

# MANAGER'S REPORT

February 22, 2016

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- A. **COMCAST CONVERSION AND ASSOCIATION REBATE:** We recently hosted a Comcast Cable Contract and equipment conversion for all residents on January 19, 2016. The event was very successful but there are still owners that need to convert their equipment. This conversion and the service for Comcast to come out to an owner's resident is currently free but there is a cutoff date off date of April 1<sup>st</sup>, 2016 to get the service for free. Part of the contract negotiation with Comcast included the association receiving a rebate. I am happy to report we received the actual rebate check. The check amount is for \$28,800.00
- B. **GOFT CART PURCHASE NEGOTIATION:** We budgeted a total of \$7000 for the purchase of 2 maintenance golf carts for the community. Proposals from three different companies were coming in over our budgeted amount. We selected a vendor whose proposal was \$7,918.00. We went back to the vendor and requested they renegotiate the price and stay within our \$7,000.00 budget. They agreed and we stayed within our 2016 budget.
- C. **BUILDING CATWALK AND STAIRWELL PAINTING:** Our maintenance staff started the painting of all the building catwalks and stairwells on February 1, 2016. They began at building #1 and are working their way around in number order. The process is averaging 1 week per building. The office is sending emails pertaining to the schedule and maintenance is also posting at the buildings and knocking on residents doors as they start so everyone is informed where they are and the drying times. They are currently starting at building #4. So far the process is going smoothly.
- D. **LANDSCAPE PLANTINGS AND IMPROVEMENTS:** We have been very happy so far with our new landscape company Ideal Landscaping. They bring more crews to the property and the owner also works with his crew giving more supervision and attention to quality. They have been approved to start pulling and replacing areas with dead plants. On another note, board members Walt Dinneen and Elvis Rodriguez have started planting projects over the entire property. They have recruited some wonderful owners, who have volunteered their time and labor. They have been purchasing plants outright and doing the labor saving the association a large amount of money.
- E. **NEW JANITORIAL COMPANY CRYSTAL CLEAN STATUS UPDATE:** On January 1, 2016 our new janitorial company Crystal Clean started with the cleaning of the clubhouse and bathrooms. Changing companies gave the association a large cost savings. The original contract offered cleaning of the clubhouse and bathrooms once a week. We have increased the bathroom cleaning and stocking of supplies to twice a week for season. So far this change has been positive.
- F. **NEW OFFICE PRINTER/ COPIER:** Another change made in 2016 was the addition of a new printer/ copier for the office. We originally had a contract to lease the existing printer. We have canceled the contract and purchased a new printer outright costing us \$230.00. We now own the printer and will no longer have monthly payments.