

Weekly Management Report (7.24.15)

Date: July 24, 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.
- Sign fountain now has new 2700k bulbs installed. Lights were repositioned as requested.
- Wind tunnel fountain lights bulb change to be completed by July 27, 2015. (delay in shipping).
- Clubhouse bar A/C installed Friday July 24, 2015.
- Clubhouse gym A/C to be installed next week.
- Valet parking lot asphalt repair approved and Southern Asphalt is processing the permit.
- Flushed out all new and existing mud legs.
- Still working on new set of mud leg list.
- Brought in a new company to bid on chemical delivery for pool and fountain chemicals.
- Began scraping and sanding outside railings at clubhouse.
- Getting estimates for LED lighting strips on stair treads for clubhouse atrium and rear stairs.
- Getting estimates for condenser water risers and replacement of all pipe hangers on mezzanine garage level. These are the condenser risers and sewer drains for all 21 cabanas.
- Permit for Hamptons sign still in review at the city.
- Termite damaged electrical room door at clubhouse gym area replaced.
- Theater doors weather stripping and thresholds to be completed Monday.
- Door for bar A/C closet to be reinstalled on Monday.
- Ordered new vacuum for fountains.
- Munchkin boilers will have full maintenance done next week Monday.

Administrative

1. Attended a construction committee meeting, architectural committee meeting, finance committee meeting, and a meeting at AKAM corporate office with the treasurer and finance committee chairperson. Board of directors meeting will be held on Wednesday 7/29/15. A meeting with members of the landscaping committee had been scheduled for Monday but it will now be rescheduled for next week.
2. Unit 708 Sliding Door and Balcony Pitch – Waiting for manufacture of sliding door for project to continue. Called and left message for status update.

3. Landscaping Contract –Valley Crest irrigation team inspected the RLU property and submitted a proposal for RLU Irrigation repairs. They will return on Tuesday 7/28 to finish the inspection (areas near guard house still need to be inspected).
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. Awaiting permit approval from City of Aventura.
5. 14 Line Concrete Restoration- Baluster installations on the south balconies on the 14 line are complete. We have been receiving shipments of new balusters from the supplier as well. Ongoing.
6. Party Room– flooring and cabinets installed in kitchen granite countertops were installed, appliances are in place. Tile in men’s and women’s rooms have been installed. Plumbing contractor reinstalled toilets on Tuesday 7/21. Bathroom partitions were be reinstalled with new hardware this week. GC will be 100% complete on Saturday 7/25/15 after finalizing stairway wood molding. Carpet installation begins on 7/28/15.
7. Exterior LED Lighting – Still waiting on 120v lighting samples for trees in the exit driveway. Also waiting for quote for led bollards for Hamptons West side of the spa driveway circle and shorter bollards for Hamptons West sidewalk that leads to RLU/Spa. This expense is already part of an existing special assessment.
8. Logo Mat – Approved a quote for a larger logo mat at the main entrance. Will be delivered next week.
9. Main Automatic Front Doors - Front door hasn’t been closing properly. I had Dash Doors do service but door manufacturer has been out of business for many years and parts are not available. Received a quote to replace front doors but still waiting for requested photos of new proposed door. – No Update
10. Cable Consultant – Sent a copy of the cable contract to Community Cable Consultants for review to see if we can get better rates and/or additional features. Unfortunately the consultant isn’t sure she can be of assistance because we are only 3 years into an 8 year contract. She is still looking into this for us.
11. Customer Service Training – AKAM postponed the staff customer service training at Hamptons West.
12. HVAC Air Conditioning System – Concerns about the HVAC system at Hamptons West were brought to my attention so I contacted Willard Pyke from Pyke Mechanical for a recommendation for an HVAC Engineer to meet with us an evaluate our system. Mr. Pyke recommended Charlie Killingsworth from Killingsworth Engineering Co. A meeting has been scheduled with Mr. Killingsworth, our chief engineer, and representatives from the board and committees.
13. Hot Water Issue in 05 and 06 Line Units – Residents in the 05 and 06 lines complained about lack of hot water. After a week of investigation, the problem was traced back to a unit that is under full renovation and the issue was repaired.

Special Assessment Project / Unit Valve and Supply Line Replacement – Funds have already been collected via special assessment for this project. I consulted the association attorney about this item and the plan is for the unit owners to sign an acknowledgement and hold harmless agreement with regards to the work being performed by the plumber. The plumber will be certified, licensed and insured. The document will clarify that this is an undertaking on behalf of all unit owners and ongoing plumbing issues within each unit are the responsibility of the unit owners. Our attorney will draft this document for the Association for when the project commences.

RLU

1. Flood Check - Received letter from insurance underwriter that check for RLU flood on 3/1/14 is on the way. Update – Yumi will contact the underwriter on Monday for an update.
2. Tennis Court Resurfacing – Quote for resurfacing tennis courts, replacing posts, and replacing nets has been approved. Deposit checks have been requested.
3. RLU Electrical Room Door Replacement – Job is complete.
4. RLU Elevator Wall - rear decorative wall was removed by contractor (Retro Elevator). Will be replaced next week (delayed because they decided to sandblast the panel and send it back to the powder coater).
5. RLU Parking Lot Pavement Repairs – RLU Committee approved Southern Asphalt quote to repair sinkholes, sealcoat, and stripe. Permit application has been submitted. Awaiting permit and scheduling.
6. RLU AC Units – Committee voted to replace a 10 ton and a 7 ton unit at the RLU building. Signed proposals have been submitted. 1st unit was installed this week.
7. Theatre – Received a proposal to replace the deteriorated rear door thresholds and weather-stripping. Current condition is allowing water to enter the theatre and is making the carpet damp. Proposal was approved and job is complete.
8. Lightning Cable – Spoke to the company that begun the lightning cable installation but never finished. Working on completing the project. We have a discounted quote from Allied Roofing to install 500 lightning protection pads on the clubhouse roof. I have requested clarification on any other expenses necessary to complete the project.
9. Roofing – Got a preventative maintenance quote from Allied Roofing, the company that installed the RLU roof. Emailed the roof warranty, pressure washing quote (cosmetic), and the maintenance quote (required) the RLU committee for approval.