

## Weekly Management Report (9.18.15 & 9.25.15)

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Date: 9/18/15 and 9/25/15

To: Board of Directors, Hamptons West  
From: Roger Forbes – Management Executive  
CC: Executive Team - AKAM On-Site

### Administrative

1. Landscaping – Installed new plants in several of the pool deck planters. Hope to install new plants in the main entrance planters after the lighting is installed.
2. Flood/Service Elevator Damage – 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) submitted a repair quote of \$30,000. All info and photos were submitted to our insurance agent and an adjuster has already been assigned to the case. Deductible is \$5,000, which may be recoverable if the manufacturer of the hose that ruptured is proven to be at fault. The AC was repaired this week. Insurance company approved \$29,000 after deductible.
3. AC Riser Quick Fill – Airstron installed a quick fill for our AC risers. Now when the risers need to be drained, they can be refilled in a fraction of the time.
4. Registered Agent – Updated the Florida Sunbiz website with Hamptons West's new registered agent, Ryan Poliakoff, Esq.
5. Unit 708 Sliding Door and Balcony Pitch – Project is complete.
6. Landscaping– Met with Landscape Committee and have requested quotes for plants to fill in an empty planter on the pool deck and for 2 RLU planters in back of the guard house.
7. Hamptons West Sign – Vendor confirmed that the sign has been completed, and will contact us for installation date, which will occur the week of 9/21/15.
8. 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. Ongoing.
9. Exterior LED Lighting – Requested 24 light fixtures for trees on exit side (Hamptons West side) of the driveway and for the main entrance planters. This expense is already part of an existing special assessment. We will use LED bulbs in these fixtures. Also awaiting 2<sup>nd</sup> quote for led bollards to illuminate walkway leading from Hamptons West main entrance to RLU.
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. 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.
12. 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. Draft of the hold harmless agreement is complete as well as a draft of the request for quote document to be submitted to the bidders.
13. 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. Requested separate summary of balance due for RLU and Hamptons West.
14. Teen Room Renovation - I have requested quotes to renovate the teen room. All ceiling tiles will be replaced and the walls will be painted. We hope to install new wall mounted televisions and game systems.

## RLU

1. Tennis Court Resurfacing – Project is underway.
2. RLU Parking Lot Pavement Repairs – RLU Committee approved Southern Asphalt quote to repair sinkholes, sealcoat, and stripe. Permit application has been submitted. Project began on 9/11 and will be completed on Saturday 9/12. Seal coating and striping will occur next week.
3. 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. Restaurant reported small leak from the roof into the kitchen. Allied Roofing came to inspect roof, repair, and do preventative maintenance. They agreed to pressure wash roof as well and to remove mildew spots reported by residents.
4. Lighting – Received one quote and waiting for 2<sup>nd</sup> quote for led bollards for Hamptons West side of the spa driveway circle.

5. Landscaping – Received quotes for new plants for the 2 planters behind the guardhouse.