

## Weekly Management Report (6.26.15)

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**Date:** June 26, 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.
- Still in the process of getting pricing on new feature pump and filter pump for sign fountain.
- Approved proposal for “warm” LED bulb replacement for sign fountain and wind tunnel fountain. Bulbs were ordered today and will be installed by Monday July 6, 2015.
- AC Risers - Flushed out all new and existing dirt legs in working condition.
- Preparing list for next round of dirt legs to be done.
- Lobby fountain column Venetian plaster repair is now complete. Fountain figure will be removed and painted next week.
- Clubhouse atrium stair rail painting project will be completed today, weather permitting.
- Drywall repair work for 2<sup>nd</sup> floor between 201 and 203 started today.
- Started building a/c filter change on Monday. Will set all common area a/c units to 75 degrees.
- Turned off all rooftop outside air fans Wednesday June 24, 2015.

### Administrative

1. Architectural Committee/Construction Committee – Attended an Architectural Committee / Construction meeting on 6/23 at 9:30am.
2. Unit 708 Sliding Door and Balcony Pitch – Waiting for manufacture of sliding door for project to continue. – No Update
3. 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 is complete.
4. 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. LED backlighting will be warm lighting.

5. ACG Engineering – Lynn Mathon is reviewing the final bill with ACG Engineering and Maxim Construction Group. – No Update
6. 14 Line Concrete Restoration- Baluster installations began this week and dust wall installation on 2 units was initiated.
7. Party Room Kitchen – Demolition and disposal was completed. Ceiling frame was installed at raised elevation, sprinkler heads were raised, ceiling sheetrock and LED lighting was installed, floor tiles were received, appliances were received (waiting for 2<sup>nd</sup> warming drawer and smaller microwave), bathroom wallpaper was removed, walls were repaired and skim coated, new Formica is being installed over existing bathroom partitions.
8. Exterior Lighting – Met with board members to walk the property on Wednesday at 8:30pm to review exterior lighting. Identified areas that need lighting, fixtures that do not work, and inconsistency in lighting color. New samples of LED lighting for the palm trees on the exit side of the driveway will be here next week. New replacement fountain light bulbs (warm spectrum) have been ordered.

#### 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 – Dominion responded and will handle punch list items as requested.
3. RLU Elevator Floor – RLU elevator flooring was selected and has been ordered.
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 - 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.