

Weekly Management Report (6.19.15)

Date: June 19, 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.
- Circle Generator Service found generator batteries are due for replacement. Requested quote for batteries and load test.
- Wind tunnel fountain and sign fountain lighting are now completed. Wind tunnel fountain is fully operational. Sign fountain feature pump is too small. I am getting a price for a larger pump. Filter pump needs to be installed but fountain is otherwise operational.
- Two LED sample lamps have been installed in garage basement level.
- Second round of riser dirt legs are now complete. Risers 1, 3, 4, 9, 11, 12, 14 and 15 are now complete.
- Lobby column Venetian plaster repair is complete.
- Club house wheelchair lift elevator panels installed.
- Swing stage electrical power connection on roof completed.

Administrative

1. Board Meeting – Board meeting was held on 6/15/15 to discuss change in landscaping company and hiring a company to renovate the party room kitchen. Board hired Tropical remodeling and cabinetry and job commenced on 6/18/15. I purchased the appliances and they will be delivered on Monday. A second, closed board meeting was held on 6/17/15 to discuss employee 90 day reviews.
2. Finance Committee – Attended a finance committee meeting on 6/18/15.
3. Unit 708 Sliding Door and Balcony Pitch – Waiting for manufacture of sliding door for project to continue.
4. Concrete Restoration - Paid deposit for electrical upgrade for swing stages and chipping hammers and job is now complete.
5. Landscaping Contract – Valley Crest landscaping surveyed the irrigation system on Tuesday and found substantial damage to the system. Bad solenoids, timers and zones controllers set

improperly, breaks in irrigation lines, etc. They will submit a proposal for the repairs next week. I spoke to Total Landscape Concepts (existing landscaping company) and they agreed to replace all of the broken heads on the property at their expense. Tree trimming continued this week and, after I met with the foreman, they are doing a much better job.

6. 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. Waiting for manufacture of sign.
7. ACG Engineering – Lynn Mathon is reviewing the final bill with ACG Engineering and Maxim Construction Group.
8. 14 Line Concrete Restoration- Contractors didn't work on 6/19/15 because Sunbelt (swing stage rental company) spent the day replacing swing stage motors. Arrangements were made today for 2 dust walls to be installed next week. Reinstallation of Balusters will begin shortly. Damaged balusters were inspected by Taurinski Engineering and then were discarded.

RLU

1. Flood Check - Received letter from insurance underwriter that check for RLU flood on 3/1/14 is on the way. – No Update
2. Dominion / Punch List - Met with Jaime Mantilla, Dominion, Emilio, and Marcos Ackerman at RLU to review punch list items. – No Update
3. RLU Elevator Floor - Hamptons West RLU members selected tile sample for RLU elevator floor. Samples were submitted to Hamptons South for selection. Hope to do the job next week.
4. Tennis Court Resurfacing – Quotes for resurfacing tennis courts, replacing posts, and replacing nets has been received. I will attempt to negotiate price before submitting for final approval.
5. RLU Electrical Room Door Replacement - Just requested revised quote for termite infested door on lower RLU floor next to reception desk.
6. RLU Elevator Wall - rear decorative wall was removed by contractor. Chris from Hamptons South will contact them to see when it will be returned.