

Weekly Management Report (10/16/15 & 10/23/15)

Date: 10/16/15 & 10/23/15

To: Board of Directors, Hamptons West

From: Roger Forbes – Management Executive

CC: Executive Team - AKAM On-Site

1. Landscaping – Proposal was approved for new plants, 1 robellini palm, and Mexican beach pebbles in the two planters directly behind the guard house (RLU). Job is complete.
2. Landscaping– Met with Landscape Committee and have requested quotes to add missing plants on pool deck. Empty planter near the gazebo at the pool deck (irrigation repair) has been refilled and replanted with orange birds of paradise. Also filled in the missing ixoras in the planter next to the pool attendant station.
3. Hamptons West Sign – New sign has been installed.
4. 14 Line Concrete Restoration- Job is scheduled for completion at the end of this month. We had a meeting with the principals of Coast to Coast General Contracting to discuss the plan for the 14 line and future work at Hamptons West. – Update – Our attorney is working on the AIA contract.
5. Emergency Garage Structural Repairs – Job has been underway for several weeks.
6. 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. Fixtures have been installed. Awaiting bulbs. Also awaiting 2nd quote for led bollards to illuminate walkway leading from Hamptons West main entrance to RLU.
7. 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. Receiving quotes to replace front doors but still waiting for requested photos of new proposed door.
8. 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. Comments related to the proposal were emailed to the engineer this week.
9. 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.

10. 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.
11. 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. Update – Project will be handled in house.

RLU

1. Tennis Court Resurfacing – Project is complete.
2. RLU Parking Lot Pavement Repairs – Project is complete.
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. Project is complete.
4. Lighting – Received one quote and waiting for 2nd quote for led bollards for Hamptons West side of the spa driveway circle.