

## Weekly Management Report (11/13/15 & 11/20/15)

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Date: 11/20/15

To: Board of Directors, Hamptons West

From: Roger Forbes – Management Executive

CC: Executive Team - AKAM On-Site

1. Main Entrance Marble – Met with 3 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 3<sup>rd</sup>, which I should receive next week.
2. Hamptons Café – Met with contractors for quotes to replace countertop, sinks, and cabinets at the café.
3. Card Room Chairs – Re-upholstery samples are in the management office (2 chairs). Contractor is located approved casters. Quote has been approved and deposit has been paid. Contractor will reupholster 12 chairs at a time. I will begin delivering chairs to the contractor on Monday.
4. Service Elevator – The service elevator is shut down for now. A circuit board in the elevator room has failed (not related to the flood). Part has been ordered. The service elevator 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. The underwriter has arranged for an elevator inspector to meet with ThyssenKrupp next week.
5. Lobby Holiday Decorations – Only received responses from 2 board members regarding holiday decoration proposal. Decorations will be done in-house as it has been done in previous years.
6. Landscaping – Landscapers finalized new plantings on the exit driveway and planted new plants at the main entrance near valet. They also planted the annuals on the pool deck. Next week they will mulch the planters on the exit driveway.
7. 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. Most repairs were completed today. The only remaining item is the led light behind the logo, which needs to be switched to match the other lighting color.
8. 14 Line Concrete Restoration- Job is nearing completion. Contractor will begin cleaning the area below the 14 line on Monday.
9. Emergency Garage Structural Repairs – Final stages. Contrary to original reports, job was completed within budget.
10. Exterior Lighting – Exterior Led lighting installation is complete. Lighting at main entrance near valet and down the exit side of the driveway is complete. Still have several areas that need new lighting (long planter in front of café, long planter adjacent to valet drop off area, 2 planters in back of the guard house (RLU). Also awaiting revised quote for led bollards to illuminate walkway leading from Hamptons West main entrance to RLU. Bollard quote is promised for tomorrow.

11. Main Automatic Front Doors – Front door has been temporarily repaired and is fully operational. Replacement of the front door will be considered in the 2016 budget.
12. HVAC Air Conditioning System – We hope to have engineer Charles Killingsworth retained next week.
13. 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.
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. Requested and received separate summary of balance due for RLU and Hamptons West.
15. 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 have been selected. LED lighting install has begun.

#### RLU

1. Lighting – Replaced holiday lights on the circle fountain trees. Waiting for revised quote for led bollards for Hamptons West walkway and Hamptons West side of the spa driveway circle.