

| ITEM | DESCRIPTION | WHO/WHOM | PROJECTED COMPLETION DATE | ACTION NOTES & UPDATE INFORMATION |
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| 1 | Inform Turner Morris to proceed on roof repairs to units #15 & DONE | TP | 3/23/05 | Material to be used will be Sarnafil, a PVC membrane that reportedly has a good track record for this use. T-M to flash adequately. Also T-M agreed to take close up pictures of the present problems prior to starting the repairs; pictures which can serve as documentation in the event of any future legal action against Fling Construction. 3/28 UPDATE: Contract to proceed signed ARP with Tom's approval. 4/5 UPDATE: Remove #16 from list. |
| 2 | Identify local atty. for anticipated legal action against Fling construction ref roof repairs | TP/ARP | 5/1/05 | |
| 3 | Prepare letter to Fling Construction putting them on notice that their work was not satisfactory | TP/ARP | 5/1/05 | Tom, with ARP, to go over construction records on file at ARP, formulate letter, and give to PMZ for review. |
| 4 | Redo pedestrian walkway - remove asphalt, place large boulders | ARP | 7/1/05 | |
| 5 | check concrete slab at entry gate and fill cracks as necessary | ARP | 7/1/05 | |
| 6 | rework copper scuppers on porches | ARP | 7/1/05 | Neale to coordinate with Turner Morris |
| 7 | Complete stone mulch areas | ARP | 6/1/05 | Obtain Neils Lunceford bid to remove all material, place weed barrier, replace rock & mulch |
| 8 | Start placing warnings on vehicles parked sans OK | ARP | now | Paul suggested that the notices put the recipient on notice and ask them to call ARP to avoid being "booted" in the future. |
| 9 | natural grass rennovation on SE & SW sides | TOM/ARP | 7/1/05 | Tom to check with Sones-Mac regarding grass seed mixture and planting & maintenance instructions. |
| 10 | Refinish base trim and door casing in lower level bedroom on unit #17 | ARP | 5/1/05 | |
| 11 | Replace bent extruded metal stair treads | ARP | 8/1/05 | Tom to obtain resource supplier & give to ARP. Neale has \$30 quote for labor for replacement/tread. 5/23 UPDATE: Manufacturer spec sheet faxed to ARP to obtain measurements from stair ways necessary to determine suitability of available heavy duty stair treads from McNichols. |
| 12 | Replace lock and door panels on unit #13 | ARP | 6/1/05 | HOLD OFF on this per PMZ |
| 13 | Painting of metal hand rails | ARP | 7/1/05 | NOTE: Past repairs have not prepped the metal adequately and rust problem persists. |

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| 14 | Check new mats placed on landings and stair treads | TP/ARP | 5/15/05 | Check for correct sizing and placement. If there is a problem in this regards, identify the source, and take action to correct. Ensure that the mats do not present safety hazzard. UPDATE 3/25: Ice build-up prevents any reasonable matt inspection. Must wait until spring thaw. However, there clearly is a size problem with the matts as they are placed. |
| 15 | ARP to acknowledge receipt of Operations Manual DONE | ARP | 4/1/05 | ARP letter on file 3/25/05 |
| 16 | Check for cracks on patio deck on unit #12 and repair if necessary | ARP | 6/1/05 | |
| 17 | Correct door lock problems on trash/maint. bldg. | ARP | 4/1/05 | |
| 18 | Survey and locate eastern boundary of property | TP | 7/1/05 | This will assist in negotiations with county regarding snow storage. |
| 19 | Clean out storage building | ARP | 5/1/05 | |
| 20 | Change gate assistance procedure to make ARP answering service respond to the gate calls | ARP | 5/1/05 | |
| 21 | Notify county of any damage to property done by their snow storage on eastern boundary | TP/ARP | 5/1/05 | This may require the assistance of an atty. For the present, ARP to document the trespass of the snow NOW before it melts with pictures that provide evidence of snow pile encroachment |
| 22 | Obtain roof modification plans from Turner-Morris | TP | 5/1/05 | Paul requested that the plans represent a 3 year period towards completion, with the stages spelled out and prioritized with estimated costs. |
| 23 | Fire sprinkler inspection, repairs and freeze protection | ARP | 5/15/05 | Rocky Mtn Fire will be contracted to do the work. |
| 24 | Walk through inspection after high season | TP / ARP | 5/1/05 | Neale and Tom will do thorough walk through of the property, outside as well as inside the units. □ |
| 25 | ARP to obtain keys for all the units | ARP | 5/1/05 | Keys will be secured at the ARP office. Note: having the keys for all the units will be necessary for the walk through scheduled for Neale & Tom |
| 26 | Change gate codes during off season | ARP | 6/1/05 | Be sure to assign a service code for deliveries, fire dept. , etc. |
| 27 | Tree lighting system - upgrade | ARP | 6/1/05 | Redo the present system to avoid disruption of service by snow storage, landscape workers, etc. |
| 28 | Collect and store ice melt containers | ARP | 5/1/05 | |
| 29 | Check heat tape on drain pipes for functionality | ARP/TP | 5/15/05 | PMZ request |
| 30 | Obtain site plan maps | TP | 5/1/05 | PMZ request. Objective is to identify buildings and locate official ped accesses, snow storage, parking, etc. for purpose of aiding future discussions |

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| 31 | Snow removal contract for next year | TP | 5/1/05 | PMZ spoke with Chris Coleman [Copper Operations Director] who is expecting Tom's call to discuss snow removal for next year. |
| 32 | Make revision in Operations Manual to Parking Regs | ARP | | [a] Those parked must be there with the permission of persons actually registered as occupying the unit [b] No permanent parking in the guest parking area by anyone. |
| 33 | Obtain copy of original building and site plans | TP | 5/1/05 | Obtain copies of the county approved plans which include site detail and elevations of buildings to then be forwarded on to his architect for archiving for future reference. |