

Manager's Report December 2010

12/02/10

I took Eduardo to the hand specialist yesterday. Fortunately he will not be needing surgery at this time. All his tissue seems to be able to cover the end of his middle finger but perhaps will not have a nail. They will change the dressing next Wednesday and will report on his prognosis.

Boiler room work passed finale inspection from the City of MB mechanical department. Inspector wants us to cover the louver that is there from removing the exhaust fan off the wall. We will call for door inspection soon.

A&P Electrical removed the light posts from above the cabana roof top, we put tar around the pipes and they are installing wiring for the new lights for the north pool deck area. We are also installing at the entrance to the back yard off 29th and 27th streets.

Otto has finished installing all latch handles to the trash room. The key alike deadbolts also arrived and he will begin installing them in the trash rooms.

12/08/10

We turned the pool heater on yesterday and should be ready for use by tomorrow.

Leo has been working the pool and landscaping in Eduardo's absence. He went to the Doctor today and will return on Monday to work on what he is able. The lawn does not need mowing for now (which Leo and Alonso finished when he was injured) so he can dedicate his time with ease to the pool and bathrooms.

Otto will complete the installation of deadbolts to all trash chutes tomorrow and will again be locked at 10PM by the Security Department.

All the children of the building (some older) came to assist in the Xmas tree decoration in the lobby last Friday. Pictures will be posted for all to see.

The two new metal doors have been installed and painted to the pool warehouse room. The 27th street stair door will be installed between tomorrow and Monday.

We received the report needed by DERM for the generator project and will be added to the affidavit needed when plans are taken back to DERM. The engineers continue to work on the City of MB comments to also take plans back to them.

12/13/10

A&P Electrical completed the wiring and installation for the pool area lights. These are only the corner lights on 27th and 29th streets and along the wall to the small pool.

Otto should finish the east trash chutes by Thursday. The west wing is already completed and being closed at 10PM as usual.

All floor tiles reported by staff throughout the building have been replaced by Roberto. We had many in the east trash chutes.

The garage parking access antennas will be installed Wednesday. Hilda has begun to issue the new access cards.

12/22/10

The stainless steel flange in the pac pumps finally arrived and Jim installed it yesterday. We will open it up in about 3 months to see how they are wearing and decide if we wish to change the others to stainless steel as they need replacing. He also had to take back one of the domestic water motors which need new bearings so he may work on it in his shop.

The shut off valves to the pool pump room also arrived we are going to wait till after the first of the year to change them.

The boiler room work passed the final inspection which was for the metal doors we changed and everything was good. The doors have all since been painted.

All the metal ones also installed and painted were the 4 to the pool pump and storage rooms as well as the 27th street stair well exit.

We have 259 tenants renting in the building as of today with 3 more moving in next week.

We have billed \$650 in work orders to date.

We are adjusting the garage antenna so it does not read back so far. We are having some problems since it reads a car behind another then once it arrives, it won't open for them. Jose of Citizen will be working on that next week.

The office will be closed Friday, 12/24 and 12/31 but I will work with janitorial and those who do not have any unused personal days will come in till about noon that day.

Both Juan Ramos and Eduardo Boada have been released by doctors to return to work. They have been for several days.

12/23/10

All locks to trash chutes have been installed and are now being locked at night.

We are beginning to cover the laundry room louvers on the doors as required by the Fire Department so the rooms can be sealed incase of a fire.

The new garage antennas are being adjusted so they can read closer as the vehicle approaches and eliminate some of the problems.

All hangers have been installed under the large pool.

01/03/11

Alonso added covers over a/c vents which have the cold air hit directly onto units on line 14. Some unit owners complain that since their unit is closed months of the year, they are getting moisture on the inside of their walls and this should assist with that problem.

During the New Year's weekend, one of the landscaping vases located in front of the Dentist office had been dumped over and broken. We did dispose it in our dumpsters as a favor to the Dentist.

We began to cover the louver opening of the laundry rooms as per the Fire Department report.

On Wednesday 12/29, someone through out paint cans and pieces of closet organizers into the west trash chute. These items got stuck and clogged the chute. Staff spent hours trying to unclog it so they would not have to break the walls but it took 4 staff over 5 hours. I will be posting a stronger sign on each trash chute area to show our concern to our residents.

The water treatment controller to the south cooling tower was damaged from a power surge but it is covered under our contract and will be replaced by them this week.

Jim came by and installed the domestic motor he had taken to change the bearings and advised that is the last time they could be worked on and probably next year we would need to think about buying a couple of new ones.

Total work orders for the month of December was \$670.00