

Weekly Management Report *(4.27.15-5.8.15)*

Date: May 8, 2015

To: Board of Directors, Hamptons West

From: Roger Forbes – Management Executive

CC: Executive Team - AKAM On-Site

Administrative

1. Attended an RLU meeting on 4/27/15.
2. Attended a Board Meeting on 4/29/15.
3. Attended a meeting with the construction committee and ACG Engineering. ACG would like to terminate their contract with Hamptons West. They feel that it is redundant to have 2 engineering firms working at the same property, on the same project.
4. Attended a meeting with the construction committee and Taurinski Engineering. They have offered to step in as the interim engineering firm for Hamptons West so the project can continue. They will also submit a contract to be the engineer of record for the remainder of the project.
5. A meeting has been scheduled with Maxim Construction, General Impact Glass, and Taurinski Engineering for Monday 5/11/15 at 11:30am to discuss the balcony slope/sliding door replacement project at unit 708.
6. Requested a lease from Atty. Marci Rubin for L1.
7. Scheduled Construction Committee meeting for Wednesday 5/13.
8. Had the wool lobby rug removed, professionally cleaned and returned. All stains and loose fibers have been removed.
9. Contacted Valley Crest Landscaping to visit the property and meet with the landscape committee. Also got contact info for Smart Choice, another landscape company that was highly recommended by another AKAM property.
10. Met with manager of Hamptons South, chief engineers of both properties, and the spa manager at the RLU. We inspected an extensive list of preventative maintenance and repair items and agreed to split the duties between the 2 properties. Hamptons south already began their repairs and Hamptons West will begin next week.

Financial

1. Special Assessment meeting has been scheduled for Wednesday May 18, 2015 at 7pm. Notice was mailed to all unit owners no less than 14 days in advance.
2. Taught Yumi how to use the check scanner for monthly maintenance payments received in the management office.

3. Taught Yumi how to process special assessment payments received in the management office.
4. Taught Yumi how to enter invoices in TOPS to pay vendors.
5. Had several meetings with AKAM financial department and CFO at the corporate office to discuss owner payment options.