

**Villas West Board Meeting**  
**Tuesday, November 10, 2020**  
**Maintenance Report**

The Villas West Maintenance Committee met virtually over [www.zoom.us](http://www.zoom.us) on Friday, November 6, 2020 at 11:00 AM. Attending the meeting were myself as Chairperson, and committee members Jim Becker, Lou Kifer, and Jim Sullivan. Mike Flynn was unable to attend the meeting. Villas West General Manager JD Sotelo was also in attendance. Several questions and recommendations by the committee were identified and passed along to JD and the Villas West Board of Directors. The next meeting of the Villas West Maintenance Committee will be held about a week prior to the January board meeting with the date, time and venue to be determined at a later date.

To date in 2020 we have replaced 3 roofs and repaired 26 roofs. Villas West continues to be very proactive with preventative maintenance on the roofs throughout the complex.

As most owners/residents know, new pool gates and locks were installed last spring. Any owner/resident who has not exchanged their old pool/laundry key for a new one should call the office to schedule an appointment to do so. Pool hours are now 7:00 AM to 5:00 PM.

Phase two of our street work will get started in the spring of 2021; however, JD is currently collecting bids to have the remaining streets of Sarta and Tierra completely resurfaced instead of just resealing. Since it was just done a few years ago we will only be doing any needed repairs on Penasco.

All 26 buildings that were scheduled to be repainted in 2020 have been completed. The painting of another 26 buildings will be scheduled in 2021. Last month I mentioned that JD and Marcos thought doing the painting in house may be cheaper than outsourcing the project. It has now been determined that outsourcing the project is not only cheaper but more efficient as the crews doing the painting are larger so they are able to paint each building much more quickly than an in house crew could. Painting 26 buildings per year puts all of our buildings on a 7-year repainting schedule.

The preventative maintenance plan for the Villas West complex continues to go well. The plan divides the Villas West complex into 4 quadrants with a separate crew assigned to each quadrant to conduct regular and ongoing inspections and repairs of sewer lines/cleanouts, HVAC units, roofs and water heaters/closets.

13 new ADA ramps have been constructed throughout Villas West by the Villas West masonry crew.

Villas West is in the process of upgrading our emergency eyewash station and first aid kits to make sure these items are in compliance with current OSHA safety standards. New and up-to-date first aid kits will also be installed in all of the Villas West pool areas. We are working with the CINTAS company on this project.

All Villas West laundry facilities have been repaired and repainted.

There have been a total of 236 work orders to date in 2020; 143 of those work orders were HVAC related, 36 were sewer related 45 were roof related and 12 grounds requests.