

Action	Assigned to	Date added	Date completed	Notes
Get another quote for power washing	Rick	5/14/2018		-Have quote for \$225/unit from KV enterprises (Koenig). Rick will call Penfiled Window Cleaning for another quote. -Ron now recommends power washing of 37 units
Touch up painting per walkaround docs	Rick	5/16/2018		Rick will contact Frank from Accent Painting for quote.
Hire carpenter for repairs per walkaround docs	Rick	5/17/2018		-Rick wonders who is responsible for door frame? -Declarations state it's the HO's responsibility.
Repair broken window at 8 Cambridge	Rick	5/18/2018		Work order is out.
Repair PT wood along sidewalk at 1317 Wellington	Rick	5/20/2018		
Add Ron and Donna to CNB account	Mary/Rick	6/25/2018		Bob as been added. Ron to contact Barb Perdue.
Ask Property Care (George) to quote landscaping next year.	Rick	6/25/2018		To be done next Jan.
Get quote for removing dead conifer on Brookline and stump in back of Donna's place	Rick	6/25/2018		Tree has been removed by Bartlett Tree Experts. Stump still remains.
Get quote for removing dead shrub at corner of W and C as well as shrub across the street on W.	Rick	6/25/2018		Rick will do
Get quote from Genesee Tree (Ed Mc) for tree trimming	Rick	6/25/2018		Per phase 1 recommendation from tree inventory report.
Revise Homeowner's Guide	Bob	6/25/2018		In progress
Evaluate and act on Mike Bell's (1314 Wellington) request for downspout extension.	Board	7/24/2018		Done. Now downspout elbow needs to be refastened.
Replace some garage doors		7/25/2018		-Rick to get quote for replacing them. Ron to survey doors for 5 worst. -Ron recommends replacing 5B, 1M, 2M, 3M, 1268W and 1316 W. Highest priority are 3M and 1316W.
Rear Gardens	Board	7/26/2018		Add money in next year's budget to maintain them (mostly in grass?)
Revise Deck Policy	Ron	7/27/2018		
Best way to submit work request: website vs email?	Ron	8/19/2018		
Obtain CD for some of reserve \$		8/19/2018		
Review landscaping quote for 2019 from Property Care.	Board	8/19/2018		
Develop Late and returned check policy	Bob	8/19/2018		Bob created 1st draft.
