

# **Property Management Report**

*Preferred Property Management*

## **Aspen Creek Owner's Association**

**Saturday January 28, 2012**

### **Accomplishments:** (since December 14, 2011)

Touch up all minor wall repairs (paint and patch holes) in all buildings

Finish repairing all large holes in B4 due to JB Fire System upgrade (Drywall, texture, and paint) Patched drywall in all holes of B1 garages until JB returns to finish B1 upgrade

Checked all emergency lights weekly, and replaced batteries if needed

Checking reset buttons on all heaters throughout the property daily

Check and replace light bulbs on property daily

Cleaned all elevator carpets, and carpet near elevator doors on all floors

Decorated common area then took down and stored all Christmas decorations for the season

Replaced attic access doors in Building 1 plywood v. drywall (durability)

Replaced exhaust fan in Building 4 boiler

Pressure wash all garages, and sweep out weekly

Pressure washed pool and spa decks

Repair leak in spa 2 plumbing

New emergency shut off palm buttons being installed on all spa controls (completed 1/24/12)

Reset all backflows, and reset all timers (spa pumps, heaters, inside/outside lights, boiler pump timers) in all buildings after multiple power outages over last month

Performed fire watch during power outages, total of 15 hours (7 of which we charged for)

Fire alarm bell in B2 was malfunctioning; Sierra Security has replaced broken part

Replaced thermocouple on pool boiler

Building 3 elevator had an issue after a bear held the door open by knocking over metal dumpster, Otis has repaired the problem

Replaced covers in spa 2 and 3 again. Have received a credit for previous covers which had a faulty seam

Repaired leak in Building 4 common area bathroom

Perform a weekly walk through of all units

Drain all fire sprinkler reservoirs weekly

Sealed tile in common area bathrooms of Building 1, and Front office entry

Removed phones from front entry; added sign where phone used to be, directing users to mailroom phone

Heat tape in all buildings has been turned off since November to save power; we are turning it back on due to possible snow this week; heat tape turned off again on 1/24/12

Installing Lexan (clear plastic) corner guards on all hallway/elevator entrance edges (awaiting arrival of Lexan)

Installed 8 thermostats on floor 1 of B1 (documenting temps)