

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

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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. Had meetings with the construction and landscape committees.
2. Main Entrance Marble – Met with 2 more contractors to get quotes to replace all of the marble outside of the main entrance all the way to Hampton's Café.
3. Card Room Chairs – Re-upholstery samples are in the management office (2 chairs). Contractor is looking for new casters.
4. Service Elevator – The service elevator is operational, but still needs major work done to it to complete all of the damages that occurred as a result of the flood that happened on 8/11/15. Thyssenkrupp submitted an invoice/work order for phase II of the repairs, which I forwarded to the insurance adjuster.
5. 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. Also removed 2 trees from behind the guard house that were unhealthy and were leaving debris on the guard house roof. 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.
6. Hamptons West Sign – New sign has been installed. I've reported several punch list items to Signarama, who have agreed to make the appropriate adjustments.
7. 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. Our attorney is working on the AIA contract. At the Tuesday engineering inspection, it was discovered that 6 units in the 14 line now need dust walls as a result of newly discovered structural damage. The affected owners were given written notice and photographs this week. Contractor pressure washed affected areas on Wednesday. 14 Line residents received a letter from management with photos of balcony flooring choices. Selections are due by next Friday.
8. Emergency Garage Structural Repairs – Job has been underway for several weeks. Concrete will be poured on Tuesday of next week.
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. Fixtures have been installed. Awaiting

bulbs. Also awaiting revised 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. Received a quote to repair the existing door (rebuilt motor, etc.). Also collected quotes to replace the front door, which will be considered in the 2016 budget.
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. Comments related to the proposal were emailed to the engineer this week.
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 – Renovation is underway. Scope of work includes all new drop ceiling tiles, painting all walls, led light fixtures.

## RLU

1. RLU Parking Lot Pavement Repairs – Project is complete.
2. Lighting – Received quote for led bollards for Hamptons West side of the spa driveway circle.