

Weekly Management Report (11/6/15)

Date: 11/6/15

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

1. Attended a construction committee meeting on 11/3/15.
2. Attended finance committee meeting on 11/5.
3. Met with insurance agent 11/3 to review Hamptons West and RLU renewals.
4. Met with Gerstle Rosen (accountants) on 11/5 and 11/6.
5. Met with holiday decorating company on 11/3.
6. 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. Received 2 quotes and await the 3rd.
7. Hamptons Café – Met with contractors for quotes to replace countertop, sinks, and cabinets at the café.
8. Card Room Chairs – Re-upholstery samples are in the management office (2 chairs). Contractor is looking for new casters. Received quote this week.
9. 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. -No update
10. Landscaping – Had the Landscape Company thin the canopy at the exit driveway to allow more light to the new plants behind the guardhouse. Also cut back canopy that was crowding the royal palms in the center of the exit driveway. Also removed 4 Cassia trees that border the RLU driveway that never rooted properly and keep falling over and damage vehicles.
11. 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. Repairs were supposed to happen this week but did not.
12. 14 Line Concrete Restoration – At the engineering inspection last Tuesday, it was discovered that 6 units in the 14 line now need dust walls as a result of newly discovered structural damage. 3 more units were identified this week. The affected owners were given written notice and photographs this week.

13. Emergency Garage Structural Repairs – Job has been underway for several weeks. Concrete was poured on Tuesday of this week. Job is expected to be completed next week. Structural damage was more extensive than what was originally discovered.
14. 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. Also installed new fixtures at the entrance near valet. Awaiting bulbs. Also awaiting revised quote for led bollards to illuminate walkway leading from Hamptons West main entrance to RLU.
15. Main Automatic Front Doors – Front door has been temporarily repaired and is fully operational. Replacement of the front door, which will be considered in the 2016 budget.
16. 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. Update-Engineer had some concerns and submitted them in writing. These concerns have been forwarded for review.
17. Special Assessment Project / Unit Valve and Supply Line Replacement – Requested 3 quotes for flapper and fill valve replacement as the first phase of the quote in an effort to address rising water bills.
18. 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.
19. Teen Room Renovation – Renovation is underway. Scope of work includes all new drop ceiling tiles, painting all walls, led light fixtures. Drop ceiling tiles have been replaced and painting and re-carpeting choices are being addressed. LED lighting install has begun.

RLU

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