

## Weekly Management Report (6.12.15)

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**Date:** June 12, 2015

**To:** Board of Directors, Hamptons West

**From:** Roger Forbes – Management Executive

**CC:** Executive Team - AKAM On-Site

### Maintenance

- Performed daily light list and bulb replacement
- Performed daily roof checks.
- Cleaned, treated and added chemicals to all fountains daily
- Performed weekly generator test. Ran for 30min
- Sign fountain and Wind Tunnel fountain LED lighting installation began. Wind tunnel fountain filter pump was replaced. Fountain is now running after being down for many months. Sign fountain will be running tomorrow (6/13/15). Both fountains were painted.
- Lobby fountain column Venetian plaster repair began this week.
- Installed a sample LED fixture in basement garage with 4000k bulbs and will install another sample LED fixture on Monday June 8, 2015 with 5000k bulbs in order to select

### Administrative

1. Board Meeting – Board meeting has been scheduled for 6/15/15 to discuss change in landscaping company and hiring a company to renovate the party room kitchen.
2. Unit 708 Sliding Door and Balcony Pitch – Met with owner, GC, engineer, and sliding door company on Tuesday. Deposit was paid.
3. Concrete Restoration- Paid deposit for electrical upgrade for swing stages and chipping hammers. Work began this week and will finish next week.
4. Landscaping Contract –Valley Crest will begin evaluating the irrigation system on Tuesday of next week. Tree trimming began this week.
5. 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
6. AC Risers – Received quote for next 4 risers. Work will commence next week. Dirt legs and valves on risers 1, 3, 4 and 9 will be handled next week beginning on Tuesday.
7. ACG Engineering – Lynn Mathon is reviewing the final bill with ACG.
8. HR Meeting – Akam HR director met with Hamptons West staff on Wednesday 6/10 to go over health insurance options.

9. Employee Evaluations – Staff employee evaluations will be completed next week.

RLU

1. Received letter from insurance underwriter that check for RLU flood on 3/1/14 is on the way.
2. Met with Jaime Mantilla, Dominion, Emilio, and Marcos Ackerman at RLU to review punch list items.