

Bells & Whistles March Report 2023

1. Coordinated with Homeowners and Ed to inspect garages D,E, F.
2. Coordinated and hired Kaupas water to replace South Hot Tub Heater
3. Cleaned all stairwells
4. Updated garage codes D,E,F by checking and verifying
5. Met with Leanne Depuey (homeowner) to articulate scope of work for stairwell cleaning
6. Watered plants (inside unit 202F) for homeowner
7. Coordinated with dryer vent company (consider it done) to schedule vent cleaning
8. Coordinated with Western States to make sure they get paid on unpaid invoices
9. Coordinated with homeowner 104A and Ed to replace water heater inside unit
10. Coordinated with Depuey's and Patti to update "House Rules"
11. Swept underneath and around dumpster to prevent rodents
12. Got Timberline's personal contact info to assure trash is taken away on schedule
13. Coordinated with Western States to inspect weeping sprinkler head in 201F garage.
14. Placed an order for 201F sprinkler head in 201 F (wait time is 2 weeks)
15. Scheduled a walkthrough with Jared Hogue and Daniel (Western States) to do a walkthrough to verify deficiencies and/or work already completed by Western States
16. Responded to homeowner 203C of garage power outage
17. Hired Electrician to fix power outage on C garage stack (breaker was broken)
18. Hired Kaupas water to fix leaking pipe on hot tubs
19. Installed new "slippery please be careful ice may form around pool or spa" sign at hot tub area
20. Posted new hot tub rules in glass case in hot tub area
21. Negotiated better price for dryer vent cleaning (Consider it done)
22. Responded to homeowner phone call at 9pm 3/18 indicating pipes were frozen at hot tub bathroom. Investigated problem in crawl space. Verified heaters were not working at hot tub bathroom and hot tub mechanical room. Put space heater inside bathroom for the night.
23. Hired electrician to check hot tub frozen pipes. Electrician replaced broken breaker for crawl space in hot tub area.
24. Coordinated to have handyman fix warped floor in hot tub mechanical room and close/insulate any holes in crawl space
25. Investigated/researched bids to insulate all piping in crawl space of hot tub area
26. Investigated unmarked vehicle in front of building E and coordinated with homeowner to move vehicle that was blocking garages of building E
27. Coordinated with Daniel (Western States) and performed walkthrough to verify outstanding items on Fire Marshalls list
28. Hired Kaupas Water to fix south tub jets
29. 3/16 at 10:00pm MST physically removed drunk renters from hot tubs
30. Coordinated with JBS Landscaping to renew landscaping for upcoming spring and summer months and received new bid
31. 3/29 Responded to homeowner F304 water leak and damaging F204. Coordinated with property managers of both F304 and F204 to remedy leak. Discovered leak under vanity

of F304. Cleaned up water in F204. Gave access to mechanical room. Turned off water in F304. Water leak was fixed. Requested a follow up from homeowners property manager to verify leak is still fixed 3 days later.

32. Responded to water leak in unit 203B on ceiling. Investigated unit 303b for source of leak. Verified leak is isolated to unit 203b. Coordinated with homeowner of 203b to hire plumber. Provided homeowner 203b with plumber contact info to fix leak.
33. Coordinated with Allied Security to replace radio dialer in riser room of building C
34. Hired Kaupas water to fix south jets (again)
35. Kaupas water informed me of tampering of south jets inside pump room
36. Bought and installed new padlocks for hot tub pump room and breaker boxes on buildings D-F
37. 3/30 hot tub bathroom was vandalized and closed
38. Coordinated with plumber to fix vandalized toilet in hot tub area
39. Refilled all dog stations with dog bags
40. Emptied dog state waste baskets as needed
41. Shoveled all snow in common areas as needed
42. Checked hot tub chemicals daily
43. Emptied hot tub trash daily
44. Researched new lock system for all mechanical rooms
45. Attended monthly maintenance committee meeting
46. Community trash cleanup daily
47. Security check, daily
48. Scattered ice melt on all ice areas daily
49. Chipped ice from parking lot with ice chipper and shovel
50. Updated all codes with SRG
51. Swept trash room daily
52. Updated hot tub log, daily
53. Informed supervisor of all events in real time
54. Negotiated with JBS landscaping to also do irrigation maintenance
55. 24/7 monitoring of all surveillance cameras on property
56. Discovered leaking pipe in crawl space of hot tub area