

ARC Project Tracking System - by item

02/19/2008

Item#	Concept - Priority	Research	Rec To BOD	In Progress	Completed	Status
1	Install Water Ball Valves in Garages	01/01/2006	01/01/2006	05/01/2007		Map & Inventory all locations and sizes & Get bids on valve installations- Rich and Martin. Getting bids on valve installations. Board on 1-17-2007 assigned to ARC to walk the community to inventory valves prior to obtaining bids.
	A01					
2	Design a Uniform Signage System	01/01/2006	04/01/2007			Needs to be prioritized as all signs needed now should compliment Master Design Concept. 3-6-07 Don pointed out that the Association already has a standard for signage as to white lettering on green background. Rich to research and propose materials and perhaps change to color standard.
	A02					
3	Computerized Entry System	01/01/2003	01/01/2005	02/07/2007	02/28/2007	2-5-2008 PCH Ped Gate and 436 Vehicle Gate to be completed. Bike Rooms Bid of \$5,000. In process, completion Feb 07, Create forms, rules, resident use article. 5-8-2007 Security access controls for 3-vehicle gates for \$8,987.00
	A03					

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4	Additional Cameras					Get Pricing for Cameras at 500 Entry, 8 Garage Stacks, clubhouse, main pool
	A04					
5	5 Pool Rules Signs	01/01/2006	01/01/2006			Approved for \$1,800 Shpg. We must provide exact legal working to sign company- Rich has researched and suggest giving info to Don Appleby for review or legal regs.
	A05					
6	Installation of 3 Vehicle Gates	04/01/2007	05/01/2007	06/01/2007		2-5-2008 576 and 552 are complete vendor awaiting notice to rework 436 gate. 576 is complete and 552 and 436 are next.
	A06					
7	Fencing front of 436, 412, 552N	07/24/2007				2-5-2008 Have Bid, need to approve construction. Get pricing on three sections of fencing.
	A07					
8	Roofing Bids for #4, 6, & 7	01/01/2006	05/17/2007	06/01/2007		2-5-2007 Coating and minor issues remain. Carl Brown to get Bids in February 07
	A08					4-10-07 Obtained 3-proposals from Central Roofing. Later Jim Vanderwilt of AWS Consulting met with Rich, Speedy & Don. The firm is to develop specs and obtain bids from roofer after further consultation.

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9	Acoustic Engineering Study	04/01/2007	05/01/2007	06/01/2007		Bid approved down payment requested. Locate 6 pairs of units for testing.
	A10					
10	Flooring Materials & Sound Insulation	01/01/2007				2-5-2008 Priority changed to 10 from 11. Write Policy to minimize sound transfer after Engineering Study 4-3-07 Met with Hank Hinman of Amorim Ind. Solutions about acoustic control. He presented his company's efforts at reducing sound transmission. He suggested name of some engineers, classes of acoustic measurement, use of cork and its cost and distributors. Unable to achieve sound absorption of padded carpeting. 3-6-07 ARC recommended retracting its recommendation for the prohibition of hard surface flooring on 2nd and 3rd floors to allow time to investigate new technology. Need practical experience to see if there is an acceptable material to minimize sound transfer. Board on 02-21-2007 approved ARC recommendations. ARC handed off to Board and its work is
	A11					

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11 Bid out Painting of Complex	01/01/2007	02/01/2007			complete. 2-5-2008 Priority changed from 12
A12					Color Scheme Approved- Finalize Bid Specs and Get Bids- Decide on fencing and PCH wall
12 Fence Painting Scheme	01/01/2006				2-5-2008 Select fence color scheme- Natural or painted. Select fence color scheme when buildings are painted.
A13					
13 552 (sic) Entry Cover (s.b. 500?)	07/24/2007				2-5-2008 Priority changed to 13 from 14. Have Conceptual Drawing If \$20k is budgeted go on to working drawings and engineering & bids
A14					
14 Landscape Retrofit	01/01/2006	02/21/2007		02/05/2008	2-5-2008 Will proceed on 2-6-08. Still have 06-07 budget unused in surplus. Priority changed from 15 to 14. Need to Approve 07 laborers for 1 month - Additional Labor for Tree Planting in October 07. Tree Planting and landscape repairs to begin after completion of Fencing.
A15					
15 Epoxy Flooring all Laundry Lobbies	01/01/2007	05/01/2007			2-5-2008 These were done but Rich did not update his list. Get bids from decking contractors who are doing membranes. Have Advantage Bid- Need more
A16					

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16	Water&Sewage Leak Emergency Spec	01/01/2006	03/01/2007	06/01/2007		Procedural Spec prepared by Janics. 3-6-07 Rich is still working on "write-up." Procedural Spec being written by Rich
	A17					
17	Waterproof 19 Stairwell Planters	01/01/2006	03/01/2007			Get Product Spec, Engineering Recommendation, and get Bids. 02-21-07 American Geotechnical letter proposed fee of \$3,500 to do phase II investigation on this project. Get Engineering Recommendation and get Bids. 3-6-07 Immediate resurfacing of laundry wall in bldg. 412 by house staff to cover bacterial growth that is a hazard. The rest of this project is dependent on phase II of study below. 2-21-07 American Geotechnical proposed fee of \$2,500 to do phase II investigation on building 412. Copy to ARC 3-6-07.
	A18					
18	Waterproof Bldgs 6 & 7 Laundry Walls	01/01/2007	03/01/2007			Need Bids on this wall and for N end of Bldg 5 wall.
	A19					
19	Waterproof Bldg 6 N 5' Retaining Wall	02/01/2007	04/01/2007			
	A20					

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20	Laundry Room Etiquette Signs	01/01/2006	01/01/2006			Approved but extra working made costs from Peachtree \$200 per sign - find alternate source.
	A21					
21	Unify Lighting in Garage Lobbys	01/01/2006	05/01/2007			Install 2'x2' reflector fixtures to replace 12" round fixtures unifying lighting in Garage Lobbies.
	A23					
21	Unify Lighting in Garage Lobbies	02/05/2008	02/05/2008			2-5-2008 Install new reflector fixtures to replace 12" round fixtures unifying lighting in Garage Lobbies.
22	189 Exterior Stairwell Sconces	01/01/2005	01/17/2007	04/01/2007		Buy a Sample Light and have it reverse engineered for production in China 3-6-07 Speedy and Rich still researching. . Board on 01-17-2007 assigned ARC to continue to research proper lighting.
	A24					
23	Review ARC Application Form	02/06/2007	03/01/2007	02/05/2008		2-5-2008 Not updated by Rich, but this was published to members, as to procedures only. Review forms and finalize for 30 day notice & approval.
	A25					

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24	Balcony rules	01/01/2007	02/21/2007	05/01/2007		Review and recommend ready for 30 day mailing notice. 3-6-07 Noelle and Helgard to produce language of rules recommended by ARC.
	A26					
25	Building Address Numbers	01/01/2006				Select material, placement and style for new building address numbers. 3-6-2007 Speedy & Rich are working on materials and styles. 2-6-2007 Speedy & Rich still working on that. ARC tabled until building paint project is underway. 1-16-2007 To be revisited after buildings are painted. 12-5-2006 Have until February. Speedy & Rich working on materials and styles. 11-14-2006 Voted to remove numbers 1-7 for buildings. 10-24-2006 Noted we are not following a uniform standard for them.
	A27					
26	Irrigation Upgrades	01/01/2006	01/17/2007	01/17/2007		Ongoing from Operating - Bids from TV on Controllers & Technology. Budget to be expended by Mar 07.
	A28					

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27	Irrigation Control System	01/01/2006				Replace 4 controllers with weather station self-adjusting clocks to save 20% of Landscape water. 2-21-2007 Mgmt reported bids were still pending.
A29						
28	Broadband Wiring Proposals	01/01/2006	02/05/2008	02/05/2008	02/05/2008	2-5-2008 Verizon took this on at their own expense, completed infrastructure and began service connections on about 2-4-2008. Looking vendors and technology for AV wiring upgrade to Units. Have welder -Need to give work order to Martin. Approved for \$75 per hour for welder on site. Martin to assist.
A30						
29	Install New Stair Treads	01/01/2006	01/01/2006			2-5-2008 Write approx. 18 violation letters to remaining unpainted storage box owners. New Paint Spec DE 3172. All to be repainted by owners by July 1, 2007. 3-6-07 ARC considering new spec for new or replacement of storage boxes with manufactured metal cabinets. New Paint Spec DE 3172. All to be repainted by owners by June 30, 2007 per Board approval
A31						
30	Garage Storage Boxes	01/01/2005	01/17/2007	07/01/2007		
A32						

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31	Tree Plan and Inventory	01/01/2007		
	A33			
32	Tennis Court Repair Bids	01/17/2007	06/01/2007	02/05/2008
	A34			
33	Landscape Lighting Review	01/18/2007	03/01/2007	04/01/2007
	A35			
34	Add Steel Handrails to Wood Railings	05/18/2005		
	A36			
35	Create Maint Mgmnt system	01/01/2007		
	A37			

dated 01-17-2007. Notice to residents/owners published?? Schedule with Fred from TV to upgrade tree inventory. 1-17-07 Inventory by TV not correct but schedule approved subject to tree count. Have 3 bids for replacing 1 court and resurfacing another. Use data in reserve study. 2-21-07 Malibu Pacific inspected & submitted proposal to reconstruct. Board requested additional bids. Obtain bids for crack repair and resurfacing. Ongoing addition, replacement, or adjustment of lights by Martin. Walkthru on 1-18-07

Create inventory list and measure for bidding then Get bids for fabrication. Martin to Install.

Schedule time with Martin to review and create system.

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	A36	36	Create Job Cost System	01/01/2007		Find management software with this capability so that costs of special Projects can be tracked.
	A38	37	Rebuild 2 Pool, 1 Pond Sheds	01/01/2007		Existing wood is termite ridden and rotten. Do in Fall '07 for pool access and plant dormancy.
	A39	38	Build Maintenance Shop	01/17/2007	01/17/2007	Have designers or builders list. Need to Prepare list of requirements to Bid Design. 3-6-07 Rich to research needs for planning, design and construction of a permanent structure. Research designers or builders. On 1-17-2007 Board assigned ARC to begin reviewing process for a design for a new Garage / Shop by the North pool, to include toilet(s) to replace port-a-potties in summer to save \$1,200 per year, outdoor shower bibs, storage for flammables, work shop for maintenance crew Saves \$1,200 annual expense for port-a-potty during summer.
	A40	39	N Pool Restrooms on Shop	07/01/2007		
	A41					

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	40 Tennis Ct Restroom & Landscape Shed	07/01/2007				Build a restroom and Landscape Storage room out of tan split-face block.
	A42					
	41 Move N Pool Fence to PCH Wall	01/01/2007				Will prevent foot traffic through landscape.
	A43					
	42 Screen Off PCH Drive Gate	01/01/2007				Add privacy screen to PCH gate. Is security a concern? No action at this time.
	A44					
	43 Remove Old Garage Lights	01/01/2007	01/18/2007	03/01/2007		Remove obsolete fixtures and add cover plates- Good Winter project.
	A45					
	45 Create Owner Welcome Manual	01/01/2006				
	A47					
	46 Excavate Cracked Retainer	01/01/2007				Broken retaining wall between bldgs 1-4 in connecting driveway.
	A46					
	46 Write Move-in/out Policy	07/24/2007				
	A48					

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47	Remove Old Vehicle Gate at Bldg 7	01/01/2006	04/19/2006	05/01/2007		Approved.
	A49					
48	Replace N Gazebo	01/01/2006				Recommend to have Martin schedule replacement to match Pool Gazebo.
	A50					
49	Problem Tree Trim/Removals	01/01/2006	02/01/2007	03/01/2007		Monitor Trees along wall of Stoneybrook Lane
	A51					
50	Schedule Asphalt Repair & Maint.	01/01/2006	06/21/2006			Speedy, Mory & Rich Walked site. (6/21/2006 Board "pre-approve" Getting Asphalt Bids: The Board agreed to have management secure 3 bids for this project.) Have 3 bids- On hold for trash areas until leaning wall is resolved. 3-6-07 Tabled pending rebuilding of property line wall. Reduce 12 Spaces by 3" each for a total of 36" to create walkway along 1st space when asphalt painted.
	A52					
51	Trash Enclosures Along SB Lane	01/01/2006	01/17/2007			
	A53					
52	Re-space Parking at TC	01/01/2006				
	A54					

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53	Fire Sprinkler Installation	07/24/2007				Research budget for installation should City of LB require installation.
	A55					
61	Unify Lighting in All Elevators	01/01/2006	02/05/2008	02/05/2008	02/05/2008	2-5-2008 Need more bids Install 2-24"fixtures in elevators unifying lighting in Elevator Cabs.
	A22					
62	Geotechnical Engineering Study	07/24/2007	07/24/2007	07/24/2007	02/05/2008	2-5-2008 Complete and with structural engineers for bidding. Have 2 bids on geotechnical areas.
	A09					
64	Balcony Membrane Specs	01/01/2006	01/01/2007	02/01/2007	04/01/2007	Speedy wants to address issue of 1st floor units with 6' wall and their tile decks due to homeowner inquirey. Call Mfgr to find out if it is O K to cover membranes with tile or carpeting. 3-6-07 Don submitted to ARC Wes Meursing of Advantage Deck the care and use of coverings such as carpeting and tile over their decking. Noelle and Helgard to work up language to incorporate this information in the Balcony Rules. Call Mfgr to find out if it is O K to cover membranes with tile or carpeting.
	A64					

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Item#	Concept - Priority	Research	Rec To BOD	In Progress	Completed	Status
65	Flags & Banners	01/01/2007	06/01/2007			Review rules and law regarding non US flag banners and flags- Give to GDR
	A65					
66	Acquired Temp Storage Shed	03/06/2007	06/01/2007	06/01/2007	07/01/2007	Done 3-6-07 ARC recommend to Board to get temporary storage shed about 10'x8' or smaller for up to \$700, including floor, as health and safety measure.
	A66					
67	500 Pond Pump House Rebuilt	04/01/2007	04/01/2007	05/01/2007	07/01/2007	Done
	A67					
68	Get Roofing Consultant	01/01/2005	01/01/2006	01/01/2007	06/01/2007	Bldg 4 Analysis complete, Six buildings being inspected for possible inclusion in bidding. 3-28-07 Board approved \$5,500 for phase 3 of consultant work. 2-21-07 Rich reported that consultant did inspection and is now preparing estimate for consulting services.
	A68					
69	Replace time clocks with photocells	01/01/2005	01/01/2006	02/07/2007	07/09/2007	Put stairwell and landscape lighting on photocells instead of time clocks.
	A69					

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70	Drain Hydrojetting A70	01/01/2006	01/01/2007	01/01/2007	01/01/2007	ServPro has completed jetting and is doing repairs and video inspection of problems.
71	Install Motion Detectors in Laundry A71	01/01/2006	01/01/2007	01/01/2007	01/01/2007	Find proper switches for Florescent lighting and have Martin install.
72	Install 5 Post Lamps & 11 Tailpieces A72	01/01/2006	01/01/2007			Work Order for Martin to Install. Paid for and Ordered from Starr at Unrite including 11 missing tailpieces.
73	Pool Gazebo Rebuild A73		01/01/2007		01/01/2007	Rebuilt Regular Maintenance in process by Martin.
74	Roofing over 3rd fl windows and lobbies A74					
77	Balcony Owner responsibilities for maint A77					3-6-07 Don presented to ARC instructions from Advantage Decking for the care and maintenance of decking. Noelle and Helgard to write Rules to incorporate instructions.

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79	Lobby entries and landings paving	04/20/2005			Some existing pavings are noted to be cracked and chipped. 4-20-05 Richard Jark was requested to obtain additional samples of tiles for the Association's lobby flooring.
	A79				
80	Satellite Dish installation specs				for roofs
	A80				
82	Lobby remodeling				
	A82				
83	Mansard flashing cap roofing proj				
	A83				
84	Front Door - define standards	01/16/2007			We already have standards for knocker and for door handle, but it is reported that those hardware items are no longer available in stores.
	A84				
85	Hallway remodeling				
	A85				

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86	Exterior painting					3-6-07 Stucco problems need resolving. Rich is to research and get specifications.
	A86					
88	Colorado entry city property repairs					4-3-2007 Anthony reported discussion with City. 3-6-2007 Anthony working on requesting the City to do repairs.
	A88					
89	Exterior wall penetrations	01/01/2007	02/21/2007			2-21-2007 Presented to Board. No action taken.
	A89					
90	Speed bump betw 436 & 448	01/17/2007				Board on 01-17-2007 assigned to ARC to review the speed bump between buildings 436 and 448 to see if it can be lowered.
	A90					
90	Fire Doors	02/06/2007	02/06/2007			3-6-07 ARC recommended to Board not to install glass windows because of the cost. Allowable window size would not accomplish safety purpose intended. ARC did recommend installation of lever type door handles, rather than knobs, for ease of use. It was hoped this could be taken care of as a maintenance item without requiring Board approval.
	A90					2-16-07 ARC recommended to Board the installation of a new

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91 Termites

02/06/2007

fire door in building 564 and requested management to get bids for window installations in the fire doors of all buildings. Read about Fire Door Safety at http://www.compliance.gov/forms-pubs/eresources/fastfacts_fire doors.pdf

3-6-07 Speedy suggested removal of this project from the ARC project list.

2-6-07 Speedy reported that a company had been hired to assess the buildings for termites, and for potential termite eradication in the future. It was agreed that the company would make the final evaluation at the time of the roof replacement. At that moment it would be decided whether or not tenting will be required.

Estimated cost is in excess of \$300,000 for tenting.

2-6-07 Due to the continued backlog of communication, bids, quotations, information etc between the TMC and the HOA board the ARC is affected by the lack of information. The members agreed to delegate Helgard to set up a fortnightly short meeting with Nataliee to get current information that is

A91

92 Helgard to meet fortnightly with managmt

02/06/2007

A92

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93	Accumulated Welding Projects	01/01/2006	01/01/2006	01/01/2006	needed for the ARC work / meetings. Replace and Adjust Stair Treads. Have Treads Need welder.
	A93				
93	Manual for ARC guidelines	02/06/2007			Helgard has started a ring binder for the office with pertinent guides, information, and rules and is to keep up to date every other week.
	A93				
94	Priority list for projects	01/16/2007			3-6-2007 Don suggested inclusion of all projects on the review list and minutes list in priority list. It is to be discussed next meeting.
	A94				
94	Use of direct methods for ARC research	03/06/2007			2-6-2007 Helgard began including priority list with minutes of ARC meetings. 3-6-2007 Due to the slowness of response from management it is the ARC's intention to use more direct methods for its research, writing and obtaining specifications and bids for its projects.
	A94				
95	Patch Stucco	01/01/2006			3-6-07 Rich still working on write-up. Get Bids upon completion of waterproofing.
	A95				

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	95 ARC Approval Form	01/16/2007			3-6-07 ARC agreed to discuss next meeting. 2-6-07 A previously existing form was mailed by the TMS to all owners with the budget disclosure. ARC recommends this form should be honored and enforced until it has defined a more succinct or user-friendly format. 1-16-2007 Two examples formats presented for study.
A95	96 Balcony Storage Rules	01/01/2006	02/21/2007		Since Board tabled it are we to drop it? Review and recommend. ARC presented to Board on 2/21/2007 and it tabled it. 3-6-2007 Better use of the monthly statement needs to be arranged because of its low cost.
A96	96 Notifications to owners and residents	03/06/2007			2-6-07 ARC discussed notifications through monthly statement mailings, Steppingstone, and bulletin boards in lobbies using bright fluorescent color.
A96					

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97	Steps bldgs 412 & 576 elevator to garage				
	A97				
98	Tankless water heaters	01/09/2007			3-6-07 Helgard discussed tankless electrical water heaters. \$600 cost estimated for a 2-bedroom unit. Add to project list.
	A98				1-16-07 Examples and specs to be added to ARC manual.
99	Windows end of hallways - 2007	12/05/2006			3-28-2007 Board instructed TMS to get two bids for replacement windows at end of hallways.
	A99				2-21-07 Board approved obtaining bids to install new windows at ends of hallways.
999	Solicit for Geotechnical Engineer	01/01/2006			1-9-07 Ditto
	A999				12-5-06 Should begin installation in hallways and general access areas which will lead overall process.
					3-6-07 ARC received copy of bid from American Geotechnical sent to Board. ARC recommended to Board to choose between existing bid and proceed.
					2-21-07 American Geotechnical proposed phase II investigatons; \$3,500 for

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999 Get Bid on 3 Vehicle Gates	01/01/2007				<p>stairwells at ends of buildings; \$8,500 for property wall next to church; \$2,500 for garage retaining wall and a contract to be signed and returned with a \$2,000 retainer. Put our RFQ for consulting geotechnical engineer investigation of 10 issues. Built-Rite is bidding based upon previous bidding information.</p>
A999					
999 Balcony Railing Screens	01/01/2007	02/21/2007	02/21/2007	02/21/2007	<p>Incorporated in new balcony rules 8/2007 3-6-07 Noelle and Helgard to work on Rules language. Spec is to be for 1 year trial run to see if unauthorized storage becomes a problem. Board on 02-21-2007 took no action on the ARC recommendations. ARC responsibility for this project is completed for 1-year. Consider follow-up of compliance, publication of notice or rule to owners to enable enforcement. 3-6-07 ARC proposed a fabric and reupholstering 4-bar stools at cost of \$517. Patti wanted more time and to view all three fabrics. Board referred to ARC on</p>
A988					
999 Bar Stools - Investigate new and reuphol	01/17/2007				
A999					

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	999 Fencing phase II				
	A999				
	999 Building 500 Portico	01/16/2007			
	A999				