

# Manager's Report

## Telephone Lines

There are 6 telephone lines provided by Century Link at a cost of \$ 367 per month plus an additional expense of \$35/month for long distance from MCI. These expenses can be reduced by combining some of the less utilized lines into one and deleting other lines that are not necessary. The dedicated fire emergency line is required but the other emergency lines along with the seldom used office line can be combined. The dedicated fax line can be abandoned as faxes are not used any more (preferring email instead). The fax machine will still be able to send and receive faxes if needed, albeit with a bit more preparation. An additional advantage is that the lobby phone line can be configured to accept long distance calls at far less cost than what has been paid to date so people without landlines who are using cell phones in their home with numbers registered outside the local calling area.

	Number	Current Usage	Change
1	720-529-1359	Fire	Keep
2	720-529-1407	Fire back up	Merge into one number, add long distance
3	720-529-1456	Elevator	
4	720-529-8262	Office	
5	303-771-2268	Fax	Delete
6	303-721-6440	Lobby entry	Add long distance

## Snow Removal

Our new contractor Environmental Designs has been doing a good job plowing snow. I have had to constrain them somewhat to maintain the 2 inch trigger for services. The invoices match the work performed and when they are off they do not hesitate to make adjustments at my request. TCM has been plowing the front walk with a pickup and plow at no cost to VillaRosso.

Date	Amt	Billed	Notes
11/11/15	2-3"	—	Environmental Designs and SMS here plowing and shoveling. SMS bill is \$632, \$377 of that bill is for unnecessary snowmelt applied to the melting snow. Snow was gone by noon.
11/17/15	6"	Plow 2 Hand 12.25	Environmental Designs out here in force. One pickup and nearly a dozen hand shovel operators. There is also a sand truck although they are not supposed to apply salt or sand per the contract. → Did ask for a review of hand shoveling on this bill as it seems a bit out of line.

Date	Amt	Billed	Notes
11/20/15	2"	1.5 Plow 2 Hand	Light snow not more than 2", maybe a scant less really
11/25/15	0"	—	Thanksgiving Day: Light snow falling <u>no accumulation</u> on roads
11/26/15	2"	Hand 3 Plow 2 (sand/salt removed)	Light snow overnight about 2" on the ground. Parking lots have been plowed and walks cleared with an ATV (looks like). → at about midafternoon Environmental Designs showed up with a truck applying sand to the parking lots (even though the sun was out and pavement was melting). I stopped the guy and asked him to check with his boss on the application of sand/ice melt etc. (as we declined this option).
11/30/15	2-3"	Hand 3 Plow 2	Snowed lightly Sunday and through the night, several inches on the roads Monday morning.
12/12/15	0"	—	Started snowing about 8:00am and continued lightly all day ending around 6:00pm. Less than an inch accumulation on surfaces except pavements which had <u>no accumulation</u> with continuous melting.
12/15/15	8+"	Hand 2.5 Plow 7	Easily 8" by 9:00am and it continued snowing until late afternoon.
12/16/15		Hand 3 Plow 1	Same storm as above.
12/17/15	0"	—	Light snow partly cloudy sky on and off today <u>no accumulation</u>
12/25/15	<1"	Plow 1 Hand 3	Called to complain. Talked to Chason who took off the plowing and half of the hand shoveling (Plow 0; Hand 1½).
01/07/16	0"	—	9:00am light snow, patches of white on the roads, melting
01/09/16	2"	Plow 1 Hand 3	9:00am – 2 or 3 inches of snow on the ground. ED plowing at 10:00am with hand shoveling.
01/19/16	0"	—	Light snow on grassy areas this morning, nothing on the pavement.

### Parking Lot Renovation

The board has engaged materials engineer CTL Thompson to supply a subgrade investigation and pavement design for the complete replacement of the asphalt driveway and parking lots. They delivered their report on November 18, 2015 with three options to be considered and many details to be considered in this project. A meeting with Zack Ballard is scheduled with the Board on Friday, November 22, 2016 to discuss details with the process moving forward.

### Garage Door Service

- January 1, 2016: **6:39am** – Call from Frank (108) reporting that the P2 garage door would not open. Arrived at the building at 7:05 and found the door down and non-responsive. Thought it might be a computer issue as I couldn't log on to the server (Error: stack overflow) but after I fixed that the door

would still not respond. Finally opened it manually with the chain. Called Colorado Garage Door but there was no response there either. → Done at 9:45.

- January 4, 2016: Searching for a new commercial grade service company for the garage door. Called Ankmar Door (303- 542-6199) who knew my name, said they were out here in August. Weird, have no record of that. They will call back with time they can get on it. → I called them 12:03 – they trying to get a tech out here today but the reality is it most likely won't be until tomorrow.
- January 4, 2016: 2:35 – Russ, the tech from Ankmar Door here for the P2 door. Name on the truck is DH Pace (303-783-3667) having some kind of working relationship with Ankmar, he says. Guy thinks they are the ones who installed the door in the first place. They do a lot of work with Albany products, installation and service and seems to know something about the system. → In process of diagnosing the problem step by step and in communication with the factory on the east coast ran out of time as the factory closed at 3:00 (our time). Eliminated certain things but not a clear indication what component is not working. Will be back early tomorrow to resume.
- January 6, 2016: 9:26am – Tech from Ankmar showed up for P2 garage door. (Bill)
- January 6, 2016: 11:38am Bill – P2 garage door. Final determination is the limit switch assembly needs to be replaced. He said it will be sometime next week to get the part from the factory. I said no, they have to do better – overnight the part ASAP. → 11:59am Tom – DH Pace Door Company called to tell me they will have Albany overnight the part and if it comes in early enough they will install it tomorrow, but more likely it will have to wait until Friday (depending on how fast Albany can get it out). Note that generally limit switches are a common part available anywhere and I'd run down and get one at Grainger but this "assembly" is very specialized and includes its own semi-conductor circuitry and not available anywhere else except the factory.
- January 12, 2016: 10:00am Bill and helper from HD Pace here working on P2 garage door.
- January 12, 2016: DH Pace - finished with P2 at 12:15. They also replaced a rubber bladder in the air hose switch which was leaking and causing inconsistent response when a tire drives over the hose. I had them adjust the limit switch on P1 as well so the door closed more tightly to the floor.
- January 14, 2016: 12:15pm – Called Ankmar on the P2 door. Door goes up but won't come down by itself on the timer. Also noticed that the limits seem to be shifted upwards (door goes too high up against the cowling and stops too high off the floor).
- January 14, 2016: 3:10pm – Called Ankmar who confirmed that a tech will be out here today on the P2 garage door. → Tech John here at 3:20 found some loose wires/connections that solved the problem.
- January 19, 2016: Chris of DH Pace called with verbal quote for new "e-switch" for P2 door: \$657.00 installed. I asked for a written quote.

## Kitchen Stack Jetting

Jetting program has been approved by the Board at the annual meeting. We have a quote from Colorado Sewer in the amount of \$1,950. Working out the logistics and scheduling have yet to be finalized. It is expected that 1 or 2 stacks would be done at a time with expandable plugs installed in two openings under each sink while the process is underway.

## ADA Automatic Doors

The Board considered automatic doors installed in the Elevator Lobbies on P1 and P2 to aid in the building access for people in wheelchairs, for people are using shopping carts from the garages to the elevator, and

for other situations such as when people are moving in or out of the building where the self-closing doors are an inconvenience.

- October 21, 2015: Requested a site assessment from Stanley Access Technologies via their web site <http://stanleyaccess.com>. Phone 1-800-7-ACCESS for possible installation on the 2 elevator lobby-to-garage doors per Bill’s suggestion.
- October 27, 2015: 10:00am – Randy Bessler of Stanley Access Technologies (303-651-6805) here to look at elevator lobby/garage doors for automatic operation. Configuration of the doors makes it a standard installation with mechanism over the header on the outside. Radio controlled push plates to open the door can be installed anywhere within 12 feet. Doors are not fire doors per se so no special operation is required (automatic door strike, for example). Motion detectors cannot be used per code because there is not enough room on the in-swinging side for required safety railings. Doors can always be operated by hand so there is no fail-safe requirement in the operator. Need electrician to stub out power inside the wall. Will send a quote by tomorrow.
- January 12, 2016: Set up installation date of **Wednesday, January 27<sup>th</sup>** for installing the 2 automatic doors. Scanned and sent Randy a signed proposal.

## Design Mechanical

1.	“Flat plate heat exchanger leaks.”	We know about this and have a plan: But weren’t sure it was really leaking at all until recently when Johnathan had the boiler shutdown and cooled and then restarted it. It wasn’t a flood but clearly it is losing some for a period of time. Should get a factory rebuilt set of plates to replace the old one at a convenient time.
2.	“Piping: Several Joints intermittently leak.”	Need more info on this but it has been pointed out to me that certain joints leak in a heat/cool cycle similar to the heat exchanger MO.
3.	“Heating Boiler: Cracked burner.”	Johnathan said we will be receiving a quote for this. (12/03/15) Deteriorating burner ring nozzles recommends replacement of an entirely new power burner at a cost of \$28,936.00.
	“Heating Boiler: Starter contacts are warn, should be replaced as a preventative measure.”	This is new to me. Need a quote.
	“Heating Boiler: Tubes – should be drained, inspected and cleaned (never been done).”	Yes, it’s time (to clean them anyway).
4.	“Heat tape has intermittent short.”	But which heat tape? There are numerous long runs of heat tape on pipes that contain glycol which shouldn’t need any heat tape at all. Fresh water fill line and possibly drain line need working heat tape, I would think.
5.	“Carbon Monoxide Detectors – majority of CO detectors out of manufacturer life span and should be replaced.”	Recommends we replace all the CO detectors in the garages. As of now VR replaced 4 of the 10, 2 on each level.
6.	“Boiler exhaust fan has a bad thermostat.”	Need to find out which boiler and if it is necessary to exhaust the gasses.
7.	“MUA Unit – Starter contacts pitted and burnt.”	This is new to me.
	“MUA Unit – Drain pan leaks and needs to be resealed.”	Brought this up to Johnathan last summer as it was leaking on the roof. Decided that it either runs down a drain pipe to the roof drain or down the roof itself to the roof drain.

8.	<p>“Cooling Tower: Air baffles are badly damaged and needs to be replaced.”</p> <p>“Cooling Tower: motor starter contacts are pitted and burnt.”</p>	<p>Received a quote for \$14,174.00 for this. Need to investigate more.</p> <p>This is new to me.</p>
9.	<p>“Control system out of date and needs to be upgraded. Currently not all parts are available and software to access system is of limited access. Recommend taking control of the boiler as part of this process to save energy.”</p>	<p>There is a quote from Design Mechanical for \$14,634.00.</p>
10.	<p>“Snow melt system is partially disabled due to leak.”</p>	<p>Can live with the small area that is affected.</p>
11.	<p>“Exhaust fans continuously fill up with lint. This causes fans to be out of balance and can damage bearings. Recommend adding time to PM contract on an annual basis to pull fans and clean blower wheels.”</p>	<p>I have not seen any lint anywhere – may be an issue, or not.</p>