

## Weekly Management Report *(7.3.15 & 7.10.15)*

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**Date:** July 10, 2015

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

**From:** Roger Forbes – Management Executive

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

### Maintenance

#### 7.3.15

- 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.
- Ordered light bulbs for wind tunnel and sign fountain 6/26/15. Bulbs should be installed and lights operational by Monday July 6, 2015.
- Flushed out all new and existing mud legs.
- Will present list for new mud legs by Monday July 6, 2015.
- Received approval for new Clubhouse A/C units, will work with Roger on scheduling installation.
- Received approval for repair of valet parking lot asphalt repair, will work with Roger and Valet to schedule work.
- Lowered resident/visitor sign at guard house.
- Repaired stucco on guard house entrance roof.
- All Phase Electric repaired valet parking lot light. All parking lot lights are operational.
- Clubhouse atrium stair railing paint completed.

#### 7.10.15

- Electrical work for Clubhouse cooling tower filter pump complete.
- Rebuilt Clubhouse cooling tower filter pump. Pump working 100%.
- Disassembled Clubhouse 5hp cooling tower circulation pump and freed backup motor that was seized. Reassembled pump and performed test run. Pump running 100%.
- - Sign fountain now has new 2700k bulbs installed.
- - Wind tunnel fountain lights bulb change to be completed by Tuesday July 14, 2015.
- - Clubhouse bar and gym A/C change approved and units have been ordered. Units will take three to four weeks to produce.
- - Valet parking lot asphalt repair approved and Southern Asphalt is processing the permit.
- - Gas meters for clubhouse kitchen and tower pool heaters will be replaced with new gas meters today.
- - Flushed out all new and existing mud legs.

- - Still working on new set of mud leg list.
- - Replaced filter pump for wind tunnel fountain.
- - Painted clubhouse entrance railings.
- - Did inspection of parking garage concrete repair necessary with

## Administrative

1. Unit 708 Sliding Door and Balcony Pitch – Waiting for manufacture of sliding door for project to continue. – No Update
2. 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. – Update – irrigation system has been completely repaired.
3. 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.
4. 14 Line Concrete Restoration- Baluster installations began this week and dust wall installation on 2 units was initiated.
5. Party Room Kitchen – flooring and cabinets installed in kitchen. Granite countertops will be installed next week. Tile in men’s room has been installed, and women’s room will be installed over the weekend.
6. 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 were delivered. New replacement fountain light bulbs (warm spectrum) have been installed.

## 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 installed. Elevator back panel will be installed early next week.
4. Tennis Court Resurfacing – Quotes for resurfacing tennis courts, replacing posts, and replacing nets has been approved.
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 (Retro Elevator). Will be replaced next week.

7. RLU Parking Lot Pavement Repairs – RLU Committee approved Southern Asphalt quote to repair sinkholes, sealcoat, and stripe.
8. RLU AC Units – Committee voted to replace a 10 ton and a 7 ton unit at the RLU building.
9. Theatre LED Lighting – Led lighting installation for theatre is complete.
10. Lightening Cable – Spoke to the company that begun the lightning cable installation but never finished. Working on completing the project.
11. Roofing – Got a preventative maintenance quote from Allied Roofing, the company that installed the RLU roof. Will have them inspect the roof for potential warranty issues.