

## Elk Run Action Plan - 2004

Date : 1/1//2005

#	ACTION	ASSIGNED TO	TARGET DATE	Comments
1	Get Turner-Morris suggestions on how the repairs should be done on copper roofs of units #15 & #18	BM	02/01/05	
2	Address situation with Fling Construction re: Units #15 & #18	BM	01/15/05	Call placed to Bob Holme - LMoVM
3	Repair roof leaks on Unit #2	ARP	02/01/05	
4	Re-do pedestrian walkway - remove asphalt, and place large boulders	ARP	07/01/05	
5	Check concrete slab at Entry gate and fill crack(s) if necessary	BM	07/01/05	
6	Rework copper scuppers on porches - Ed @ Turner Morris to provide bid	BM	03/01/05	
7	Complete rock mulch areas - Replace plastic barrier under stone mulch (if req'd) in landscape areas with appropriate landscape fabric material - remove rocks and grass and replace rock mulch.	ARP	06/01/05	
8	Natural grass renovation on SE & SW sides. Check w/ Sones-Mac re grass mixture and maintenance. Cut grass twice a year.	BM	07/01/05	
9	Refinish base trim and door casing in lower level bedroom on Unit #17	ARP	02/01/05	
10	Insure that driveway repair mat'l is protected in dry storage area	BM	12/15/04	
11	Check temps in sprinkler closets in early AM and note if temps are at or near freezing temps	ARP	02/15/05	
12	Re-Do lettering on ice-melt containers for Units #6, #13 & #16/17	ARP	02/15/05	
13	Get bid to replace bent stairs (approx 8 treads)	ARP	02/15/05	
14	Repair lock and door panels on Unit #13	ARP	06/01/05	
15	Obtain painting bids for metal railings	ARP	03/01/05	
16	Repaint metal railings on Bldgs #2 & #3	ARP	06/01/05	

17	Install mats on landings	ARP	02/15/05
18	Repair deck materials on Units 12 & 13	BM	02/15/05
19	Get memo to Americana to acknowledge receipt of Operation Manual	BM	01/15/05
20	Check damage to patio deck on Unit #12	BM	03/01/05
21	Check leak in Unit #11	BM	02/01/05
22	Install automatic door opener and remote key pad on storage bldg door	ARP	01/30/05
23	Install lockbox for keys to gate and storage building	ARP	01/30/05
24	Purchase snow blower	ARP	01/30/05
25	First financial statements of 2005	ARP	2/30/2005
26	Final settlement with CMI	PZ	2/30/2005
27	Have the Eastern boundary surveyed and located	BM/ARP	03/01/05
28	Fix Christmas lights at front entrance	ARP	02/01/05
29	Make sure each ice melt container has a scoop	ARP	02/01/05
30	Clean out storage building	ARP	02/01/05
31	Get financial statements from Copper for Nov/Dec before annual meeting	ARP	02/15/05
32	Update gate information	ARP	02/01/05
33	Check that all unit keys work	ARP	02/01/05

**Legend**

ARP = Americana Resort Properties  
PZ = Paul Zlotoff  
DM = Dick McKay  
BM = Bud Monk  
TM = Turner Morris Construction  
NL = Neils Lunceford  
DA = Dick Angelo