

MANAGER'S REPORT

JUNE 22, 2015

- A. **HIE PAINT PROJECT:** The paint project continues to move in a positive direction. We have very little issues concerning such a large property project. The painters are currently at the clubhouse and will continue onto the guard gate. Once completed we will complete a property walkthrough to inspect the work and coordinate with the paint supervisor. The project is near completion.
- B. **POOL ACID WASHING TREATMENT & LED LIGHTING INSTALLATION:** The pool acid washing treatment is scheduled from Monday, August 24th to August 28th, 2015. The pool will be closed for this week to complete the work. While the pool is drained the pool contractor will also install all new LED lighting.
- C. **PROPERTY TREE TRIMMING:** The property tree trimming for the Sabal Palms, Coconut Palms, Date Palms, Paurotis Palms and Oak Trees is scheduled to start between Tuesday, August 26th and Wednesday, August 27th, 2015.
- D. **FOUNTAIN INSTALLATION DISCUSSIONS WITH THE PMA:** The board and management have been in discussions with the PMA pertaining to the installation of a fountain at our pond. We own the pond but the PMA controls the health and maintenance of the pond. We are waiting response from the PMA to see if we have to have their approval to install. The PMA is meeting with Superior Waterways, who has the pond maintenance contract to have them assess.
- E. **GUARD HOUSE REPAIRS AND REMOVAL OF THE CALL BOX:** We have completed several repairs and upgrades to our security guard house. We installed a new A/C unit, repaired the doors, added window tint to avoid glare and to reduce heat, and installed a new side mirror for observation. We have also removed the metal call box that was in front of the security gate and relocated the panel inside the gate under a counter. This was not only previously and eye sore but vehicles were having trouble getting around it as they pulled into the gate.
- F. **STORAGE GARAGE FIRE & SPRINKLER ALARM PANEL PHONE LINE REPAIRS:** The fire and sprinkler alarm panel for the storage garage was not operating. Upon assessment, it was revealed there was an issue with the phone line that supports this panel. The line for this panel runs underground from the storage garage panel to building # 3, making it almost impossible to find the fault in the line. Third Day Electric was contracted and replaced the phone line with a new phone line. The work is completed and the panel is now operational.
- G. **PROPERTY SIGNAGE REPLACEMENT:** On a recent property inspection management noticed that some of our signs in the portico's we starting to fade or

looking in bad condition. We have replaced all the loading signs at all buildings. We also received a notice for our insurance carrier indicating we must provide a sign, per insurance requirements at the pool that states no lifeguard on duty and indicates the maximum amount of persons allowed in the pool. This sign was ordered and has already been posted. ✓

H. ANNUAL MANDATORY FIRE & SPRINKLER ALARM INSPECTIONS COMPLETED:

The annual fire and sprinkler alarm inspections for all units commenced on July 29th to July 30th, 2015. This is a mandatory inspection that takes place every year. A few deficiencies were sited and we are currently obtaining proposals for these repairs.

I. NEW OFFICE / FITNESS CENTER AIRCONDITIONING UNIT AND BREAKER

BOXES INSTALLED: On August 4th, 2015 the office and fitness center A/C went out.

We contacted our air conditioning maintenance contractor Seacoast Air conditioning to assess and they reported the coils in the unit were rusted out and we would need a new unit. The board and management obtained 3 bids for the replacement. The accepted bid was from Seacoast.

J. COMPLETED PROJECTS: Maintenance has completed the refurbishing of all the property benches. All pool chairs and loungers that needed re-strapping have been completed and are back at the pool. The bocce court has been repaired and all rotten wood has been replaced.