

# Manager's Report

## April 2010 – June 2010

**04/21/10**

Mike Alvarez of City of MB Public Works stopped by to double check the drain system we have from the salt water well of the heat exchanger all along 27<sup>th</sup> street to the Indian River Canal system. At the same time, he double checked to be sure that the project of DOT along Collins Avenue did include the broken sidewalk areas in front of the liquor store as well as the handicap ramps on 27<sup>th</sup> and 29<sup>th</sup> street. We had been speaking to them since complaints of slip and falls in the area. He will take care of all during the project.

Otto and staff completed the cold water supply line of another 3 apartments (17, 19 & 20) yesterday as they added a section of 6" main pipe line. Today they are installing the 2" bypass for the central area section. They had Zoltan's crew to bring up many pipes thru apartment 1614's balcony for that work.

Roberto continues to repair a large crack area on the column next to the pool pump room. He does have the blocks necessary to change along the roof line once he completes that.

A&P Electrical completed all necessary electrical work in the common areas as required for the 40 year recertification. They will continue once the generator plans are completed and permit pull for that project.

Fire Alarm Specialist company came to recheck the work Otto fixed on items which did not pass a couple of months back. They did certify the system before leaving. The modules ordered were not correct ones so they will need to reorder.

**04/22/10**

All 6" copper pipes were brought up and stored along unit 1615 & 1617 for use on Tuesday. They were well covered and are only taking up a couple of feet of the width of hallway and will not disturb anyone. Lines 17-29 and penthouses above will have their water off during the day Tuesday, April 27<sup>th</sup>. Otto hopes to complete another 6 or 7 lines. The completed the bypass installation from the east laundry room to line 18.

The City of MB shut the building water off today for about 40 minutes. They did not advise this building since they did not know by shutting it off at 38<sup>th</sup> & Collins it would affect us. The water department was called after our booster system was shut down. The water was back on in about 45 minutes.

Juan and Eduardo pressure cleaned the entrance of the driveway walls, roof and along the entrance walkway. We will be refinishing the four entrance driveway columns since the stucco is in very bad shape and needs water proofing as well. We only plan to paint once the generator project is completed. We will need to pressure clean the decorative stones above the commercial units once the Collins Avenue and sidewalk work is completed as well. They are very dirty but no sense in cleaning at this time while construction work will be done.

Subway shop has installed sign that they will be opening soon where the old hardware store was next to the Cucu's Bar.

**04/28/10**

We continue to make repairs in the pool area. The old outdated signs have been removed and new ones will be installed once they arrive. The old signs still had the shower cap requirement in order to go into the pool which is really outdated.

We had purchased a couple of items which were installed today against the west pool wall to help deter the dogs from walking on the green lawn area at the entrance of the pool. We are always finding feces near the benches and the pool entrance which neighbors do not bother to pick up. I am going to ask the City of MB if they will allow a short white fence to be placed along the grass area to help keep the animals from destroying our flowers. I will advise all of the response.

The lighting to the mezzanine open parking area did not pass the required foot candle lighting so A&P Electrical will need to tilt the bulbs up enough to provide the requirements without interfering into the residents apartments. I have asked them to place a small light to help illuminate the key area of the east lobby doors. I do have complaints it is still dark and some residents can not see where to use the medeco key.

Otto and staff were able to complete lines 20 thru 24 yesterday. The 6" large main pipe was very difficult to cut away and replace with the copper one. He did add another shut off in the 40' which were installed. They worked till 9:30PM last night to assure everyone had their cold water back. We did have a resident which forgot to shut off the kitchen faucet and caused a lot of extra work late in the evening as security, a couple of unit owners and myself, had to vacuum water in the hallway on the 11<sup>th</sup>, 10<sup>th</sup> and 9<sup>th</sup> floors. I will be stating the importance of that in the next notice for Tuesday.

Otto purchased a new 7 ½ HP motor for the east cooling tower at the cost of \$900 and will replace it with staff. Thermal Concept would charge us \$2000 to buy and install and we can do it ourselves. He also ordered a 1 HP motor for \$200 for the large roof exhaust fan for one of the risers.

I ordered a new waterproof base paint for the pool walls which cost just a little more than the one we have been using. This paint does not require priming which we definitely would have to apply since the paint peels off once it gets moisture underneath.

Roberto & Juan are repairing the front driveway columns by applying a new coat of stucco. This also has been needed painting every 6 months or so and cost more on the long run. Moisture just gets under the paint and peels right off.

Fire Alarm Specialist came to re-inspect our system once Otto had found all the small faults and charged \$600 for the service. We also had to purchase a few more control modules and a power supply which all come out to \$690 installed. Otto knows the supply is about \$350 and modules have always costs us about \$90 each.

**05/03/10**

Zoltan was able to work on Collins line of 12 to check on a couple of cracks on Saturday and completed line 06 on Sunday. They will be sealing the joints of decorative tiles over the commercial roof top area so we may pressure clean next week once the machine arrives.

Otto, Virgilio Alvarez and myself met w/Mitchell Barrineau, engineer for Cooper Bussman who will be the company to complete the short circuit analysis report and arc

flash study for the complete generator electrical system. Virgilio asked they subtract the finder's fee from the proposal as well as the cost for equipment labeling since Tony of A&P advised they could place along with Otto. They will send the revised proposal for our review and approval. This information must be received by Virgilio in order to complete the plans. He advised me he was working on the lighting for the pool area.

Elizabeth, our mechanical engineer will be finishing the plans for the a/c needed in the east electrical room.

The new pool signs arrived and have been installed when Roberto finished repairing and painting the wall area. He continues to repair damages blocks on the roof and cracks along the walls.

We finished the month of April with \$1360 in work orders completed.

### **05/06/10**

Julio Sanchez, architect will charge \$750 more than original amount paid to complete his section of the revision of the generator plans.

The owner of #1616 found a building shut off pipe and valve that was leaking behind a section of wall they removed. Otto was able to cut the section with leaking valve and connected to our main supply as it should have been. No one knows when this was installed but was not original from 1966 perhaps from about 20 years ago.

The elevator company installed filters to the east units in order to avoid the problems we have from time to time where they all begin to open and close doors on their own.

Virgilio Alvarez and the general contractor for the commercial units attended the Special Masters hearing for a 40 year recertification violation. Mr. Alvarez also sent us the latest progress report he was presenting at the hearing.

Eduardo replaced two broken south pool steps. He is able to get into the water to make these repairs. He also replaced two jet stream covers along the wall that had been broken.

The building's covered entrance has been repaired with new stucco and completed with signs installed. It looks nice and all patches gone.

Zoltan has finished sealing all cracks to the decorative tiles above the commercial spaces and we will pressure clean sometime next week.

Otto and staff completed cold water supply lines through units 26. He will work on the 6" and try to finish 27 and 29.

### **05/07/10**

We replaced the Medeco lock on the north pool area door which exits to the lawn. Residents were leaving it wide open and we made sure so no one can come in if they were to jump into the lawn from the boardwalk.

A&P Electrical completed re aligning the mezzanine parking lights at the correct angle as required to have the proper foot candle. We are concerned that now it will shine into the living quarters of units on the 4<sup>th</sup> and perhaps the 5<sup>th</sup> floors. We will see if they can be lowered after inspection IF they bother the residents of the lower floors.

Virgilio Alvarez, sent us the latest Progress Report required by the City of Miami Beach on the 40 year recertification. It is in the bins of the Board Directors.

I ran to purchase two monitors for the security desk cameras that were at a great lower price in Costco today. These are for the entrance and visitor parking lots.

We have received 262

proxies for the Reserves count. Hilda is slowly getting in the required 282. I have asked the commercial owner to remove the old signs not being used above spaces so we may pressure clean the decorative tiles. I asked they are removed to make our work easier and have less signs to work around.

We will be placing the hooks purchased for the couple of additional kayaks which current residents have asked if they can place on the property while they reside here. Mr. Specht assisted us in getting the correct ones and will be placed in the basement parking area.

We continue to replace corroded laundry drain pipes. We will work on the 6<sup>th</sup> floor east side next week.

### **05/13/10**

Zoltan assisted us in taking up the heavy 6" copper pipes used on the 16<sup>th</sup> floor project and has finished all of the work we contracted. He will finish removing all his property tomorrow and has returned all paints and left us stucco which we can use.

Roberto continues to repair all the upper roof top of the cabanas and will paint once the concrete work has been completed.

Otto did complete 30 ' more of the 6" main pipe and thru line 27 this past Tuesday and will go back to the east wing next week and go from line 47 toward the laundry.

We purchased the new rotating cameras for the lobby and B level impact door entrance area since the midnight shift will be turning them toward the door for use during the late hours. He did install the new monitor for the entrance cameras today.

We changed the laundry drain to the 6<sup>th</sup> east room which was all corroded and continued to clog.

Virgilio Alvarez will return Monday night to check the candle foot of the mezzanine parking lot since A&P Electrical had to adjust the angle to reach the required readings.

I called Jim of Bresnak who will come out next week to change out the upper bearings of one of the domestic water motors. We have to only run the #3 motor for the noise the other makes.

Otto installed the motor to the newly purchased large exhaust fan at the roof. We had to wait for a smaller belt which he needed.

Another of the foreclosure units #521 was recently sold and will close in early June. We will recover 6 months of maintenance fees due.

Received the revised and reduced contract from Cooper Bussmann for the required work of the generator project. We were able to lower it \$10,700 from original since Virgilio Alvarez passed on his finder's fee to the Association and A&P Electrical will be responsible for the equipment labeling as he works on the project. We should receive the contract proposal for the sensor work from Industrial Heater soon. The Cooper Bussmann work needs to be done and given to Mr. Alvarez so he may continue the plans. He will also provide us the plans for the pool lighting within the next couple of weeks.

**05/19/10**

Director Specht took care of purchasing a new kayak storing straps and has been installed in the basement west wall. This can hold the two that are currently residing in the building and have paid storage.

We have taken 3 bikes (2 one month ago) and (one last week) that were in the room without locks or tags and have not paid fees. I will keep them for 30 more days then will be donated since we do not know who they belong to.

Otto and staff completed 7 lines of the east wing to units 45, 44, 43, 42. They will continue on the east side next Tuesday. To date, the project has cost \$71, 748 in material and tools. We were able to search all orders from American Plumbing, Grainger, A&B Pipe Supply and what Otto had to charge on his personal card before setting up an account with A&B Pipe.

We received charges of international calls to Jamaica from a phone line which is used for communication from the elevators to the front desk and after research it was discovered a AT&T tech signed out the phone room key during the hours the calls were made. I have asked in writing to keep the tech from entering our building and charges of \$51.00 removed from bill immediately.

I spoke with Rick Brown, the service manager for Schindler who will be taking care of the overtime charges for the call I made for Saturday service of the east elevators and promised to continue working on the problem all three elevators have since modification project.

Virgilio Alvarez arrived at 9:15PM last night to check foot candle of mezzanine parking area lighting and will be providing the necessary paperwork for A&P Electrical to call for a final inspection of all the lighting so we may proceed with painting of the visitor parking posts.

Castellaño and Gladys began stripping the seal of elevator landings from 17<sup>th</sup> to 12<sup>th</sup> floors and will seal tomorrow. He will continue with other floors as time permits in order to have them all finished by Memorial Weekend.

Security has been reminded of two day minimum parking for visitors beginning with the Memorial weekend holiday and will also advice of NO in and out during their stay.

Security also began to move out the group of men who are consistently loitering in front of Triton Market and which the tenants allow. There constant standing around looks very unappealing and are usually speaking vulgarities and throwing cigarettes and beer cans on the building property sidewalks. They have been told to stay on the city's property line closer to Collins Avenue if they wish and that the police will be called for loitering.

Roberto and Alonso had to climb on the roof top of the commercial area to clean all the debris found to be clogging the rain drain lines. We also found the five lines over Cantina 27 to have a rubber extension inserted in the pipes so the rain could not drain through the pipes which would get their patrons wet while sitting at the outside tables. They have since removed some tables and have others closer along the wall and I will be reminding them they can not climb onto the area nor insert anything in the drain pipes.

The commercial unit owner did ask their general contractor to remove all unused signs on the roof top so we may then pressure clean the decorative tiles along the wall.

The new light installed at the east lobby entrance is assisting the security staff and residents better visibility while they unlock to enter the lobby and to identify the individuals.

Otto installed new cameras in the east lobby and "B" level impact door way which they can swing over and allows them to set the cameras at the doors during the late night hours.

### **05/25/10**

The City of MB will shut all water off on Wednesday, 5/26<sup>th</sup> from 10AM - 4PM for repairs on 28<sup>th</sup> street & Collins. Signs have been posted for residents to collect water for toilets. Otto completed lines on 40, 39, 38 & 37 units and the 6" main line to those units.

Cantina 27 had Ace Sprinkler come and redo many of the heads as requested as part of the 40 year recertification and should be inspected during the week.

We will begin enforcing the 2 day minimum visitor parking space rental for the Memorial Holiday which begins this coming weekend.

We received the signed contract copy back from Cooper Bussmann and should start the work by next week.

Alonso made new metal pieces to hang from the fire hoses located at 17<sup>th</sup> floor East located next to the freight elevator and located near line 40 and the third located on 9<sup>th</sup> floor east next to freight elevator. Someone took them down since original ones were made of aluminum.

Alonso rewired the pool bathroom dryers so they can be operated without turning the lights of the bathrooms on first.

Roberto had to reinstall 15 floor tiles of the men's pool bathroom which had popped up over the weekend.

Robert's Aluminum furniture had to re strap 6 more of the new chairs which had the first strap come off. He has been using a different bolt once he repairs them. This makes about 20 chairs total he has had to repair.

We had to replace the pool rope and floats to the small (north) pool before the weekend.

Roberto continues to repair all the decorative blocks above the cabana roof and paint the areas.

**05/28/10**

Cooper Bussmann will be here June 7<sup>th</sup> for 3 days to work on collecting the data for the analysis/study, needed for continuance in the generator plans. They will provide training to Otto Bellido one of the days they are here. Virgilio Alvarez will work with FPL to open the east and west vaults to gather that equipment's information as well.

Otto and staff completed the cold water supply line installation thru line 37. We will continue next week on Wednesday and go up to line 30. To finish line 29 and change the large shut off valve in front of the east laundry requires all water to be shut down. We are going to coordinate with the City of Miami Beach's next shut down for the work they are doing on Collins Avenue. Otto will have all ready to complete while they have the water off. (This is one less shut down for the building-worked out well after all). We have spent \$77, 747 to date thru Tuesday, 5/25<sup>th</sup> work.

Otto and Leonardo carried the 200 pound motor for the east cooling tower today and were able to install it without further complications.

We have met the required number of proxies which will decide whether or not the membership will have Reserves. We need to open and count the proxies in the next couple of weeks.

The yearly summer pool reminder has been posted at the pool entrance. A short version of proper attire, elevator usage and glass not permitted has also been posted in the elevators.

To date, we have billed \$904 in work orders for the month of May.

Juan painted all 9 new bumpers in the visitor and garage parking and numbered all.

Pool lighting plans have been dropped off with sample lighting. Cost of lights and posts \$10,062. We need to go ahead and request electrical to get cost and estimated time of approval.

**06/01/10**

The Memorial Holiday weekend brought many residents to building. We did not have major complications but the cable line on the gym weight machine was broken which Otto replaced this morning but we need to order the new piece that holds it in place.

We did have extra security on hand not only to staff two during the pool hours but we had many visitors walking outside the building on both Collins Avenue and side entrance areas. I kept extra staff for the surrounding areas.

We received a total of 294 proxies which a committee will assist in counting this week and will post the results.

Apartment 505 was sold June 1st on foreclosure auction and we met the new owners today.

The east elevators gave us trouble yesterday morning and I called Schiendler. I will speak with Mr. Brown, service manager to remind him not to charge for over time call as our agreement.

**06/03/10**

Jim of Bresnak picked up the #1 motor of the domestic water booster system to replace the two sets of bearings and the seal. He should bring it back by Tuesday.

A&P Electrical will be coming back to find out the problem with one mezzanine parking light posts (closest to line 12) to see what it keeps tripping the fuses. I asked them to double check all the fuses of the 150 watt lamps to be sure they also had 5 amp fuses.

Four volunteer home owners opened and tallied the 296 proxies received for the results of the Reserves. The results were 271 Against Reserves and 21 For the Reserves. 4 proxies were disqualified.

Roberto & Leo cleaned out the back mopping area where we store cement. It seems someone got into the bags and there was cement all over the place. The room was cleaned out; the wheelbarrows have been moved and locked in the basement ramp as well as a rolling container we use which always has debris thrown inside by residents/contractors working inside apartments.

Roberto continues to work the pool wall repairs as weather permits.

Otto had to run to Home Depot to purchase a new lawn mower. Eduardo was cutting the grass when the engine blew up. We have repaired a couple of times, but we know when we have no other choice. We bought pretty much the same model so we can use tires, blade (new) etc. \$300 was a good price for the TORO self propelled.

**06/08/10**

We had a couple of incidents in the pool area over the weekend since we did not have enough staff at the pool. We usually begin the summer schedule after school is out but with the weather as it was, the pool was full again. Next week we will have staff there as well as memos being posted to ask for residents to assist w/the trespassing people into our pools.

We had a party in the pool salon and glass was found in the ice maker. A notice was posted on the machine and the security assigned to the large parties will be sure coolers are used and not the machine to cool bottles or cans.

**06/11/10**

Virgilio Alvarez completed the work to gather data for the Cooper Bussmann study and information required to continue w/generator plans and design. Otto along w/Tony of A&P and two other electricians joined Virgilio with the training which our contract included through Cooper Bussmann. It was a 3 hours training course for safety and better understanding of how to work with electrical panels, etc.

We have found the columns near parking spaces 253, 255 & 256 of mezzanine level to have a pretty large crack which staff will begin to repair tomorrow.

Otto is working on the problem of the hot water to the cabanas. He found the return line very dirty and some cabana mains leaking and corroded. Of course, many of the valves are now behind remodeled shower area which the owners did not change while they were tiling the walls. We will see now how we can get to them.



We have advised the commercial owner of the urgency in getting the commercial tenants to have the Association as additional insured as required by our liability policy. We have till middle of July to comply or will have insurance cancel which we will not allow to happen. They owners are working on resolving this as soon as possible.

Nancy Sanchez resigned from the Security Department effective June 8<sup>th</sup> and will have a new officer begin Saturday for training. His name is Paver Barrios.

### **06/15/10**

Otto and staff took the opportunity that the City of MB has shut down the water again to complete the 16<sup>th</sup> floor cold water lines to 29 and 31 as well as the two large main shut off valves installed 3 years ago which had begun to leak.

I needed to order new locks for laundry rooms and remove them from the old time #45 key. The locks are worn and Security continued to have their key break. We had also found some open when we had closed them. Tony Corquera will charge us \$35 for a new lock installed and \$18 when he can use a lock which is newer and he would rekey. We have found people washing after rooms closed and I don't feel comfortable with the current locks. Hopefully we won't need all 27 laundry locks new and will reuse some of the better ones.

We will be cleaning the east side visitor parking lot rocks on Thursday during the day. We will need to shift all spaces used to the west side for a few hours only.

We ordered a new exhaust fan for the west electrical room. The old one burned out.

We purchased 2 new dominos card tables which were on sale and replaced one that was cracked and added a 6<sup>th</sup> one. We have many new residents wishing to play and the 6<sup>th</sup> did fit. We also purchased a new set of dominos. I do plan to begin storing them inside the room as to take away the responsibility from Security since many residents tend to want specific sets.

We will strap down the a/c units on the roof that belong to the Penthouse owners. This is only as extra precautions during strong winds. We did those 3 years ago but the straps are worn.

### **06/17/10**

Unfortunately we had to send a bill to a unit owner who left the bathtub running since water was turned back on last night and was noticed by security staff this morning. They heard the water running but did not cause any flood into the hallway. Owner was sent a bill to try to recover something for the wasteful water.

Approximately 25 red tiles came up and off on the walkway as you go from the electric door toward the visitor parking. We removed the broken ones and sealed off as soon as we noticed. Adolfo will install them tomorrow after 4PM. We had to run out and get more since I did not have that many in stock for the replacement.

Triton Market had an electrical fire in a new installed panel this morning. They called the fire department and Meisner Electric who have been doing all the electrical work for the 40 year for the commercial owners. Luckily no one was hurt but the store was closed all day. I met w/Meisner at 7PM when all was back up and running.

**06/18/10**

We purchased a special roof covering material for a large gap on the mezzanine parking garage next to the lobby a/c units. When it rains with wind and water gets into this area and actually comes inside the gym through the ceiling. This should take care of water not traveling inside the building.

**06/21/10**

A young child had an accident in the large pool at approximately 7PM on Sunday. Security was able to remove it from the pool but as per code requirements, we had to shut the large pool down at that time. This morning, we made certain the quality of water was good and opened the pool back up. I am getting a sample of the children "water proof pull ups" so that security staff can make certain that all children have them on before entering the pool. This is the second accident in as many weekends and we need to prevent these incidents. I am getting a sample water proof diaper for them to check all the smaller children using the pool on the weekend. We can not afford to have an accident and close down the large pool.

All fire extinguishers were certified by this morning. We did have to replace 3 of 5lbs. The total cost this year was \$1483 which is a slight higher than last year.

We installed a second bumper at space #538 (next to the Florida Lotto dish) on the mezzanine level. We use the spot but the residents has accidently hit the dish which knocks the lotto out of order. They were willing to pay the annual cost so no one would park, but I explained I needed to use the space and this should take care of the problem.

Staff cleaned the coral rock of the east wall of visitor parking. They also did the smaller area behind the handicap. We will clean the rest once the generator project is completed.

**06/23/10**

We will be making and posted a wooden sign to post at the parking entrance which will state that our parking is \$10.00 daily.

We revised the moving in and moving out permission form stating we will no longer provide the luggage carts for these moves. They use them all day long and other residents do not have access to a cart. They are using them for very heavy pieces of furniture and take up the 2 heavy duty ones.

We will have to inspect toddlers using the pool more closely. We have had too many accidents in the last two weeks. I have a "pull up" waterproof which security staff will have to show residents and guests what their babies must have on if they wish to use the pools. If this problem persists and we can not determine who is causing these problems, we will need to perhaps only allow children in diapers to use the smaller pool. Each time we have an accident, we have to close the pool down for 24 hours and on a busy weekend, this will be very difficult.

To date we have billed \$1400 in work orders.

**06/24/10**

Bresnak Pumps brought back the domestic water booster system pump which needed all new bearings and seals. The cost came to \$1100.00

The repairs to the 7 ½ HP pump for the boilers which Otto had in his shop and we wanted to have as a back up in case the current fails, came to \$219 at Miami Pump and Supply. Otto picked it up this morning also.

All the monies owed on the foreclosure unit #521 were received by our Association law firm who will be forwarding them to us next week. We are only awaiting the funds due from the auction sale of #505 which we will receive all monies due from them except \$400 in late fees which were waived.

We are trying to stay ahead of mold which usually begins in lower trash rooms (east & west), were recently pressured cleaned and painted.

Roberto continues to repair the blocks and walls of the pool area and should be finished within a couple of weeks. Due to the heat, he has been working in the early mornings then comes over to the building to work on helping Castellanos with walls and doorways.

I contacted Mario who was the Project Manager of the Seville remodeling. He is no longer with the company but referred me to Arnold Ballard who took over. I wanted to ask him to please be sure to keep the pool clean since mosquitoes were becoming a problem. Mario told me the city extended their permit 3 more months since it seems they do have a new buyer with plans to redo the hotel.

The new clock was placed at the north pool and we hope it is not taken this time.

Thermal Concept will be here Tuesday to complete the preventive maintenance and also get with Otto regarding the lobby a/c unit. This is the #2 of the 15 ton units located on the mezzanine. This unit has one of the two compressors shut down since the water is reaching it too hot. The lobby area has been warm due to this problem. They may have to flush/clean the units as they did last year.

**06/28/10**

We purchased two 3/4hp pumps to be used in the extraction of water from the lobby garage entrance if and when we get a lot of rain as we did a few weeks ago. Electricity was installed on the roof area and security staff was explained how to use the pumps if needed. This usually occurs after maintenance staff has left for the day. Our biggest concern is always when the City of MB storm drain system gets overwhelmed and water will not drain properly. We have to divert it from one of our drains near the freight elevator. We always lay sand bags in front of the elevator to be sure the pit does not get water in it.

**06/30/10**

Thermal Concept along with Otto flushed out the compressors of the 15 ton A/C units for lobby and mezzanine which were clogged. They installed strainers which Otto will be able to maintain clean and avoid service from them. It seems when the city has shut the building water down, when it comes back, it is bringing a lot of silt and sand which caused the clogging of the system.

Mr. Corcuera began changing the locks of the west wing laundry rooms and new keys issued to personnel.

I had to post notice in the elevators a reminder of staff having way too many apartment lock outs where Security had to go into our key vault to open apartments. This is to be done only on an emergency service after office hours; otherwise, residents must contact a locksmith to open their unit. I have always tried to avoid staff opening the key vault unless absolutely necessary. The number of rented units has brought this situation on in the last few months.

New pool signs have been installed. They include the pool capacity of each; slippery when wet signs at the entrance of each sets of main stairs, two signs which state that guests have to be accompanied by residents and two that state to dry off before entering the building were posted at the entrance of lobby east doors and "B" level entrance.