

2015 Snowbridge Square Manager's Report

- Scraped, sanded and repainted all hand rails.
- Repaired 9 broken lights and replaced 3 light fixtures.
- Painted garage, main, 1st & 2nd floor elevator entries.
- Hand scrubbed stains in mall carpet area.
- Repaired and insulated 3 frozen pipes.
- Repaired 13 pin hole leaks in pipes and counting.
- Helped new owners in 204 & 205 get familiar with the property and rules.
- Painted mall bathroom doors and trim.
- Remounted divider in men's mall bathroom twice due to vandalism.
- Replaced wax rings on toilets in women's mall bathroom.
- Clean bathrooms 3 times a day.
- Vacuum mall 2 times a week.
- Schedule cleaning of carpet, entry and luggage carts.
- Order supplies for bathrooms and for various repairs.
- Assist owners in working on repairs in individual units.
- Deal with contractors and access into units and HOA issues/projects.
- Monitor and enforce parking rules in lot and garage.
- Oversee 1st and 2nd floor elevator entry remodel (carpet and baseboard)
- Clean out elevator door tracks as needed.
- Deal with roof leaks in 201 due to Ice buildup.
- Deal with roof drain break and leaks in to commercial unit
- Set up and prepare bids for various HOA building projects.
- Inspect roof leaks in soffit outside Breeze.
- Install door closer on sauna door.
- Empty all trash cans when half full.
- Schedule and transport Bobcat for service and repair.
- Install new stair signs and "No Public Bathroom" signs.
- Schedule roof snow removal and clean up.
- Work with HOA, county, and CMFD on approving new stair well plans.

- Inspect Smoke and CO detector per insurance company requirements
- Hot tube monitoring and maintenance.
- Chemical & part ordering for hot tub.
- Monitor security cameras for vandalism.
- Trash and dog waste clean up.
- Laundry room cleanup and collection of change.
- Monitoring of boiler and scheduling of maintenance.
- Touchup painting around the property.
- Final inspection and approval of projects.
- Homeowner and guest relations.
- Deal with fire department inspections.
- Deal with complaints from owners, renters and HOA.
- Scrape parking lot, dumpster area, garage entry and main mall entries.
- Mowed, weeded, trimmed and fertilized lawns.
- Rake lawn, blew off walkways and parking areas, inside and out.
- Power washed stairs and walkways 2 times a month.
- Built and repaired landscape areas front and back.
- Pulled weeds in landscaping and flower beds.
- Deal with owners and renters not following rules and regulations.
- Notify property owners and tenants of shut downs of parking, water, electricity due to maintenance and repairs.

Submitted by:

Nate Smith

Snowbridge Square Building Manager

nate@avamanagement.net