

ITEM	DESCRIPTION	WHO/WHOM	PROJECTED COMPLETION DATE	ACTION NOTES & UPDATE INFORMATION
1	Inform Turner Morris to proceed on roof repairs to units #15 & #16	TP	03/23/05	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. UPDATE 5/10: Manufacturer shipped wrong color Sarnafil. T-M awaiting replacement. UPDATE 6/2: T-M finishing up this date. Inspection of work to come as well as obtain pictures of the work done by Fling .UPDATE 7/7: Unit owner unhappy with the appearance of the work. Met with T-M [Hubbard] to discuss solution. T-M agreed with assessment and will get back soon with a solution.
2	Identify local atty. for anticipated legal action against Fling construction ref roof repairs DONE	TP/ARP	05/01/05	UPDATE 5/19: Tom interviewed local atty Mark Thompson, Breckenridge, 970-453-0192 and recommends that his experience litigating construction claims, from both sides, qualifies him. A brief resume is on file at ARP.
3	Prepare letter to Fling Construction putting them on notice that their work was not satisfactory	TP/ARP	5/1/2005 6/10/2005	Tom, with ARP, to go over construction records on file at ARP, formulate letter, and give to PMZ for review. UPDATE: 5/19 ARP sent letter to Fling as approved by PMZ and Tom requesting that they respond as to their intentions for repairing remaining inadequate roof repairs. UPDATE 6/2: Neale has followed up with phone call. If response is not satisfactory by 6/10 then turn over to atty UPDATE 7/7: ARP received Fling response. Unsatisfactory. Correspondence and pictures delivered to atty who will review and phone Tom for an appointment to discuss.

4	Redo pedestrian walkway - remove asphalt, place large boulders	ARP	07/01/05	UPDATE 5/10/05 ARP to have plan ready by 6/1 UPDATE 6/2 Paul requested the area be redrawn with some suggestions. Tom requested Neale to wait until meeting with county road supervisor regarding eastern boundary before redrawing. UPDATE 7/7: Tom met with J. Pohlemous from County to review the snow storage damage to our landscape problem. The survey shows that the landscape berm is partially on the County land and that the trees cannot survive where they are planted. Unit owners McKay and D'Angello later met with Tom, Neale, and Tim Glasco from Neils-Lunceford to discuss solutions to landscaping, pedestrian access, and relocation of the rocks. N-L asked to prepare an informal proposal to solve both the access and landscape problems. Any actual earth moving will have to wait until October if we wish to save the existing trees.
5	check concrete slab at entry gate and fill cracks as necessary	ARP	07/01/05	
6	rework copper scuppers on porches	ARP	07/01/05	Neale to coordinate with Turner Morris
7	Complete stone mulch areas	ARP	7/1/2005	Obtain Neils Lunceford bid to remove all material, place weed barrier, replace rock & mulch. UPDATE 5/19: Tom checked and N-L already had a bid on file. Tom to forward bids on to PMZ to determine their relevancy to the more limited stone mulch areas. UPDATE 6/5: Tom to take landscape plan to Jim at T-M and clarify the job requirements. UPDATE 7/7: N-L recommended to ARP that weed removal through chemical application is the most cost effective solution to restoring these stone mulch areas to original state. ARP given go ahead by Tom to follow N-L recommendation.
9	natural grass renovation on SE & SW sides DONE	TOM/ARP	07/01/05	Tom to check with Sones-Mac regarding grass seed mixture and planting & maintenance instructions. UPDATE 5/19 DONE Sones-Mac Instructions given to ARP
10	Refinish base trim and door casing in lower level bedroom on unit #17 COMPLICATIONS: SEE ACTION NOTE	ARP	06/01/05	5/10 Change to 6/1 UPDATE: 5-20-05 ARP discovered that there is water damage from seepage. Tom checked it on 5/21 and will locate qualified contractor to make diagnosis as to cause of problem. UPDATE 6/2: ARP obtaining contractor Dx of infiltration problem.
11	Replace bent extruded metal stair treads	ARP	08/01/05	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. UPDATE 6/2: ARP to order treads this week.

13	Painting of metal hand rails	ARP	07/01/05	NOTE: Past repairs have not prepped the metal adequately and rust problem persists. UPDATE 5/10: The single bid received seemed excessive. ARP to obtain 3 bids and to compare with cost of replacing hand rails with a metal that will no oxidize to solve this problem once and for all. UPDATE 6/2: Tom and ARP will make decision to enter into contract with one of the painting contractors. Contract will specify job requirements including which railings and the exact color.
14	Check new mats placed on landings and stair treads	TP/ARP	06/15/05	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. UPDATE 6/2: ARP has located original drawings by Monk by which the mats were ordered. ARP will measure the mats and compare to the drawings.
16	Check for cracks on patio deck on unit #12 and repair if necessary	ARP	06/01/05	5/10: Tom to check this out UPDATE 6/2: ARP to check all front as well as all balcony decks for the integrity of the walking surface membrane. Near future objective is to obtain exact measurements of these areas which do not have mats so that mats can be ordered.
18	Survey and locate eastern boundary of property NOTE: Add survey of northern boundary.	TP	07/01/05	This will assist in negotiations with county regarding snow storage. UPDATE 5/19: Tom contracted with Range West surveying, who was quite familiar with Elk Run, who will survey east boundary and set permanent pins. UPDATE 6/2: Decision made to also order survey of northern boundary to provide information necessary to improve drainage of the drive intersection. UPDATE: 7/7: See AP item #4 above regarding eastern boundary. Re northern boundary, survey relvealed that there is room to relocate the pedestrian access to the north side of the northern stone column. Also, that there is no land use problem in reworking the drainage for the roadway intersection to permit water to drain into the water storage area at the northwest corner.
20	Change gate assistance procedure to make ARP answering service respond to the gate calls	ARP	05/01/05	5/10: Gate inoperable. Gate company assessing problem and will estimate cost. ARP will get bids to compare repair of old system with replacement upgrade.

21	Notify county of any damage to property done by their snow storage on eastern boundary	TP/ARP	06/15/05	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 5/19: Tom will contact "JP", county road supervisor, to discuss problem and see if solution short of litigation can be worked out. UPDATE 7/7: Damage to ER's landscape from snow storage is, to a large extent, due to the location of the landscaping on the boundary line. Some is probably due to operator lack of concern; however, since we will need to move the landscape materials to a safer location the question of responsibility is probably moot at this point.
22	Obtain roof modification plans from Turner-Morris	TP	05/01/05	Paul requested that the plans represent a 3 year period towards completion, with the stages spelled out and prioritized with estimated costs. 5/10: Plans in as of this date but not evaluated. On file with ARP
23	Fire sprinkler inspection, repairs and freeze protection	ARP	07/01/05	Rocky Mtn Fire will be contracted to do the work.
24	Walk through inspection after high season	TP / ARP	07/01/05	Neale and Tom will do thorough walk through of the property, outside as well as inside the units. UPDATE 6/2: ARP will do walk through and develop a "punch list" at which time Tom will inspect property with ARP".
25	ARP to obtain keys for all the units	ARP	07/01/05	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 5/10: Keys were secured in storage garage by mistake by ARP. Will be relocated to main office. UPDATE 6/2: Relocation to office done. ARP lacking keys for 2 units. ARP will again contact owners of those units
26	Change gate codes during off season	ARP	06/01/05	Be sure to assign a service code for deliveries, fire dept. , etc. 5/10: Change in code awaiting repair/replacement of gate electronics. UPDATE 6/2: Gate codes changed. Now awaiting installation of repaired key pad by repair service.
27	Tree lighting system - upgrade	ARP	08/01/05	Redo the present system to avoid disruption of service by snow storage, landscape workers, etc. Upgrade awaiting boundary survey. Other action items given higher priority which has pushed this out to 8/1
29	Check heat tape on drain pipes for functionality DONE per ARP	ARP/TP	05/15/05	PMZ request 5/19: Drainage from deck leaking into electrical under decks. ARP to identify contractor to assess problem. UPGRADE 6/2: ARP reports heat tape working now.

31	Snow removal contract for next year	TP	07/01/05	PMZ spoke with Chris Colman [Copper Operations Director] who is expecting Tom's call to discuss snow removal for next year. UPDATE 6/2: Tom has met with Colman & will formally send them a request services after consultation with PMZ. ARP to pursue other options for snow removal. Several ideas were discussed at BOD meeting. UPDATE 7/7: Second e-mail request sent to Copper Mtn [Colman] for a snow removal agreement. No response as of this date. Tom will follow with a phone call if no response by 7/30. ARP researching other resources as well. The configuration of the complex requires the use of skid-steer equipment for an adequate job.
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. 5/10: PMZ to handle this
33	Develp drainage plan for drive intersection	Tom	07/01/05	Tom to contract with Range West to survey boundary to determine where the enhancement can go. Object is to drain the water towards the water stge area at the NW corner of property. UPDATE 7/7: N-L [Glasco] asked to cost out this project.
34	Stone work repair	ARP	07/11/02	ARP to obtain bids for repairing the stone work.
35	Swallow mud nest construction	ARP	Summer '06	UPDATE 7/7: The mud nests are unsightly and, removal is very labor intensive. The birds can rebuild a nest within 8 hours and do. Consequently, this will prove to be a costly maintenance problem unless a preventative solution can be found to the nest building. Tom is researching solutions which involve discouraging the birds from building in the first place.
36	Addendum to contract	TP	07/12/05	UPDATE 7/7: As the contract now reads, ARP is without adequate guidelines regarding both [a] discretionary spending limits, and [b] a procedure to follow for proposing spending which goes beyond the limits of discretionary spending. ARP [Ned] has drafted such an addendum which Tom has approved to be sent on to the BOD for action.
37	Dangerous ice build up above unit #19	ARP	7/31905	Tom requested that T-M propose a solution to this problem and report back to ARP.
38	Outside painting	BOD	07/12/05	Several of the wood pillars are in need of scraping, caulking and repainting to prevent extensive damage in the near future.
39	Seal coat drives	BOC	07/12/05	Preventative maintenance issue
40	Fill cracks in concrete on pads in front of garage doors.	ARP	08/31/05	Preventative maintenance issue

41	Caulking and repainting of windows as necessary	ARP	07/31/05	ARP to investigate the most cost effective way to do this. It may well mean contracting out, getting someone with a lift to avoid ladder damage to stucco, etc. This is a preventative maintenance issue.
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