

Weekly Management Report (5.22.15)

Date: May 15, 2015

To: Board of Directors, Hamptons West

From: Roger Forbes – Management Executive

CC: Executive Team - AKAM On-Site

Maintenance

1. Performed daily light list and bulb replacement.
2. Performed daily roof checks.
3. Cleaned, treated and added chemicals to all fountains daily.
4. Performed weekly generator test. Ran for 30min.
5. Completed quarterly RLU paint touchups.
6. Started stripping RLU stair railings in atrium for paint.
7. Roof top replacement hot water heater installed.
8. Sign fountain and wind tunnel fountain led lighting approved and ordered.
9. Hamptons entrance sign approved and in permit process.
10. Condenser water riser mud leg work approved. Work to commence on Tuesday May 26 for the first four risers. 11,12,14 and 15 lines.
11. RLU elevator back wall metal work removed by Retro elevator and taken off site to redo finish. Removed May 20.
12. L1 work completed except for a pre hung door requested by Mr. Oliery for an upstairs room. Door will have to be purchased and installed next week.

Administrative

13. Architectural Committee – Attended an architectural committee meeting on Monday.
14. Finance Committee – Finance Committee meeting was rescheduled to next week.
15. Dryer Vents – Last week, Southern Chute cleaned the lint from the dryer vents in the 08 line. We requested a quote from another company that only cleans dryer vents and does a more thorough cleaning. The annual cost of the service will be included in the draft of the 2016 budget.
16. Party Room Kitchen – Waiting for drawings and reduced quote from AIC/Arqbuilt. If we don't receive it next week we will proceed with another GC.
17. Unit 708 Sliding Door and Balcony Pitch – Unit owner requested changes to the mutual release generated by our attorney so the changes have been submitted to our council.
18. Concrete Restoration- Balusters for the 14 line are in production. Electrician's quote to upgrade electrical for swing stages and chipping hammers has been approved. Concrete was poured this week and will continue on Wednesday of next week. All outstanding invoices to Maxim have been

paid and releases have been received. Hope to finalize the fully executed 14 line contract with Maxim next week.

19. Special Assessment – Approved special assessment coupon draft at corporate.
20. Change of Engineers – Taurinsky submitted documents to the City of Aventura to be the Hamptons West engineer of record. Our attorneys submitted a letter to ACG regarding their contract termination.
21. Landscaping Contract – Landscape committee and I met with Valley Crest and Smart Choice Landscaping. Both companies will submit proposals next week.
22. Total Landscaping – Total will schedule tree trimming ASAP.
23. L1 - Lease was signed by new tenant this week. \$1650 per month for 2 years. Punch list items are complete.
24. LED Lights – Check was requested and received to replace the bulbs in the card room with LED lighting. – Update: It was determined that the LED bulbs that were on the proposal were not the “warm white” spectrum that we wanted so we did not submit the check or take the order. Emilio has requested a revised proposal for bulbs for a different location. Steve Horowitz has the correct bulbs in stock for the card room at a lower price, so we will purchase the bulbs from the card room from him.
25. LED Lighting/Fountains - 50% deposit check for LED lighting for 2 fountains was submitted.
26. Hamptons West Sign - 50% deposit check for the Hamptons West Entrance sign was submitted. Color of the sign will be returned to the original colors.
27. AC Risers - this week we approved a proposal from a company called Raircon to resolve an issue that is happening to the AC units of Hamptons West residents. Loose debris and rust from the riser pipes is getting caught in the unit ac and causing obstructions and unit shut downs. Besides riser water treatment (which is already occurring), the preventative maintenance to remove solid debris from the AC risers is to drain the debris from the “dirt legs” at the bottom of each riser. Unfortunately, the valves on the dirt legs are corroded and many are unable to be opened at all. On Tuesday, the risers in the 11, 12, 14, 1 and 15 lines will be drained completely and the dirt legs will be re-routed, extended, and the valves will be replaced. Once that is complete, the dirt legs can be drained weekly or monthly as necessary to remove sediment and solids. After this is complete, the plan is to perform the same service on all of the remaining risers beginning with the opposite end of the building.