

MANAGER'S REPORT

November 23, 2015

- A. **PROPERTY MULCH COMPLETED:** The property mulch is completed. We are happy to report additional mulch was used this year and it looks very plush and filled in and in time for the approaching holiday season. We are happy with the outcome.
- B. **PROPERTY MITIGATION:** The mitigation area behind buildings #3 and #4 has been cleaned out. The work for this area was very labor intensive because everything has to be hand pulled. Ideal Landscape Company conducted the work with a very good price. We are extremely happy with the result. In order to not this area get out of hand in the future we will be scheduling the cleaning twice a year as opposed to once, in order to continuously maintain the area.
- C. **A/C DRIAN ISSUE AT BUILDING #7:** There was a report from several owners on the first floor in building #7 that their A/C pans in the units were filling up. We contacted Meeks plumbing to come and assess. The findings were that there was some type of plastic film lodged in the main drain that was backing up the individual lines. They thought it looked like wrapping from a possible new A/C installation that accidentally went into the drain. Each unit has an individual line that come together in one main drain. We are currently obtaining prices from Meeks for a maintenance program to periodically clean the lines as part of a maintenance program. We will obtain additional bids for this program as well.
- D. **POOL FOOD AREA CHAIRS REFURBISHED:** The HIE Board of Directors have worked diligently to cut costs and maintain the HIE standards. We recently asked our maintenance staff to refurbish the chairs at the pool eating area that were starting to peel instead of purchasing new chairs which would have been a large cost. Maintenance did a wonderful job on the refurbishment. The chairs should last us a while.
- E. **PALM TREE FIRE AT BUILDING #2:** There was a fire in the late hours of Friday, November 13, 2015 at building #2. The fire department was dispatched and the fire was contained but it did damage a large Cabbage Palm Tree and adjoining landscape. The fire department reported the fire was started from a cigarette being thrown and lodged into the tree. We are asking residents of HIE to be responsible when disposing of cigarettes. The outcome of this event could have been much worse. We are also asking residents to report anyone throwing cigarettes into the landscape or any behavior they see that could potentially harm residents of the community. We take these events seriously. Community safety is a main priority.

- F. NEW JANITORIAL COMPANY CRYSTAL CLEAN:** We recently changed our janitorial cleaning company to Crystal Clean. They started on November 4th, 2014. This company is conducting the cleaning once a week. The previous company conducted the cleaning twice a week. We are currently in a test process to see how well the once a week cleaning serves us. We have very conscientious owners and a wonderful social committee that have always taken great care to keep the clubhouse, gym and restrooms looking great! The switch to the new company has saved the community a substantial amount. Treasure Walt Dinneen reported the actual dollar savings in his treasurer's report.
- G. OCTOBER & NOVEMBER SALES AND LEASES:** In the last month to current date we had 2 sales, Units 5-302 at \$224,000 and 4-PH02 at \$285,000. We also had 2 new annual leases. The rents were \$1400 and \$1500. We have several seasonal leases starting in December and January. All the seasonal leases are returners with the exception of one. This confirms that people love HIE and what to return here.
- H. HIE ANNUAL MEETING SCHEDULE AND UPDATE:** The Harbour Isle East Annual Meeting is scheduled for Monday, January 25th, 2015. You will be receiving the first notice for this meeting via regular mail. The second notice for this meeting which includes the board election ballots and proxies for your attendance will be mailed around December 23rd, 2015. Please look out for these important packages and return your proxies and ballots so we can meet quorum to have the meeting. This is the members meeting and is a great event.