

## Weekly Management Report (7.31.15)

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Date: 8/7/15 & 8/14/15

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. Vacuumed all fountains.
- Performed weekly generator test. Ran for 30min.
- Purchased new feature pump and filter pump for sign fountain.
- Clubhouse gym A/C is installed.
- Tower pool Jacuzzi heater is replaced.
- Valet parking lot asphalt repair approved. 8/14/15 Southern Asphalt still waiting on permit.
- Flushed out all new and existing dirt legs.
- Still waiting on proposal for next set of replacement dirt legs.
- Brought in a new company to bid on chemical delivery for pool and fountain chemicals.
- Completed 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.
- Door to gym A/C closet will be replaced next week.
- New fountain vacuum was received.
- Munchkin boilers had full maintenance done.
- Full length hinges have been installed on garbage room doors and on party room kitchen door.
- Next week I'll be checking the dampers to the units to determine if they are open or closed and if any are operational. I will also continue to trace the last exhaust duct found on the roof.
- Covers for holes in RLU deck where yellow cones are presently will be completed today.

### Administrative

1. Flood – A braided stainless steel supply hose connected to the AC for the party room exploded on 8/11/15. Service elevator suffered severe electrical damage. Elevator contractor (ThyssenKrupp) is working on the repair quote. All info and photos were submitted to our insurance agent and an adjuster has already been assigned to the case. AC will be repaired on Monday 8/17/15.
2. Phone System – Board approved new phone system to replace the failing, outdated system currently installed in the offices. Installation began on 8/14/15.
3. Unit 708 Sliding Door and Balcony Pitch – Project is scheduled to begin on 8/17.

4. Landscaping– Valley Crest planted new annuals and new plants in the atrium. Still more to go.
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. Waiting for manufacture of sign. LED backlighting will be warm lighting. Awaiting permit approval from City of Aventura. Spoke to vendor today. Hope to have permit next week.
6. 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 and installations are underway. Dust wall installation, repairs, and dust wall removals are on schedule.
7. Party Room– Carpet installation completed. Kitchen is complete, and bathrooms are complete. AKAM catered event for all Hamptons West residents will occur on 8/19/15 from 6pm-8pm.
8. Exterior LED Lighting – Received 120v lighting sample for trees in the exit driveway. Still 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. Lighting sample will be installed on Monday 8/17/15.
9. Logo Mat –Larger logo mat for the main entrance was delivered and installed.
10. 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
11. 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. – No Update
12. HVAC Air Conditioning System – Met with Engineer Charlie Killingsworth from Killingsworth Engineering Co. along with our chief engineer, and representatives from the board and committees. Mr. Killingsworth submitted a proposal to evaluate the Hamptons West HVAC system and make recommendations on repairs and/or upgrades.
13. 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 is working on the document currently.

14. Lightning Protection (Hamptons West and RLU) – I spoke to Florida Fire Protection and Bonded Lightning Protection to discuss the details of completing the lightning cable installation on both buildings. They outlined the remaining funds owed, and I will compare their quote to the budgeted figures and proceed to complete the project.

## RLU

1. Tennis Court Resurfacing – Quote for resurfacing tennis courts, replacing posts, and replacing nets has been approved. Deposit checks have been submitted. Waiting for permit.
2. RLU Elevator Wall - rear decorative wall was removed by contractor (Retro Elevator) and has been repainted and replaced.
3. 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.
4. RLU AC Units – Committee voted to replace a 10 ton and a 7 ton unit at the RLU building. Both units have been replaced.
5. 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 lightening protection pads on the clubhouse roof. -No Update
6. Roofing – Got a preventative maintenance quote from Allied Roofing, the company that installed the RLU roof. RLU committee approved quote and it has been signed and submitted. Awaiting scheduling.
7. Lighting - Waiting for quote for led bollards for Hamptons West side of the spa driveway circle.