

Weekly Management Report (5.15.15)

Date: May 15, 2015

To: Board of Directors, Hamptons West

From: Roger Forbes – Management Executive

CC: Executive Team - AKAM On-Site

Administrative

1. Party Room Kitchen - Met with a GC that I have worked with in the past called AIC/Arqbuilt to review the party room kitchen and bathroom renovation project. Because the company purchased a warehouse full of kitchen cabinets and granite slabs from a company that went out of business, they believe they can give us a more competitive bid than the ones that have been collected so far. Emilio, board president Joe Quigley, and Director Jaime Mantilla were in attendance. I have already received their insurance and license. Hope to have drawings and bids early next week and will present to the appropriate committees and board if everything looks good. They're ready to start immediately and can get the job done in a week.
2. Unit 708 Sliding Door and Balcony Pitch - Had a meeting in unit 708 with Maxim Construction, General Impact Glass, and Taurinski Engineering on Monday 5/11/15 at 11:30am to discuss the balcony slope/sliding door replacement project. The sliding door company needed to inspect the bucks on either side of the sliding doors so Emilio cut access holes that they will inspect next week. Attorney Marci Rubin has already prepared a release that the unit owner will need to sign before the project begins.
3. Baluster Test - A baluster test initiated by ACG Engineering was performed on Wednesday 5/13. The existing balusters were tested by an independent testing lab. As expected, the existing balusters passed the test and were deemed safe.
4. Construction Committee Meeting – Attended a construction meeting on 5/13/15. Due to other commitments and the 2 Construction Committee meetings last week, this was a brief meeting that was only attended by 2 committee members and Lynn Mathon.
5. Special Assessment Meeting –A Special Assessment meeting was held on 5/13/15. The board unanimously passed the special assessment created by AKAM CFO Steve Needleman. The 1st of 6 payments is due on 6/1/15. Met with AKAM finance department to arrange for coupon books to be mailed. They will also be emailed and hand delivered onsite as applicable.
6. Board Meeting RE: Change of Engineers – Board meeting was held to discuss the fact that ACG would like to terminate their contract with Hamptons West. Their reasoning is that they feel that it is redundant to have 2 engineering firms working at the same property, on the same project. Board agreed to allow change of engineer to B.P. Taurinski provided that the association attorney create a document that ACG must sign that protects the Association's ability to hold them responsible for any issues and expenses related to their failure to adhere to the agreement

between the project manager, ACG and the Association as well as any legal fees associated with their early termination of the contract.

7. Cost of Change of Engineers - I have requested clarification for the board regarding the financial arrangement between the Association and B.P. Taurinski in comparison to the arrangement with ACG.
8. Landscaping Committee – Had a meeting with Joan Mantilla from the landscape committee and Valley Crest Landscaping. We walked the entire property, and hope to have a proposal from Valley Crest next week. I will also be arranging meetings with Smart Choice Landscaping and we have a bid already from a 3rd company that had previously met with the landscape committee.
9. Total Landscaping - I Reviewed the Total Landscaping contract and then had a conversation with the Total Landscaping office manager. The contract (signed in 2009) shows that mulching, trimming trees under 18', fertilization, exterior pest control and weeding are all included in the contract but it is obvious that none of those things are being done. I also discussed the inspection from ACME sprinkler and asked for the proposal for the repairs.
10. L1 – Received a lease from attorney Marci Rubin for L1. Hope to have it signed by the new tenant next week. I met with Emilio and Bruce to go over a few remaining punch list items.
11. RLU Punch List Items – Hamptons South has already cleaned the guard house roof and pressure washed and repainted it. They have already submitted their bill for reimbursement from the RLU. Hamptons West did touch up paint in the RLU Club house this week.
12. LED Lights – Check was requested and received to replace the bulbs in the card room with LED lighting.
13. LED Lighting/Fountains - 50% deposit check for LED lighting for 2 fountains was requested and received.
14. Hamptons West Sign - 50% deposit check for the Hamptons West Entrance sign was requested and received.

Financial

1. Special Assessment meeting was held on Wednesday May 18, 2015 at 7pm. Notice was mailed to all unit owners no less than 14 days in advance. Special Assessment for \$551,435 was approved.
2. Had several meetings with AKAM financial department and CFO at the corporate office to discuss owner payment options. It has been determined that owners who already had ACH through BB&T bank would continue their ACH with no action necessary. Owners who already had ACH but signed up online for ACH through Paylease (which had a 3rd party fee) or by filling out the supplied form and voided check (which had a 3rd party fee) had their new applications cancelled so they could continue with the free ACH through BB&T. Owners who didn't previously have ACH now have the ability to complete the BB&T ACH form at the management office for both maintenance and special assessments with no 3rd party fee.