

## Managers' Report for the Board of Directors' Meeting

April 6<sup>th</sup>, 2017

1. Unresolved G-02 flat roof repair: The leak was reported on the 19<sup>th</sup> of Dec. by the renters of G-02. Turner-Morris has been involved with numerous attempts to find/repair the leak. In late Jan., a third party was brought in however they also were not able to identify the location of the leak. Turner-Morris called the manufacturer of the Duro-Last roofing and requested that an inspector look at the roof to assist in finding the location of the leak. Duro-Last will inspect the roof on 4/7/2017.
2. There are two areas that need to be repaired on the B Building this year regarding the drainage and siding deterioration problems.
3. Sidewalk repairs needed for the 2017 summer: spread sheet provided
4. Replaced 15 curb stops throughout the complex. Also, replacing reserve parking stand and base as they are damaged by vehicles. Spreadsheet provided.
5. Will schedule the cleaning of the common area carpets in May.
6. Entrance LED canisters project completed. 😊
7. Fireplace inspections: Service Monkey will charge LH \$75.00 per fireplace to tune-up and inspect. Estimate sheet provided. (This inspection was not performed last year.) This service will be scheduled in late July/August. There will only be 85 fireplaces to be inspected: 2 units have new fireplaces, 1 unit does not use gas heat.
8. Vacation rentals:
  - a) Possible higher HOA dues rate due to increased maintenance, repairs and managerial duties.
  - b) Another option might be to have the homeowners accept responsibility for having their management companies cleaning the common area entrances: including vacuuming carpets and snow/ice removal due to renters playing on the mounds close to the entrances.
  - c) Letter of understanding for homeowners: this has not been created, yet.
  - d) Replacement of 5 snow shovels
  - e) Encourage upper units to place a mat under the BBQ.
9. T & C's vacation dates: April 27 until May 6<sup>th</sup>. Lisa White will be providing security for the HOA; this will be her 3<sup>rd</sup> time to perform this duty.