

## Weekly Management Update *(4.13.15-4.17.15)*

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**Date:** April 17, 2015

**To:** Hamptons West Residents

**From:** AKAM On-Site

Provided below are highlights of our continued operational progress and accomplishments for the week of 4.13.15-4.17.15. 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

1. Mirabito our gas supplier's fixed rate 2 year agreement was signed by Mr. Quigley and Mr. Ackerman, which will provide substantial savings to the association.
2. Completed all work to the fire sprinkler system. The only violation pending is to check the smoke detectors inside the units which should be completed next Tuesday and Wednesday by W.L.S.
3. In process of addressing the violations from the Miami-Dade Fire Rescue Department inspection report. Accomplished all in house repairs.
4. Signed the proposal for the total inspection of the property's faulty landscape sprinkler system.
5. Yumi attended orientation and initial training session at AKAM On-Site's Corporate Headquarters.
6. Provided Customer Service Training to the remaining associates on the team.
7. Printed out the Board Letter for distribution to unit owners, also via email.
8. Organized and updated the binder for Certification of Liability Insurance from outside contractors.
9. Submitted a weekly update to residents for Mr. Quigley's review, and posted the update to Hamptons West's website.
10. Completed the March 31, 2015 financial statements and issued to the Board and Finance Committee.

### Physical

1. Picked up daily light list from security and performed light bulb replacement. (Daily)
2. Filled all fountains, backwashed filters and balanced chemicals. (Daily)
3. Removed standing water from Wind Tunnel fountain. (Daily)
4. Removed all leaves and netted out all fountains. (Daily)
5. Took readings on water meters throughout property.

6. Installed plastic light covers on all fluorescent T8 light bulbs in Clubhouse kitchen (per fire department inspector).
7. Replaced 15th floor trash chute door, which was beyond repair.
8. Repaired bulletin board in Mail Room.
9. Replaced egg crate light covers in Mail Room.
10. Swept Party Room terrace.
11. Installed new baseboards in service area 7th floor.
12. Rewired 17th floor north A/C unit valve.
13. Sanded and plaster ceiling in the lobby and plastered walls on 8<sup>th</sup> floor.
14. Painted wall near elevators on 24<sup>th</sup> floor and planters on the pool 2<sup>nd</sup> floor.
15. Patched ceiling voids, found by fire inspector within the Club House boiler storage tank room.