**Valley Pines Property Manager’s Report**

**Annual Meeting 2023**

**February 23rd, 2023**

**6:00pm**

**Completed projects**

1. Walters and Co installed sidewalk adjacent to condo # 108.
2. Rocky Mountain Gutters and Maintenance installed gutters, downspouts and center downspouts and scuppers on the down valley garages. They also installed gutters and downspouts on the up valley garages. The contractor also installed metal post wraps to the base of the wooden posts to protect them from further water damage.
3. The Electrical Outfitters installed 240V heat tape and heat tape timers on the down valley gutters. We will check and see how the up valley gutters do and determine if heat tapes are needed.
4. A -Ok Plumbing complete a boiler inspection on the interior and exterior clubhouse boilers. The boilers are in good condition. The plumber replaced an expansion tank.
5. Anderson Property Management noticed a leak in the women’s bathroom. The right faucet was leaking from the handle. Both faucets were heavily calcified. We replace both faucets.
6. The Electrical Outfitters bypassed a light ballast in the men’s bathroom. The lightbulbs were then replaced.
7. Molina Construction inspected roof leak above unit 113. The water was entering the stucco siding where flashing meets the stucco. The area was sealed. We have seal blocked and patched the area.

**Current projects**

1. Replace damaged downspout on the front right side of the clubhouse.
2. Replace cedar picket on exterior storage area.
3. Replace gym equipment.
4. Secure updated insurance policies and premium quotes.
5. American Family
6. Mountain West Insurance.

-We have completed the insurance worksheet and the agent working with underwriting for quotes.

1. Inspect Fire Suppression Systems with Flame Out Fire Protection.

**Future projects**

1. Install pet waste station near back trash enclosure.
2. Stucco repairs on South clubhouse 8 unit building
3. Additional heat tape repairs on the clubhouse
4. Shrub removal and dead tree removal
5. Repair and adjust sprinkler heads.
6. Clean and stain back trash enclosure.
7. Dryer vent cleaning