Valley Pines Property Manager’s Report

Annual Meeting 2021

**Completed projects**

1. Replaced security panel in boiler room- Proguard Protection Services.
2. Replaced brickmould around garage storm doors.
3. Installed drains, heat tapes and swale along West garages- Walter Company and Electrical Outfitters.
4. Removed and replaced dead trees- Belinski Tree Care
5. Installed monitoring cameras to front and back dumpster enclosures.
6. Installed backer board to project stucco wall in front dumpster.
7. Tuned up lock cylinders on clubhouse doors. – Bill’s Lock Repair.
8. Sanded and stained interior courtyard clubhouse beams
9. Began sanding and staining of interior patio beams.
10. Repaired and replaced sprinkler heads on common areas.
11. Distributed parking tags

**Current Projects**

1. Securing additional gutter and snow stop quotes for front of clubhouse.
2. Updating parking list and distribute tags.
3. Draft FAQ page for website.
4. Review and update rules and regulations, fee structure.

**Future Projects**

1. Install gutters and downspouts on problem garage units.
2. Clean and stain garages and beams.
3. Pressure wash discolored stucco areas. Painting faded areas.
4. Parking lot maintenance- crack fill, seal coat and restripe the parking lot- Kauffman Sealcoating and Mountain Striping.
5. Repair and paint fascia and soffit board on the West 4-unit buildings.
6. Repair and paint brickmould around the storage doors of the West 4 -unit buildings.
7. Replace block footers on West clubhouse grotto (awning area between clubhouse and 8-unit buildings).
8. Bicycle audit and donation.
9. Install additional bike rack.
10. Dryer vent cleaning.