

Property Manager's Report August 2017

New Staff Members:

We have no new staff members this month.

Completed Maintenance Activities:

During the month balcony ceilings were repaired in units that needed repair.

The garage doors were painted in the basement.

The wood pillars in the main lobby area were cleaned and restored.

The guest suite carpeting was replaced with new carpeting.

Air handler motor bearings were replaced in the storage unit areas.

The northwest fan motor was replaced to improve garage ventilation.

Charter/Spectrum cable boxes were installed in all units where only basic cable was being received.

In-Progress Activities:

Due to the budget preparation and other activities to close out the fiscal year for the Association, there are no in-progress items to report this month.

Reminders:

When watering plants on the balcony please ensure the water is contained to your balcony and not running down to the balconies below your unit.

Shirts and shoes MUST be worn in all common areas of the building.

Do not bring your dog into the restaurant area.

Please return all grocery carts to the basement area on a timely basis when you have finished with them.

Bratenahl Place Bistro is now open for lunch from 11:30 until 2pm!

Respectfully,

Pamela Hendrix
Property Manager