

Weekly Management Report (1/15/16)

Date: 1/15/16

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

Maintenance Update:

Sign fountain - New feature pump installed and running. We are waiting on parts for filter. Filter will be fully operational by next week.

Roofing - Best roofing was out today the 8th of January to give us a quote for the roof penetrations needed for our radio antennas. They will also provide a bid for redoing the guardhouse roof. Proposal should be in by middle of next week.

Generator - Circle generator still working on the generator.

Exit Signs - Exit sign repairs to be completed by next week.

Cabana Roof - Cabana roof maintenance repairs complete.

Clubhouse - Clubhouse roof leak completed.

AC Riser Filtration System - Raircon visited the property on Friday to begin planning for the AC riser filtration system purchase and installation.

Management Update:

1. BuildingLink/MyBuilding - BuildingLink agreed to honor the discounted contract the I negotiated last year. Began planning display screen installation with IT consultant Steve Horowitz.
2. Hot Water Balancing - I have received several complaints from owners in the 03 line that they are experiencing severe water temperature fluctuation in the shower. At times, the residents have reported that the water instantly becomes scalding hot. I immediately called the owner of Lone Star Plumbing and scheduled a shut down and inspection of the system. The owners in the 03 line received notice, and all units from 1403 to M3 were inspected. It was discovered that five (5) units had broken shower valves, which was creating the fluctuating temperature issue. The valves have been replaced.
3. Pool Pump Room - Met with a general contractor to give us a quote for waterproofing the pool pump room. We will need to pul a permit with the City of Aventura for this job because there are also rebar/concrete repairs in the room that will need to be addressed. I spoke to an engineer who will create the scope and drawings for permitting.



4. 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. UPDATE - Contractor found an exterior rated (non slip) porcelain tile that looks identical to travertine but is more durable and less expensive. He is working on a revised quote.
5. Hamptons Café – Met with contractors for quotes to replace countertop, sinks, and cabinets at the café.
6. Card Room Chairs – So far I have delivered 40 chairs to the reupholsterer. I have picked up 27 completed chairs and returned them to the card room. 2nd payment installment has been submitted. UPDATE - due to a medical issue, the reupholsterer is delayed on the 9 chairs that I delivered to him.
7. 14 Line Concrete Restoration- Job is nearing completion. Contractor has begun 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. A new sample for the “free flooring” was created by TJ and so far has had a very positive response. The sample will be presented to the board and to the owners in the 14 line.
8. Landscaping - Valley Crest has been contacted about 2 trees that we purchased that died and several plants. They are being replaced under full warranty.
9. 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, and atrium. Lighting installation for the 2 planters in back of the guard house (RLU) is complete. Received revised quote for led bollards to illuminate walkway leading from Hamptons West main entrance to RLU. RLU approved the 8 that they are responsible for. The quote for the 6 that will be a Hamptons West expense will be presented to the board for approval.
10. HVAC Air Conditioning System –Engineer Charles Killingsworth was retained 2 weeks ago. He is currently working on the survey or the Hamptons West HVAC system.
11. Special Assessment Project / Unit Valve and Supply Line Replacement – Although we have been able to save money on many of the utilities, the water bill continues to increase even though the irrigation system has been replaced. We have determined that many of the original toilets that were installed by the developer are allowing water to continue to run down the drain 24/7. UPDATE - Unfortunately, the toilets that were installed by the developer are not standard. They are a “low” toilet that has parts specific to the toilet that are extremely expensive. Replacing the leaking parts in these toilets is actually more expensive than it would be to replace the toilet completely.
12. 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. UPDATE - Check request for permit renewal for RLU and Hamptons West have been requested.



13. Recreation Room (Teen Room)- Painting is complete. Carpet Company removed old carpet and installed new one. Pool table pockets have been replaced and pool table was repositioned. Additional LED ceiling lighting has been installed. Locking closet door was ordered from Dash Doors, and 170 linear feet of baseboard will be purchased and installed by Gino. 2 existing Hamptons West tables have been painted for the Recreation room. TV screens and game systems still need to be installed, and reupholstered furniture still needs to be completed and installed.
14. HVAC Dirt Leg Replacement – Raircon completed 4 more dirt leg replacement. We have 4 more to complete the project.

RLU:

1. Lighting –Received the revised quote for led bollards for Hamptons West walkway and Hamptons West side of the spa driveway circle.
2. Gazebo - Received quotes to rebuild the gazebo.
3. 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.

