

**Eolus Condominium Association**  
**Annual Meeting Supplement**  
**6/27/2009**  
**Property Manager Report**

**ACTION TAKEN:**

- 1) Power wash 1<sup>st</sup>/2<sup>nd</sup> floor garages.
- 2) Performed all daily/weekly/monthly janitorial and maintenance items.
- 3) Repair and paint areas located around the exterior and interior of building.
- 4) Addressed owner, guest, hotel calls and contacts concerning various issues.
- 5) Purchase plants for the building.
- 6) Install new 2<sup>nd</sup> floor garage light covers.
- 7) Jim Fisher repaired Unit 329 master bedroom door entrance water damage. Water leak due to 4<sup>th</sup> floor overhang seam leak above Unit 329, ECA repair expense.
- 8) Jim Fisher completed exterior building stucco repairs.
- 9) Be Wise Chimney Sweep cleaned all 52 fireplace chimneys and inspections.
- 10) Best Cleaning cleaned the carpet and mats in lobbies once a month, Invoice ECA: spa/3<sup>rd</sup> floor lobby/mats, Invoice VC: 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>/7<sup>th</sup> floor lobbies.
- 11) Completed all work in progress discussed in last months ECA BoD meeting PM report.

**Discussion:**

- 1) Mud swallows attacking the south end of ECA building again. I have contacted the Company which installed the netting and have them scheduled to make additional repairs to correct the problem.

**Capital Improvements:**

- 1) Drip edge above the north end 2<sup>nd</sup> floor garage overhang. 3<sup>rd</sup> floor deck east side and east side step extension near area pool to the south end of the 3<sup>rd</sup> floor deck. John Marinan is researching materials and cost for additional savings. (\$3,400 +/- Valley Sheet Metal Bid)
- 2) Superior Alarm bid to install CCTV in the pool area. The bid includes all new equipment; we are unable to use the monitor and recorder provided by James Biglane due to compatibility with the new equipment. (\$4,202) Scheduled for installation July 3<sup>rd</sup>.

Thank you,

Jim Shoultz  
Property Manager  
Eolus Condo. Assoc.

David Barbieri  
Asst, Property Manager  
Eolus Condo. Assoc.

**Eolus Condominium Association**  
**Board of Directors Meeting**  
**5/30/2009**  
**Property Manager Report**

**ACTION TAKEN:**

- 1) Power wash 1<sup>st</sup>/2<sup>nd</sup> floor garages.
- 2) Performed all daily/weekly/monthly janitorial and maintenance items.
- 3) Repair and paint areas located around the exterior and interior of building.
- 4) Addressed owner, guest, hotel calls and contacts concerning various issues.
- 5) Repaired ECA building garage drain trench work on east side of building, fertilized and planted grass seed to surface areas.
- 6) Scheduled Jim Fisher to repair Unit 329 master bedroom door entrance water damage. Water leak due to 4<sup>th</sup> floor overhang seam leak above Unit 329, ECA repair expense. (In Process)
- 7) Scheduled Jim Fisher to complete exterior building stucco repairs. (Done)
- 8) Scheduled Be Wise Chimney Sweep to clean all 52 fireplace chimneys and inspections. (Done)
- 9) Scheduled Best Cleaning to clean carpet and mats in lobbies once a month, Invoice ECA: spa/3<sup>rd</sup> floor lobby/mats, Invoice VC: 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>/7<sup>th</sup> floor lobbies. (Done)
- 10) Installed 3<sup>rd</sup> Floor elevator lobby door siding with stainless steel. (Done)
- 11) Cleaned and painted Fire Dept. standpipe hydrant boxes, all fire extinguisher boxes "RED". (Done)
- 12) Cleaned and painted floor of maintenance office. (Done)
- 13) Cleaned 1<sup>st</sup> floor boiler mechanical room and painted floor, relocated maintenance supplies, tools to pool boiler room and spa storage room. (Done)
- 14) Power washed and prepped 2<sup>nd</sup> floor garage floor and painted. Painted columns and all safety yellow zones. (Done)
- 15) ThyssenKrupp Elevators (Greg service tech) painted elevator room on the roof.
- 16) Scheduled David the ECA Assistant Property Manager for Pool and Spa certification classes, July 11<sup>th</sup> and 12<sup>th</sup> in Durango.

**Discussion:**

- 1) DMR:  
I have been informed that DMR will be removing the modular units from the lower parking area due to financial reasons. The entire group of employee's located in the units are being relocated to open office areas on the mountain or losing their jobs. Walter with DMR Communications is moving into unit 724 currently being used by 3 DMR employees.

Mark Seiter and Judy Wachob were in the building looking for places to put approximately 50-75 Lift Operator lockers. They are inquiring about the ECA locker room; this could be a huge problem for several reasons. My concerns of the hours of use, damage, little to no supervision and parking issues are just the beginning.

- 2) POOL:  
Cleaning and preparation of the pool and pool common area will begin on June 1<sup>st</sup>. The pool will open on Friday, June 19<sup>th</sup>.

3) Vacation:

Jim will be on vacation from June 9<sup>th</sup> to June 17<sup>th</sup> to attend his youngest daughters wedding.

**Capital Improvements:**

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Thank you,

Jim Shoultz  
Property Manager  
Eolus Condo. Assoc.

# Eolus Condominium Association

## Board of Directors Meeting

4/04/2009

### Property Manager Report

#### ACTION TAKEN:

- 1) Vacuum, sweep and power wash 1<sup>st</sup> & 2<sup>nd</sup> floor garages.
- 2) Repair areas located around the exterior and interior of building.
- 3) Power wash 1<sup>st</sup>/2<sup>nd</sup> floor garages.
- 4) Order firewood for season inventory.
- 5) Performed all daily/weekly/monthly janitorial and maintenance items.
- 6) Addressed owner, guest, hotel calls and contacts concerning various issues.
- 7) Scheduled Best Cleaning clean lobbies once a month, Invoice ECA: spa/3<sup>rd</sup> fl.lobby/matts, Invoice VC: 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>/7<sup>th</sup> floor lobbies.
- 8) 3/6-3/12  
Oklahoma Spring Break: The DMR rental units are booked FULL and I'm sure we will have private unit and Property Management rentals as well. In the past years we have employed a Security Watch Co. to watch the building on Sat/Sun. This year David and I will be in Visible Security Vest at night watching the building to cut that cost thru the weekend. I have also asked Ed Herman with DMR Security to increase the security patrol inspection of the building.

3/13-3/20

Texas/Arizona Spring Break: This is HELL WEEK!!!! The DMR rental units are booked FULL and I'm sure we will have private unit and Property Management rentals as well. In the past years we have employed a Security Watch Co. to watch the building on Fri/Sat/Sun/Mon/Tue/Wed/Thu. This year David and I will be in Visible Security Vest at night watching the building to cut that cost thru the weekend and week. I have also asked Ed Herman with DMR Security to increase the security patrol inspection of the building.

3/21-3/29

Colorado/New Mexico Spring Break: The DMR rental units are 1/4 booked and I'm sure we will have private unit and Property Management rentals as well. In the past years we have employed a Security Watch Co. to watch the building on Fri/Sat/Sun. This year David and I will be in Visible Security Vest watching the building to cut that cost thru the weekend. I have also asked Ed Herman with DMR Security to increase the security patrol inspection of the building.

#### Capital Improvements:

- 1) Drip edge on the 3<sup>rd</sup> floor deck overhang length of building.
- 2) Possible roof scupper's if needed \$750.00 ea. +/-
- 3) Elevator Lobby door residing with Stainless Steel waiting on bid from ThyssenKrupp Elevator.

Thank you,

Jim Shoultz

Property Manager, Eolus Condo. Assoc.

# Eolus Condominium Association

Board of Directors

3/05/09

## Property Manager Update

Hello Sandy and ECA Board of Directors,

Currently the ECA building is functioning as expected, we have no issues at this time.

The next three (3) weeks consist of **Spring Break** for the following:

### **3/6-3/12**

**Oklahoma Spring Break:** The DMR rental units are booked FULL and I'm sure we will have private unit and Property Management rentals as well. In the past years we have employed a Security Watch Co. to watch the building on Sat/Sun. This year David and I will in Visible Security Vest at night watching the building to cut that cost thru the weekend. I have also asked Ed Herman with DMR Security to increase the security patrol inspection of the building.

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### **3/21-3/29**

**Colorado/New Mexico Spring Break:** The DMR rental units are 1/4 booked and I'm sure we will have private unit and Property Management rentals as well. In the past years we have employed a Security Watch Co. to watch the building on Fri/Sat/Sun. This year David and I will be in Visible Security Vest watching the building to cut that cost thru the weekend. I have also asked Ed Herman with DMR Security to increase the security patrol inspection of the building.

Thank you,

Jim Shoultz  
Property Manager  
Eolus Condo Assoc.

# Eolus Condominium Association

## Board of Directors Meeting

2/07/2009

### Property Manager Report

#### **ACTION TAKEN:**

- 1) Vacuum, sweep and power wash 1<sup>st</sup> & 2<sup>nd</sup> floor garages.
- 2) Repair areas located around the exterior and interior of building.
- 3) Power wash 1<sup>st</sup>/2<sup>nd</sup> floor garages.
- 4) Order firewood for season inventory.
- 5) Lot's of snow removal in December total of 117 " inches. January snowfall was 44" inches.
- 6) Extremely busy during the Christmas and New Year holidays.
- 7) Install Christmas decorations, removed Christmas decorations.
- 8) Performed all daily/weekly/monthly janitorial and maintenance items.
- 9) Addressed owner, guest, hotel calls and contacts concerning various issues.
- 10) Scheduled Best Cleaning clean lobbies once a month, Invoice ECA: spa/3<sup>rd</sup> fl.lobby/matts, Invoice VC: 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>/7<sup>th</sup> fl lobbies.
- 11) Completed and PASSED National Spa and Pool Operator Certification.
- 12) Discovered 3 fire sprinkler heads frozen and had Durango Fire Sprinkler Co. replace sprinkler heads in 3<sup>rd</sup> floor lobby, Unit 319 and Unit 426.
- 13) Met 1/29/09 with Sandy Cushman, John Marinan of ECA BoD, Charlie and Gary with ThyssenKrupp Elevators to discuss concerns and repairs needed for the ECA elevators.
- 14) December 8<sup>th</sup> Village Center Hotel contacted ECA Maintenance concerning a clogged kitchen sink drain. Efforts to unclog drain were not successful, contacted C & M Plumbing to use a power cable to clear the drain and installed a clean out under the sink to allow water to be run while dishwasher was running and to tell when the line is cleared. No results after 5 hours and 30 plus tries. Dec. 9<sup>th</sup> tried to cable line a few more times and determined that the line headed down the wall of Unit 423 and thru the floor still was not able to unclog drainpipe. Dec. 16<sup>th</sup> we opened up the wall under the kitchen sink in Unit 423, cut the drainpipe and tried to clear it but was stopped at 9' ft. we were unable to proceed further with continued tries. Dec. 17<sup>th</sup> we tried to clear the drainpipe and still no results. We went down to Unit 323 and opened the ceiling above the washer/dryer the drainpipe was chased and located the line behind the shelves above the kitchen sink in Unit 323. At that point we opened the wall above the sink and removed a 3'ft., section of cast iron pipe that was completely clogged with a hardened material and tile grout. The drainpipe was the cleared in both directions and the drainpipe repairs were made to the drain line. Dec. 18<sup>th</sup> the drain line was tested again for draining and leaks, the drainpipe drained well and no leaks were found. Dec. 19<sup>th</sup> another drain test and leak check was completed and the system is working well.

All repairs to the 3 Units 525/423/323 have been completed.

#### **Capital Improvements:**

- 1) Drip edge on the 3<sup>rd</sup> floor deck overhang length of building.
- 2) Possible roof scupper's if needed \$750.00 ea. +/-
- 3) Elevator Lobby door residing with Stainless Steel waiting on bid from ThyssenKrupp Elevator.

Thank you,

Jim Shultz  
Property Manager  
Eolus Condo. Assoc.

**Eolus Condominium Association**  
**Board of Directors Meeting**  
**12/06/2008**  
**Property Manager Report**

**ACTION TAKEN:**

- 1) Clean up of building and landscape areas.
- 2) Vacuum, sweep and power wash 1<sup>st</sup> & 2<sup>nd</sup> floor garages.
- 3) Repair areas located around the exterior and interior of building.
- 4) Power wash 1<sup>st</sup>/2<sup>nd</sup> floor garages.
- 5) Performed all daily/weekly/monthly janitorial and maintenance items.
- 6) Addressed owner, guest, hotel calls and contacts concerning various issues.
- 7) Out of Site Window Cleaners cleaned all exterior windows.
- 8) Scheduled Best Cleaning clean lobbies once a month, Invoice ECA: spa/3<sup>rd</sup> fl.lobby/matts, Invoice VC: 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>/7<sup>th</sup> fl lobbies.
- 9) Arrow Fire & Safety update unit fire extinguishers.
- 10) Ski Locker showings. Currently we have 12 lockers rented.
- 11) Order firewood for beginning of fall season.
- 12) Paint touch ups in building hallways, garage, spa room, hot tub.
- 13) TL Roofing repaired roof to the pool/spa roof overhang propanel.
- 14) Finalize the closing of the Pool and covering.
- 15) Trap cats and have neutered.
- 16) Address FIRE ALARM set off's by contractors remodeling projects.
- 17) Complete new hire David Barbieri (970-779-8342) and living arrangements at Purgatory Townhomes. Currently in the training stage of job.
- 18) Studying for National Spa and Pool Operator Certification and have begun to prep for certification. Class Certification date Dec. 9<sup>th</sup>/10<sup>th</sup> in Farmington, NM.
- 19) Met with contractor's of Unit's 525, 624, 625, 722, 723 continue to discuss clean up, cart use and access to building procedures in Eolus condo's.
- 20) The 1st floor garage drain is still being a nightmare with not draining. I have made several attempts to resolve the problem using Roto Router, Ball Septic, Canyon Construction and Badger Daylighting. At this time the best suggestion is to have Badger water cut a trench down to the located pipe, follow the pipe and locate the damaged area. This issue is concerning due to the fact the drain will freeze again and we will have ice all over the 1st floor garage and possible into the 2nd floor garage again this year. The water is rain/snow runoff into and around the building. The 1<sup>st</sup> and 2<sup>nd</sup> floor drains have also been cleaned and vacuum sucked of debris. The 1<sup>st</sup> floor garage drain has been reconstructed out near the golf course and is currently draining as needed.
- 21) Oct. 27<sup>th</sup>, we were visited by David Lilja of P.E.I. (Professional Elevator Inspections, LLC) they are State certified to check and inspect elevator safety. Unknown to me we hire them to inspect the work of our elevator service company and staying within the state elevator safety code. Turns out that the 2 yr, and 5 yr, mandatory inspections were last done on 4/01/92 and 4/01/03. We have several repairs to make to the elevators mostly brighter lights/guards in the pits. The inspector was not happy that the inspections were so old and was going to red tag and shutdown the elevators. I spoke with him as to the service company and then called ThyssenKrupp. They admitted that they had not completed the work and inspections to the inspector. The inspector advised them to get here and make the upgrades and perform the inspections in his presence, the following day 5 ThyssenKrupp employees arrived from Albuquerque and the work was completed over a two-day period. The inspector conducted his test and the elevators are now certified.

My concern is they didn't conduct this work and should the billing of the service contract be adjusted. The maintenance logbook was shown to me and may have been filled out this week. We may want to check their office service record file (computerized) to the logbook we have. A letter should be addressed to Charlie Love, Service & Repair Manager ThyssenKrupp Elevator Corp. 8920 Adams St. NE Suite B, Albuquerque, NM 87113 concerning the issue of the Elevator Inspector's fine. The ECA pays \$2,153.50 per 3 months of service totaling \$8,614.00 per year for service that averages approximately 2 hours per visit. The Annual Safety Certificate Inspection cost is \$275.00 per elevator totaling \$550.00 ECA cost. The inspector had to re-inspect and witness the 5 yr. test with ThyssenKrupp doing the work this created an additional invoice of \$750.00. The inspector suggested that ECA forward the invoice to ThyssenKrupp for payment due to the re-inspection.

**Capital Improvements:**

- 1) Drip edge on the 3<sup>rd</sup> floor deck overhang length of building.
- 2) Possible roof scupper's if needed \$750.00 ea. +/-.

Thank you,

Jim Shultz  
Property Manager  
Eolus Condo. Assoc.

# Eolus Condominium Association

## Board of Directors Meeting

9/20/2008

### Property Manager Report

#### **ACTION TAKEN:**

- 1) Summer clean up of building and landscape areas.
- 2) Vacuum, sweep and power wash 1<sup>st</sup> & 2<sup>nd</sup> floor garages.
- 3) Repair areas located around the exterior and interior of building.
- 4) Performed all daily/weekly/monthly janitorial and maintenance items.
- 5) Addressed owner, guest, hotel calls and contacts concerning various issues.
- 6) Order firewood for beginning of fall season.
- 7) Perform Pool and Spa daily chemical test and cleaning.
- 8) Drain Boilers, flush and refill as part of maintenance plan.
- 9) Schedule and complete repairs to 2<sup>nd</sup> floor garage ceiling.
- 10) Remove deteriorated walkway concrete squares from rooftop to open roof area floor for easier water draining. Parts of squares have been relocated to the south end of building to plug ground holes from gophers going under the building.
- 11) Remove soil and open drain area from building on south end stair exit area.
- 12) Tracked down a full set of ECA Blueprints and had 2 full sets made for the ECA file.
- 13) Boiler #2 stopped working and found that the exhaust fan and motor had locked up, purchased new exhaust fan and motor, rewired unit and working well.
- 14) Fire sprinkler line stand pipe broke in the ski locker room, had to contact Durango Fire Protection and Cy Cooper Company to make repairs, Contact Best Cleaning for water extraction and carpet cleaning, repair wall area and replace ceiling materials.
- 15) Install new 2<sup>nd</sup> floor garage entrance height restriction sign notice to protect garage lights.
- 16) Met with Tom from TL Roofing on scuppers for roof drain relief of rain and snow water. (Estimate is 8"x8"x18" of 1/8" steel, cut out studs and frame similar to scuppers in the hallways done in the past, \$754.00 per scupper recommends 3 to 4 installed)
- 17) Met with Valley Sheet Metal on spa/pool roof repair, estimate on 3<sup>rd</sup> floor deck drip edge. Still waiting on cost estimate. (East stairway roof overhang drip gutter and downspout estimate \$506.00.)
- 18) Discussed with Waste Management the reduction of trash pickups during slow seasons (bi-weekly) and increased pickups on busy periods of season for possible cost reduction.
- 19) Schedule Roto Router to clean drain line in 1<sup>st</sup> floor garage floor and trap box, unable to find clog area and need to find another possible cleaning procedure. Found the exit end of the drainpipe about 150 feet east of building between the golf shed and the concrete deck of Village Center. I dug out the end of pipe area and still unable to unclog the drainpipe.
- 20) Schedule Stucco repair contractor for repairs to building stucco areas work will be completed as weather permits.
- 21) Schedule Out of Site Window cleaner's to clean exterior windows in late October.
- 22) Schedule Best Cleaning monthly to clean carpets in lobbies share cost with Village Center Hotel. (ECA pays for Spa lobby, 3<sup>rd</sup> floor and rugs, DMR pays 4-7<sup>th</sup> floor and rugs.)
- 23) Temporary ceiling sheet rock patch in Unit 625 due to main line water valve leak. Owner will be remodeling and completing a build out in this area.
- 24) Paint touch ups in building hallways, garage, spa room, hot tub,
- 25) Complete new hire Jim Haddox (970-799-7522) and living arrangements at Purgatory Townhomes. Currently in the training stage of job.
- 26) Completed the green painting of pool fence, 3<sup>rd</sup> thru 7<sup>th</sup> floor railing and both stair walkways to building entrance.
- 27) Several days of pool shut down shock, algaecide, partial draining of pool for winter water collection, cover pool, move pool furniture to storage and grill to cover area below pool/spa steps.
- 28) Studying for National Spa and Pool Operator Certification and have begun to prep for certification.

- 29) Incident with Guest in Unit's 722/723 Sheriff's Office called and Guest were warned of noise and activity, ECA BoD sent written notice to Owners of ECA HO Policy.
- 30) Incident with Guest in Unit's 722/723 Sheriff's Office called and discovered that a fire had been set on the stove in unit 722, placemats, a wood plant basket and towel were on the stove burner and burner was on high setting, flames were about 3 to 4 feet on stove and going into the hood vent and the cabinets when the Sheriff's Deputy, Ed Herman DMR Security and I arrived to room, One individual was passed out or knocked out in a bedroom, smoke alarms were removed from the ceiling, Guest were intoxicated and fighting. I had the Guest evicted and the Sheriff's Office arrested all 3 Guest in the Unit's. The Owner's were notified and are currently dealing with the renter, his company and the cleanup. The Sheriff's Office has not completed the investigation to this incident and has no information to share at this time.

**Capital Improvements:**

- 1) Prep & Paint all green railing/stairs. (\$20,000-\$22,000 bid received) **\*COMPLETED\***  
(Install additional pool safety fencing, prep for paint and paint pool area, both stairways and all railing 3<sup>rd</sup> to 7<sup>th</sup> floor)

Thank you,

Jim Shultz  
Property Manager  
Eolus Condo. Assoc.