

## Weekly Management Update (4.6.15-4.10.15)

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**Date:** April 10, 2015

**To:** Hamptons West Residents

**From:** AKAM On-Site

Provided below are highlights of our continued operational progress and accomplishments for the week of 4.6.15-4.10.15. If you have any questions or feedback for your AKAM On-Site Management Team, please feel free to visit the management office at your convenience. We look forward to hearing from you!

### Administrative & Financial

- Posted community communications to Chanel 95 and main bulletin board.  
*Important:* In the event that you are **not receiving channel 95** simply unplug the box and wait about one minute before plugging it back in. If it still is not working please contact the management office for further assistance.
- Performed Customer Service Training with our Hamptons West personnel.
- Began developing emergency procedure manual, trainings and checklists specific to Hamptons West. Hurricane procedures will be the first training objective.
- In process of implementing a customized work order process that increases efficiency, enhances resident services and reduces liability to the association.

### Physical

- World Life Safe conducted a test on the fire system and the fire inspector inspected the Tower and Clubhouse.
- Fixed loose boards, pressure cleaned and sealed the wood deck adjacent to the Tower pool gazebo.
- Painted walls and planters alongside the Tower pool gazebo.
- Repaired the urinal in the lobby men's room.
- Completed A/C duct work repairs within the Card Room. We are pleased to report that the A/C is working at full capacity.
- Moved all Card Room tables and chairs from Media Room to Card Room.
- Performed light bulb replacement, including bulbs within the fountains.
- Filled all fountains, backwashed filters and balanced chemicals.
- Performed roof inspection and cleaned all roof drains.
- Touched up paint on baseboards for floors 4 and 5.