1/2013 6:00 PM	11/18/2013 1:32 PM
Draft letter for A & C plans re: proper laundry venting		Assigned To -> Adam	1/31/2014 6:00 PM	1/20/2014 10:45 AM
Furnace in Clubhouse Needs Oil	Bearings were shot. All bearings and blower-shaft were replaced by A&A Mechanical on 2/13/14.		2/14/2014 6:00 PM	2/13/2014 4:27 PM

Cut down large perennial grasses		10/18/2013 6:00 PM	10/23/2013 1:26 PM
Move TV Tuner box from Gameroom to Fitness Center			10/2/2013 1:27 PM
Replace stair flood @ 71 with a double socket fixture	Work done by RAC.	11/1/2013 6:00 PM	11/26/2013 9:52 AM
Repairs on in-pool lighting	Wiring inspected and 2 knicks discovered in wiring. These areas repaired and all contections were cleaned of oxidation and re-connected and sealed. Problem seems to be corrected, lights should be on at dusk and off at dawn. - 11/27/13 - AB	11/1/2013 6:00 PM	11/27/2013 11:35 AM
Laundry Machine Issues in LR5	2 machine coin-slides reported jambed. AB cleared, lubed, and serviced all 4 machines. Refunds issued to related parties. Total work=90minutes. 10/21/13AB	10/21/2013 6:00 PM	10/21/2013 10:44 AM
Seasonal flower care.	Pull annuals, cut-back perennials, over-mulch beds. Playground, Pool Deck, Mailroom & Guardshack are cleared. Pool beds & front bed work today. Mulching after bulb planting. 10/24/13AB	10/11/2013 6:00 PM	11/6/2013 8:21 AM
Pull dead bushes - list for replacement in the spring	Several bushes have been pulled and locations marked. Will continue to pull as needed and a list will be created in the Spring for replacements. May see more die-off as rabbits are feeding on shrubs again.	12/27/2013 6:00 PM	12/31/2013 10:39 AM
Reset Playground Bench	Needs "footers" under feet and releveled. Move away from fence. 11/11-15/13 AB & MO worked through east and south sides. West side & clubhouse remain.	11/1/2013 6:00 PM	12/17/2013 9:31 AM
Tie-in downspouts to chase work	All chases done except 138 patio. Extensive soil removal, shrub removal is involved before chase can be tied in properly. Deadline pushed. Drain is not flowing over sidewalk and is naturally finding chase. Tie-in is suspended until a need is required.	4/11/2014 6:00 PM	2/27/2014 1:43 PM
Replace Bulb - Walkway between unit 80 and next building		Requested By, 12/12/2013 6:00 PM	Requested By -> RES 12/11/2013 10:56 AM
Inspect & rescreen crawlspace vents	Repaired several including those reported on Arch Report. Will address others if found.	12/27/2013 6:00 PM	11/22/2013 10:40 AM

Unit 112/Nelda Hubbard - Smokey smell coming from crawlspace	Followed up with Nelda. Nothing suspicious found at crawlspace and no smell detected. Requested to journal and report if smell continues. Possible strange smell was coming over from water board property as they were re-taring the roof.	Maintenance Requests, Requested By, Requested By -> RES	12/9/2013 6:00 PM	12/9/2013 8:08 AM
Sandy Hoyt - Rats and Wet Crawlspace		Maintenance Requests, Requested By, Requested By -> RES	10/15/2013 6:00 PM	10/9/2013 8:56 AM
Hot Tub: Water was low is also green		Maintenance Requests, Requested By, Requested By -> BOD	10/22/2013 6:00 PM	10/21/2013 9:47 AM
Repair or replace leaky sink in womens restroom @ clubhouse				10/3/2013 1:26 PM
Repair #20 Dryer in LR5	Issues reported. Inspection found drum doesn't turn.		1/10/2014 6:00 PM	1/23/2014 10:44 AM
Finish building & install bulletin door @ east mailroom window	Frame returned painted 10/15/13. --> needs plexi installed, hardware and hinges. Project has been placed on hold for spring start-up but is expected to be in place before painting notices are posted.		4/30/2014 6:00 PM	4/8/2014 8:02 AM
Prep plow for season.	Lube, top-off hydro fluid, etc.		10/25/2013 6:00 PM	11/1/2013 1:29 PM
Transplant grasses from pool deck & playground	October due date moved to April. Will over-winter in place, if they make it through winter we'll relocate. 10/23/13AB Plants did not make it through winter. Removed and replacing with flower purchase.		5/9/2014 6:00 PM	5/19/2014 9:16 AM
Turn-on & set laundry & storage room heaters		Assigned To -> Robert	10/18/2013 6:00 PM	10/3/2013 1:16 PM
Post notice for shoveler volunteers		Assigned To -> Adam	10/3/2013 6:00 PM	10/3/2013 1:07 PM
Unit 51 - Gutter Repair	From BOD meeting. Damaged by landscapers; needs to be repaired.	Maintenance Requests, Requested By, Requested By -> RES	1/24/2014 6:00 PM	2/24/2014 1:43 PM
Calculate venting specs for units 46 & 47			11/1/2013 6:00 PM	12/17/2013 8:18 AM
		Maintenance		

Mail Room Door  
not Latching after  
8:00 pm

Requests,  
Requested 1/30/2014 2/3/2014  
By, 6:00 PM 10:45 AM  
Requested  
By -> RES

Washers: Only  
one washer is  
working in the  
Point

Maintenance  
Requests,  
Requested 10/22/2013 10/21/2013  
By, 6:00 PM 10:47 AM  
Requested  
By -> BOD

Re-secure  
electric panel on  
south end of #40

10/18/2013 12/17/2013  
6:00 PM 3:46 PM

Contact Health Styles to report issue.

Health Styles was out on 5/5/14.  
Current status unknown

Display on  
exercise bike  
reported as not  
working

Mike with Health Styles made another  
service call on 5/19/14 and got things  
back in order with bike. Removed  
power source and took with him.  
Replaced battery.

5/19/2014  
12:00 PM

Patch/repair  
sidewalks @ 5/7  
entry; street walk  
@ 18/alley;  
167/168 steps;  
170 stoop

10/25/2013  
1:28 PM

F/U on vinyl  
straps for pool  
chairs

Assigned To 10/7/2013 10/8/2013  
-> Adam 6:00 PM 4:14 PM

Replaced two bulbs. Sign still not  
working. Carbon marks around ballast  
wiring, likely bad ballast. Searching for  
replacement online, if not found  
electrician will be called in. Currently  
wiring to sign has been capped so  
mailroom lighting will operate.  
10/23/13AB

Maintenance  
Requests,  
Requested 11/27/2013 11/25/2013  
By, 6:00 PM 1:07 PM  
Requested  
By -> BOD

Lights for Map  
Sign at Entrance  
Not Working

Electrician contacted. Should be onsite  
week of 11/18-22

Balast has been replaced and light  
re-wired to correct switch bypass. Light  
is working. 11/25/13 AB

Waiting on replacement parts to ship.

Repair broken  
bearing & wiring  
on Spartan Auger

AB rebuild guide blocks - 11/13/13

11/22/2013 11/25/2013  
6:00 PM 9:53 AM

RAC reinstalled rebuilt guideblocks.

Liz Kraeft - Paint  
for Front Door and  
Trim

New paint mixed and delivered  
10/15/13

Maintenance  
Requests,  
Requested 10/11/2013 10/15/2013  
By, 6:00 PM 10:13 AM  
Requested  
By -> RES

Buckets and scoops are ordered.  
Awaiting delivery.

Community sand buckets	Buckets made-up on 12/6/13.	11/27/2013 6:00 PM	12/9/2013 8:07 AM
	RAC filled and placed buckets. 12/9/13		
	Thermostat was reading 62 but was set for 70 with heat on.		
Please Check Heat in Clubhouse	Problem was investigated last week. A&A Mechanical waiting on replacement part. Instructions for operation until repaired are posted on wall at thermostat. 12/10/13 AB	Maintenance Requests, Requested By, 12/10/2013 6:00 PM	Requested By 1/17/2014 2:02 PM
	Repairs completed by A&A Mechanical - 1/17/14		
Unit 55 - Leaves on Back Patio		Maintenance Requests, Requested By, 11/14/2013 6:00 PM	Requested By 11/15/2013 1:33 PM
Unit 63 - Fence Need to be Evaluated for Repair by Resident or HOA	Broken portion of fence is not original to layout. Previous owner has tampered with things and installed a gate where it has negatively affected fence-line. Association can re-structure this portion of fence and resident can use original gate which is still operational. AB 2/18/14	Maintenance Requests, Requested By, 2/19/2014 6:00 PM	Requested By 2/19/2014 10:36 AM
Replace Globe Fixture at Unit 126		Maintenance Requests, Requested By, 1/23/2014 6:00 PM	Requested By 1/23/2014 10:44 AM
Redesign & rework irrigation issues	Special attention to zone #6 on north timer in SR66	4/4/2014 6:00 PM	3/28/2014 11:16 AM
Grind sidewalk offset near #15 entry (by tree)	Mark began work on 10/23/13. Grinder broken, will finish once new tool is picked up.	10/18/2013 6:00 PM	11/6/2013 8:22 AM
Laundry Refund to #106			10/3/2013 2:10 PM
Hot Tub - Running Very Hot Last Few Nights - Please Check Temperature	Temperature check is okay.	Maintenance Requests, Requested By, 11/27/2013 6:00 PM	Requested By 11/27/2013 8:06 AM
	Spoke with A&A 10/15/13		
Get proposal for heater replacement in shop	Called to schedule replacement following BOD discussion 10/16/13	Assigned To -> Adam 10/21/2013 6:00 PM	10/22/2013 3:45 PM
	Tentatively scheduled for 10/21/13		
	Heater installed 10/21-10/22		
	Line has had repeated back-ups over last several months. Check for underlying issue.		
	Left message for Dave w/ Elite on		

10/15/13.

Scope main sewer line @78.

Line was scoped 10/18/13. Offset in line & repitch feed. Proposal to come this week from Elite-10/21/13AB

11/6/2013  
8:26 AM

Proposal has been approved by BOD. Scheduling to occur for work to begin. 10/24/13AB

Repairs done and cleanout installed by Elite Plumbing - 11/6/13

Install ledger under sliding door @ #4 patio

11/1/2013 12/17/2013  
6:00 PM 3:46 PM

Unit 37 - Balcony

Jan Davis called about their balcony. She said it had been slated for replacement a while ago, but that it was never done. She said she's getting concerned about it because it's "looking pretty bad."

Maintenance Requests, Requested By, Requested By -> RES

3/4/2014 3/14/2014  
6:00 PM 7:33 AM

AB met with Jan and reviewed issue. Task has been added under separate list item for completion following spring start-up

F/U with Fast Signs for Security Signs @ Clubhouse

Met with Aaron 10/9/13. Signs should be ready by COB 10/10/13.

Assigned To -> Adam

10/18/2013 10/25/2013  
6:00 PM 9:09 AM

Signs picked-up on 10/11/13, but 3 are being remade due to "imperfections" - no charge on additional signs

Clear #122 shower drain

Has not operated correctly since main back-up. Coordinate with resident for unit access.

1/10/2014 1/15/2014  
6:00 PM 9:40 AM

Install single flood fixture removed from 71 @ 167/168 stairs

11/1/2013  
1:28 PM

Do finished install of Wi-Fi ant. after tree trimming & signal verification

11/1/2013 12/20/2013  
6:00 PM 10:19 AM

Inspect #46 & 47 attics for moisture

RAC did inspection and has verified that moisture issue has been corrected. #47 resident still needs to complete proper dryer venting.

Assigned To -> Adam

10/18/2013 2/25/2014  
6:00 PM 7:29 AM

Pushed to coincide with spring gutter clean-out.

Inspect chimney caps

Several could use attention sealing cracks. Probably best to contract to a professional to cover all buildings, 5/20/14 AB

5/31/2014 5/20/2014  
6:00 PM 12:01 PM

Make & install well @ 173/174 gas meters

DONE RAC completed

4/22/2014 4/30/2014  
6:00 PM 2:02 PM

Also, please let maintenance know that the drains in the tub, shower and both toilets backed up last night. Please

work directly with the tenants for access and resolution keeping me informed.

Pipe Backups - Unit 121

Per Adam (10/1/13): Mark called me on Sunday night to notify me of the problem. I spoke to him while I was here taking care of the clogged line, and again yesterday. He's asked to borrow a couple of tools to remove some trim, but left me under the impression he has it under control.

Adam

One bid received. Awaiting return of 2 more requests for full review and award of job. Deadline pushed to Feb. AB 1/15/14

Reza Landscaping has been selected to perform the work. Work began 3/4/14 and will proceed until completed. The few large areas requiring concrete replacement and sump installation have been requested by AB for late in the work scope for more cooperative weather. 3/6/14 - AB

Work is nearly complete. Two large remaining areas involve concrete removal and replacement which are to be scheduled when a favorable forecast is in place. Punch-list will be made for minor corrections and corrections made before project is finalized and paid. 3/25/14 - AB

Completed including add-on work on 4/11/14. Contacted Javier Reza for invoicing on 4/15/14.  
-AB

Underground downspout extentions

Maintenance Requests, Requested By, Requested By -> RES

10/1/2013 6:00 PM 10/1/2013 2:25 PM

4/25/2014 6:00 PM 4/11/2014 10:46 AM

Sauna in Clubhouse - Heating Element Shooting Open Flame

Inspected unit and tried to duplicate situation. Operation seems normal and could not duplicate situation.

Maintenance Requests, Requested By, Requested By -> RES

2/19/2014 6:00 PM 2/18/2014 4:26 PM

Assigned To, Assigned To -> Adam, Assigned To -> Robert, Clubhouse Rentals, Daily Tasks, Maintenance Requests, Monthly Checklist Items, Monthly Tasks, Quarterly Tasks,

(6/13/2014 6:00 PM)

Architectural Walk Through Items



Requested  
By,  
Requested  
By -> BOD,  
Requested  
By -> MTC,  
Requested  
By -> OFF,  
Requested  
By -> RES,  
Seasonal  
Tasks,  
Weekly  
Tasks

Replace faded/damaged signage - no parking, fire lane, towing signs

Signs ordered 4/16/14

Replace car-stops

#34 parking  
#170 parking  
Unreserved near street behind #55

Concrete "parging" on #43 entry step deteriorating

Repair/restore damage on driveway side of 94 patio fence

Broken siding on west end of unit 19

Storage room #23 rotted @ base of door exterior

Damaged storage room doors

Storage room #88 rotted @ base of door exterior

6/13/2014  
6:00 PM

Scheduled for repair/replacement prior to painting.

Damage to outside rafter on carport over #40 parking

Damage to garage door on maintenance storage

Spiral stairs (near 126) showing bad rusting. Needs cleaned-up and painted.

This area will be addressed with the property painting project occurring spring/summer of 2014.

7/31/2014  
6:00 PM

Upper railing between 115 and 117 is rotted through. Needs repair.

This issue will be addressed with the painting prep for the painting project of spring/summer 2014.

7/31/2014  
6:00 PM

Loose siding on west end of 133/134.	Siding repairs will be done as part of paint-prep for spring/summer 2014 painting project.	7/31/2014 6:00 PM	
Clean or paint over graffiti on electrical transformer near #80 patio entrance.	Vandalized side has been repainted. Transformers may all be getting repainted with painting project.	1/31/2014 6:00 PM	3/14/2014 7:36 AM
Ford F-250 plugged into maintenance garage?	Resident had spoken to Adam about electrical access during winter. Adam has since spoken with resident and disconnected line.		3/21/2014 10:23 AM
Damaged gutter on carport behind #80	Scheduled for repair prior to painting. This is on a list of several carport gutter/down repairs.	6/13/2014 6:00 PM	6/25/2014 12:12 PM
Broken/missing picket @ 85 parking			4/7/2014 8:01 AM
Dangling cable east end of units 30/31			12/20/2013 12:19 PM
Loose cables in bushes between units 56 & 58			4/7/2014 8:01 AM
Broken fence east of #73 parking.			4/7/2014 8:01 AM
Comcast Pedestal not covered near #162			12/20/2013 12:21 PM
Crawlspace vents need re-screened	Crawlspace vent near #144 entry Crawlspace vent on south end of #32		12/20/2013 12:25 PM
Temporary WiFi antenna (2x4) @ maintenance shop needs removed and perminant mount installed.			12/19/2013 12:22 PM
Clean-up behind storage room #66	Clear wood, bucket & other debris from east side of storage room.		12/18/2013 12:26 PM

Category

Description

July 2014

Balconies/doorway

- 1 #--- Balcony is still packed with storage items. Ongoing
- 2 #-- Kids toys at front door looks bad. Ongoing
- 3 #--- Front window looks trashy

Trees

- 1 #--- West side dead aspen tree
- 2 #--- Inside patio is half dead aspen tree
- 3 #--- Westside a tree needs trimmed

Misc.

- 1 #104-106 Where shrubs have been removed, holes that don't have rock cover
- 2 #107 Emergency exit sign missing one side
- 3 #--- At front door cables need re-routed
- 4 #24 Crawl space cover needs replaced, repaired and/or repainted
- 5 #40 On south side, drain spout is detached
- 6 #40 On south side the landscaping? Is it possible to put walk way in where residents are already making their own path through the ground cover
- 7 #41 Cables on north side are loose
- 8 Over #55 parking space there is rain gutter that has been damaged by recent move in truck
- 9 #57 at the front door, right at the top of the stairs, the junction of steps and walk way has a very poor finish/uneven edge that is hazardous
- 10 #--- Cables need attention

General

- 1 There are numerous areas where the facing of upstairs walkway is in very poor condition in need of repair prior to painting. #79, #95-#105 as examples
- 2 Trimming of shrubs seems to be poorly done and I don't believe our current landscape contractor is giving this their attention or they don't know what they are doing.
- 3 Mowing of grass is choppy and uneven and more care needs to be taken