

ITEM	DESCRIPTION	WHO/WHOM	PROJECTED COMPLETION DATE	ACTION NOTES & UPDATE INFORMATION
1	Inform Turner Morris to proceed on roof repairs to units #15 & #16 DONE	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.
2	Identify local atty. for anticipated legal action against Fling construction ref roof repairs	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	05/01/05	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.
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
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	06/01/05	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.
9	natural grass rennovation 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.

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.
12	Replace lock and door panels on unit #13	ARP	06/01/05	HOLD OFF on this per PMZ
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.
14	Check new mats placed on landings and stair treads	TP/ARP	05/15/05	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.
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
17	Correct door lock problems on storage/maint. bldg. DONE	ARP	04/01/05	5/2 UPDATE: Remains inadequate. 5/10 DONE
18	Survey and locate eastern boundary of property	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.
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.
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	05/15/05	Rocky Mtn Fire will be contracted to do the work.

24	Walk through inspection after high season	TP / ARP	05/01/05	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	05/01/05	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.
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.
27	Tree lighting system - upgrade	ARP	06/01/05	Redo the present system to avoid disruption of service by snow storage, landscape workers, etc.
28	Collect and store ice melt containers	ARP	05/01/05	
29	Check heat tape on drain pipes for functionality	ARP/TP	05/15/05	PMZ request 5/19: Drainage from deck leaking into electrical under decks. ARP to identify contractor to assess problem.
31	Snow removal contract for next year	TP	06/01/05	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. 5/10: PMZ to handle this