

Weekly Management Report (5.29.15)

Date: May 29, 2015

To: Board of Directors, Hamptons West

From: Roger Forbes – Management Executive

CC: Executive Team - AKAM On-Site

Maintenance

- Completed roof top boiler installation.
- Completed L1 work for tenant to move in June 1st.
- Completed re-piping of condenser water riser mud legs for lines 11, 12, 14 and 15. Engineering dept assisted in directing traffic in garage while work was being done.
- Spent two days backwashing all units in lines 11, 12, 14 and 15 to remove sediment from riser after shutdown.
- Replaced electrical junction box for palm lights at garage exit.
- Continued with paint removal at clubhouse atrium stair railings.
- Completed daily light lists.
- Completed daily fountain cleaning and chemicals for all working fountains.
- Completed daily roof checks.
- Exercised generator for 30mins.

Administrative

1. Architectural Committee – Architectural Committee meeting is scheduled for Tuesday 6/2 at 9:30am.
2. Finance Committee – Finance Committee meeting has been postponed.
3. 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. – No Update
4. Party Room Kitchen – Bids were submitted to Architectural committee and will be discussed at Tuesday's meeting.
5. Unit 708 Sliding Door and Balcony Pitch – Attorneys release was signed by the unit owners. Hope to meet with Taurinski engineering and sliding door company next week.
6. Concrete Restoration- Maxim Construction has submitted their resignation from the project. Board meeting will be held on Monday at 7pm to discuss other arrangements. Paid deposit for electrical upgrade for swing stages and chipping hammers.

7. Special Assessment – Coupons for the new special assessment were mailed this week. Also made arrangements for ACH auto pay for any owners interested that does not have 3rd party fees.
8. Landscaping Contract – received proposals from Mainguy, Valley Crest Landscaping and Smart Choice. Submitted all bids to Landscaping Committee for review.
9. Total Landscaping – Sent photos and email to Total Landscaping pointing out areas of concern. I do not feel that they are making any effort to keep the account at this point.
10. L1 - Tenant will begin moving into the apartment this weekend.
11. LED Lights – Check was submitted to Steve Horowitz this week. LED lighting in card room will be installed next week.
12. LED Lighting/Fountains - 50% deposit check for LED lighting for 2 fountains was submitted. – No Update.
13. 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. – No Update
14. AC Risers - Risers in the 11, 12, 14, 1nd 15 lines were drained completely and the dirt legs were re-routed, extended, and the valves were replaced. Contractor did an excellent job. The plan is to perform the same service on all of the remaining risers beginning with the opposite end of the building.
15. ACG Engineering – Lynn Mathon is reviewing final billing with ACG.
16. Auto Pay - Finalized arrangements so that all Hamptons West owners can have auto pay for maintenance, existing special assessment, and new special assessment with no 3rd party fees.
17. Payroll - Sent 30 day notice to SOI. Payroll full transition to AKAM system will begin on 6/28/15. AKAM HR manager and I will schedule onsite presentation and insurance enrollment for all staff.