

Manager's Report **April - June 2011**

04/5/11

We have reached 281 rented units at this time. I am looking for extra security as approved by the Board. One of the personnel is to replace original opening and one extra position.

I have filled the position opened by Roberto Sanchez retirement with Jorge Andre. Long time plumbing journeyman but with experience which I hope will greatly assist Otto and extra staff.

I have asked young adults of the building to be sure to have their building keys with them since Security will no longer be providing the constant access at lobby level. I personally had to open the east doors 4 times within 30 minutes with their in and out. This takes much time and attention of Security and we all need to use our building keys. I also asked their parents to be sure they then used the freight elevators with the large skateboards they carry.

We billed a total of \$1475 for month of March and \$250 to date this month.

Tropical Mechanics came to check and prepare a proposal of the a/c condensing vertical lines to all apartments since the pvc lines are in danger of continued cracks and expansion. They will bid as others in black cast iron piping.

Staff has completed half of the 7th floor in installing the required locks to the water access panels on the walls.

We will be applying a strong product to prevent water leakage from the pool pump room into the cabana at the side. The product applied 3 years ago did work well but we found a something better in the market.

04/08/11

Otto and staff began preparing and changing water pipes at the Cucu's Bar today in preparation to the new installation to Tropical Café which is scheduled for Tuesday, 4/12th at 6PM. Otto believes this should take about 4 hours and Tropical is planning to close its doors at 5PM in preparation. Tropical continues to have only hot water most of the time which causes waste of water. Otto is able to go from a riser at Cucu's Bar and not have to open our gym bathroom.

We had to install a 6 bicycle rack we had extra from our original order. We ran out of spaces and have asked those that only one resident is registered to return their extra spaces.

Alonso worked late to finish the reading of the temperature throughout the building on Thursday, 4/7/11. I showed the results to Tony of A&P Electrical today when he stopped by the office and he advised all seems within range.

04/12/11

Otto, Leo and Jorge worked from 6PM on to change all the building piping and inside bathroom and kitchen of Tropical Café since they were not getting much cold water and wasting a lot while it got cold. We found all galvanize pipes corroded with almost a pinhole size for water to travel through. We decided to change our gym toilet from the commercial unit model with 1" corroded pipe, to a regular 2 piece toilet and ran all new pipes for that unit. Tropical closed doors at 5PM so our crew could work and not till late hours.

Atlantic brought over a new cable box for our mezzanine meeting room. It had gotten wet from the leak on Thursday a couple of weeks ago and was damaged.

Leo had to run out yesterday morning to purchase a new pump motor for the pool vacuum (\$400). It had burned out when he went to use it. Otto found the old one with a ton of sand in it and explained it had not been cleaned. Leo will cover the position at the pool till a replacement is found for Eduardo who resigned and left Friday, 4/8/11.

The access panels for water shut off valves have had locks installed/solder, area plastered and doors painted. The staff is up to the 8th floor. The 10th floor was done first.

Thermal Concept came out today to clean both cooling towers as per our service contract agreement.

I have ordered pvc location signs (3"/4") which staff will begin hanging to identify all apartment a/c shut off lines located on the 17th floor and garage level, the cold domestic water valves on the 16th floor and the hot water valves on the 15th floor. This will assist when we have emergencies and only Security staff is on duty.

I have also ordered various signs for the garage parking levels. These are all made of PVC which was recommended by the sign company in the hope the aluminum ones are no longer stolen for the metal. You will see a new one at the garage entrance to remind all residents to please turn on vehicle lights at all times.

04/18/11

#1 elevator went dead on the "B" level this weekend and the #4 in the east on Friday night. The company advises the #4 was due to door rollers coming off from a big push so he tightened them to reduce the chances. The #1 was an electrical fault.

Otto picked up a new 1HP pump for the sump at the garage exit. I don't want to have problems when the rains begin.

The #2 boiler had igniter problems so Bill Hamm came right over and readjusted the electrode. They will come back to check the CO on #2 and change out the flow switch to #1. Otto checks these rooms every week and cleans the filters to the boilers but we rather Bill Hamm come out when we have a problem inside the boilers.

We purchased 20 rat bait traps to prevent from the population to increase. Since the street work and now movement in the old Seville, we are seeing a hand full come over to our west trash chute. We have sealed all crevices and concrete openings under the basement fan blower but we will have Terminix service monthly and put new poison in the traps. This will also minimize them dying within the building as much as possible but it may happen.

We have 284 proxies received so a committee will count them and report the results.

04/25/11

We have received 298 proxies and will count them the week of May 2nd.

To date we have billed \$975 in work orders.

Ernesto de la Torre began on Thursday in the position vacated by Eduardo Boada wo covered the pools and landscaping duties.. Leo Garcia has assisted his training along with Otto. They cut the lawn along with Mr. Granda who supervised his training.

The new sump pump arrived for the drain at the 27th street exit of the garage. Willie will keep the one currently used as spare.

We have completed installing new water/cable access panels along the hallways up through the 12th floor.

The Security staff has brought to my attention the need for more lighting along the 27th street pool side wall since finding people attempting to climb from the coral border rock up the cabana roof. A&P Electrical ordered the same light currently along the small pool west wall and 29th street wall and will install this week.

There is also a new security staff (Gerardo Rivero) who will begin training this Thursday.

05/04/11

We had the south pac pump already get a big hole on the housing. Otto tried to weld but it does not hold. I had to order a new one from Bresnak who will install it during the week. I am going to look into other materials such as ceramic lining and SS to compare cost. This one did not last 2 complete years but we cannot afford to be down since they fuel the apartment a/c units. Cost is about \$3000 total installed.

I ordered 15 new pool floats which are not hollow and we do not have to tie knots after each one so they do not move up and down the rope. We had to replace the entire set once one or two of them brake. These run at \$15.00 each but should last much more than the current ones.

I had Alonso change timers to lights. On at 8PM and off at 6:30AM.

Staff began to organize the lower warehouse room at the garage exit and begin bringing down material from warehouse on the mezzanine. We hope to get going on the generator project by next week since getting the permit for the job.

05/05/11

The new sign at the entrance of the east electric lobby door has been installed. "No bathing attire permitted in lobby."

We also added signs of "vehicle lights must be on at all times" and new arrows at the entrance of the parking garage. I have additional signs to place through the garage.

I found out the pac pump for the a/c unit system are actually ordered and take about two weeks. Otto has the north pump working and we do not have a backup till the pump can be installed in about two weeks.

Willie was able to remove all the old ceiling of the west trash room in the basement which he thought may have rat nesting. The system in place of the poison stations in those rooms, in the landscaping and around the dumpster area hopefully is working. We are better off having them prior to the Marriot work beginning since that may also bring them out.

I walked around with Julio, our architect, working on the Life Safety plan and the Fire Department report of September, for about 3 hours this morning. We showed him all the work our staff had completed and what he needs to address. I will provide him with reports he will turn in and find out the time frame for us to complete everything.

05/11/11

Ernesto who works in the pool and landscaping began his schedule with Wednesdays and Saturdays off during the summer months.

Jim of Bresnak had to get the new distributors of the paco pumps who are located in Georgia now. He will keep us informed as to how soon and how much the new pump will now cost. Otto checks the one running daily and seems to be holding up but with summer here, we cannot take chances.

We began to place the location markers on the a/c lines (at each vertical line on 17th floor as the mezzanine), we also will install for the cold and hot water lines.

We had to fine a resident for breaking garage light and conduit as well as scuffing some sprinkler lines when he took a high profile vehicle up the garage parking. We will collect for damages \$150.00

The proxies were counted and certified by a committee of homeowners today. The results **273** Against funding for Reserves and **17** For Funding for Reserves.

05/13/11

Bresnak was upset upon finding out the distributor for paco is in Georgia and won't sell directly to him. Has to go thru rep in Tampa who put almost double the cost for his profit. Suggesting we allow him to recommend we only change pvc fittings for a Teco pump who are just as good and can get from one day to the next. The paco wanted \$4100 just for pump plus what he would charge for installation and did not like it one bit. Will call me by Tuesday on Teco pump.

Staff sealed the remaining of the pool locker wall and cemented all intrusions into the pump room. It is not sealed to the top. We also installed brass door guards at the bottom of the bathroom doors at the pool since they were much corroded toward the bottom.

I had the city install the new trash bin in the middle of the sidewalk between Beauty shop and barber shop. Told them it was causing too much trash without any bins. They explained the market deliver trucks tend to throw out all wrapping and that was not acceptable to them.

Juan repaired all the lobby and mezzanine walls that were damaged with the big water leak of about 6 weeks ago. We had to allow everything to properly dry out. We had to throw out most of the books and ceiling tiles in the meeting room closets since we all forgot about it and they all got mildew.

05/27/11

Staff is replaced 200' of water supply pipe in the lobby garage level. It supplies water to the back rooms at the garage exit and including the employee restroom. It also supplies all water spigots in the garages which are currently without handles so residents do not use them. This is 1 & 1/4" pipe from the bike room to the garage exit. We are using PVC80 material. The old pipe was corroded and leaking.

We bought a new motor for one of the roof top exhaust fans. Otto and Alonso replaced.

We have billed \$1250.00 in work orders.

Otto and staff had to remove some fallen cement from the bottom of the PH-A ceiling. They set up the 3total scaffles and scrapped detached material and cemented the area. This is caused by water moisture or seeping in the roof membrane.

We have extra security for the holiday weekend including Monday. I purchased plenty of water for the pool staff which is in their refrigerator. We have maintenance on call in case of emergency.

We are tracking down a default in the alarm on the 12th floor which seems it can be **damaged wiring or a unit has disconnected the horn inside the unit.**

06/2/11

We completed the month with \$1300 in work orders billed.

We have 274 apartments rented.

Jim needed two couplings which were found corroded from the salt water in order to install the paco pump which arrived on 5/28th (expedited shipping). He will complete installation tomorrow.

The Memorial weekend was quite for us and mainly the visitor parking and our pools. We did have a van back up and broke the visitor park exit pole but the damaged end was cut off and installed back to the stand.

The generator project has begun with all contractors electrical material ordered. We have begun to take out our material from the warehouse and shop on the mezzanine level to make room for the mechanical work to also begin.

Virgilio is almost done with our design for the west electrical room and met with distributor for the special transfer/control panel for the existing fire pump.

The emergency repair to line 15 drain pipe was more complicated than first thought since it was done in cast iron. The pvc did not have the required size. Jorge who specializes in

the work, was assisted by Leo and Otto but was finally done by 6PM. We first had indicated the water would be turned back on at 1PM but that was impossible.

06/14/11

We have had to replace the 4" pipe that connects the washing machines on the east laundry from 6th to 4th floors which have gotten clogged from the corrosion. We will be running a new line along the 4th floor room on the corner inside the room and connect it to the cast iron piece of the 5th floor. We can not start replacing all the pipe along the walls just trying to do the worst one.

Today, staff changed the pvc found to run from 27 and 29 kitchens into the storm drain pipe instead of the sewer. Jorge found that connection inside the generator room on the mezzanine room. We changed with pvc and connected it correctly into the sewer. Not sure how long this had been done incorrectly.

We installed the electricity to the freight elevator pit and will run 1 1/2" drain pipe out to the grass on the east side of the parking garage along the ceiling. We found that pit to not have a sump pump nor the drain. (Getting things prepared for hurricane season.)

We have billed \$965 in work orders to date for June.

Julio the Life Safety architect continues to work on our plans and to finish for the 40 year recertification. He has found some problems with door exits that need to be corrected/added in order to comply.

We have prints of the Marriott design to present to owners at the June meeting. (Hopefully toward end of month).

The fire pump transfer switch permit is being processed as well as the west electrical room design. We are still waiting to hear from the commercial owner which seems we will end up in court. They do not seem to wish to comply with work required to fix violations.

The generator project is underway. A&P Electrical have begun to dig the trench for pipes along our building entrance. They did not want to use machinery since we were not sure of all the runs underground and wanted to affect the minimal amount of landscaping as possible. All the electrical equipment was signed off from Virgilio and has been ordered. Thermal Concept has sent all the submittals to our mechanical engineer for approval before having our preconstruction meeting with all involved. I have received our required insurance binding us by all contractors working on the project.

Staff had to repair the fallen concrete below the roof top of PH-A. Moisture is getting under the roofing material and will continue to cause all the repaired areas to come back down. We are working in getting an engineer of roofs, to prepare a report of finding, life expectancy of current roofs, spec for bids etc., to assist the Board is making a decision.

I continue to get cost of items on work list so Directors can sit and discuss no later than mid July on projects to take action.

Fire Inspector finally came by and approved the signs for stairwell. I ordered the remaining of North stairs (29th street) and the South stairs (27th street). The architect agreed to name the others North 2 (next to security desk) East Stairs (next to apartment line 39) and East 2 (next to freight elevators).

Still waiting for remaining plumbing access panel locks to finish east of 14th floor and go up to the penthouse.

Pool bathrooms have new floor non slip tile installed and about 2 feet of wall tiles replaced. All coming down do to sheetrock and bonding used when first built.

Had to install hand dryer in gym bath. People clogging toilet with paper towel.

06/30/11

We billed \$1590 in work orders for the month of June.

Of the 6 units we had going to foreclosure, unit #1102 sold and closes 6/29/11.

We have 273 apartments rented as of today.

All maintenance staff finally replaced all the 4" drain pipes of the east laundry rooms. They were very clogged and corroded. This was causing many of the drain clogging when the washers drained at the same time. All laundry rooms have been patched, painted and cleaned.

Leo and Jorge worked in changing the drain pipes of line 34 bath with 36 bath to pvc along the mezzanine parking lot. They will change line 33 bath with 35 bath next week between Tuesday – Friday.

Otto, Alonso and Jorge also completed the electrical and drain for the freight elevator pit. We ran it along the parking garage roof out to the back of the building to the grass lawn. This is only for rain water that may come into the pit when we have a lot of rain.