

Weekly Management Report (12/18/15)

Date: 11/27/15, 12/4/15, 12/11/15, 12/18/15

To: Board of Directors, Hamptons West

From: Roger Forbes – Management Executive

CC: Executive Team - AKAM On-Site

1. Budget – 2016 Budget draft is complete. The proposed draft was mailed to all the owners on Wednesday 12/16/15. The proposed 2016 budget includes several additional line items/expenses that were not in the 2015 budget, but we were able to save money in other areas so the proposed monthly maintenance expense for Hamptons West owners is the same as 2015.
2. Main Entrance Marble – Received 3 quotes and the board has selected a contractor. The contractor has already provided license and insurance to the management office and is currently submitting samples to be approved by management, the architectural committee, and the board.
3. Sign Fountain – Ordered a new pump for the sign fountain. Will be installed next week. Hamptons West sign and lighting have been corrected.
4. Hamptons Café – Met with contractors for quotes to replace countertop, sinks, and cabinets at the café.
5. 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 has reupholstered 20 chairs so far. I have delivered a total of 26 chairs to the re-upholsterer.
6. 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. Insurance underwriter approved phase II expenses.
7. Landscaping –Met with landscape committee and approved new plantings in several areas, including new trees on the wind tunnel fountain, and plants behind and to the right of the sign fountain.
8. 14 Line Concrete Restoration- Job is nearing completion. Contractor will begin cleaning the area. Final balcony finish installations have begun. I have been meeting with owners in the 14 line to assess and help to resolve incidental damages in their homes.
9. Emergency Garage Structural Repairs –Contrary to original reports, job was completed within budget. Job is complete.
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.

11. Main Automatic Front Doors – Front door has been temporarily repaired and is fully operational. Replacement of the front door is included in the 2016 budget.
12. HVAC Air Conditioning System – We hope to have engineer Charles Killingsworth retained next week. Retainer check has been requested.
13. Special Assessment Project / Unit Valve and Supply Line Replacement – Investigating parts and costs.
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. Requested and received separate summary of balance due for RLU and Hamptons West. Met with Inspector/Project manager today.
15. Teen Room (Recreational Room) Renovation – Renovation is underway. Scope of work includes all new drop ceiling tiles (completed), painting all walls (in progress), led light fixtures (completed). Carpeting has been selected and deposit check has been requested. Mounts for video game monitors have been installed.
16. HVAC Dirt Leg Replacement – Raircon completed 4 more dirt leg replacement. We have 4 more to complete the project.

RLU

1. Lighting – Waiting for revised quote for led bollards for Hamptons West walkway and Hamptons West side of the spa driveway circle.
2. Landscaping – Total Landscape Concepts resigned from the RLU. They gave a 30 day notice. We have decided to hire Top Choice, who was recently hired by Hamptons South.