

## Manager's Report December 2011- January 2012

**12/06/11**

We posted a new requirement for lease agreements from Realtors and Homeowners. This is to please note on the lease the maximum number of residents that are renting to and how many they will accept. We do not have that information and the resident later gets a "roommate" (some do advise the office prior to them moving in) but many do not. This causes many problems later with the new resident.

Once we completed the power washing over the commercial spaces and the entrance to the parking garage and security area, the staff painted the front of Collins over the new lights installed from the Dentist to the liquor store corner. We also placed a metal sheet piece next to the Dentist awning which looked horrible and they never fixed. We installed the end section and painted it as well.

We are painting all the inside frames of all laundry rooms.

We donated the torn furniture in the lobby waiting area and brought down three (3) of the green leather pieces from the mezzanine to use while we wait to remodel the lobby. This furniture has been cleaned twice but the material was all torn. We have approved new furniture instead of reupholstering.

Staff checked all the bathrooms and sink areas of the commercial as we are doing monthly. The water bill came in high again for the last month and we are checking for unreported leaks.

**12/12/11**

We received \$1900 of additional funds from the insurance company for man hours to reimburse us for the work performed by A&P Electrical Contractors. We are still working on the final replacement of the breaker the city will approve.

We repainted the floor in the locker room at the pool storage. We are repairing a wall next to the lockers which will be painted as well. We had to throw out some sea clam shells and items left by someone to dry but the odor was terrible and we had to spray some disinfectants in the room. It smells of dead fish. If someone sees these left in the room, they should report it to security if they do not want to throw them out themselves.

The east trash room should be able to be opened by next week. We are having problems with people leaving trash outside the closed rooms even with the notice posted next to the door. We also had a person throw trash down today while the workers are trying to install

the chute and hit them on the head. This actions is “Very inconsiderate” of our residents to say the least.

The south pool heater has been turned on today.

I ordered the required signs for the standpipe system on Collins Avenue as per requested by the Fire Department. I will also have to post one on the closet doors of Tropical Café. They have arrived and have been installed.

### **12/19/11**

Staff is repairing some small cracks on the pool floor area and painting some stairwell where residents have poured refreshments and coffee on floors and walls.

We have 15 seasonal tenants which have arrived to the building.

The final audit for year end 2010 has been received. If you wish to have a copy mailed, please notify the office.

We have 286 units rented at this time and a total of 428 apartments being occupied.

We are currently reviewing the resident information packages and confirming information to be sure the resident signing the lease is not planning to need roommates in the future. We are trying to avoid problems in the future with new residents.

Security personnel is now getting a form which gives them all residents moving and out so they are aware a person is no longer residing here but continues to use a medeco key not returned to the homeowner. Many owners do not stay on top of that and Security only checked the computer system if there was a doubt or a question about a resident.

I have to enforce the “fire alarm” rule by placing fines. We have repeated residents not supervising when they are cooking and when smokes fill the unit, they are opening the door to the hallway instead of their windows to allow the smoke to exit that way. Even the commercial tenants are not being careful. All these alarms cause panic with the residents not to speak of the inconvenience and extra work for staff once all the doors close.

The sprinklers were installed today in the east trash chute. They will call for inspection during the week. Once that passes, the chute installers will ask for their inspection.

### **12/23/11**

We were finally able to place the order for the new generator. The expected arrival is about 10 weeks. A lot of the wiring and pipes are ready in the room where the electrical contractor also is almost done with the west electrical room. (Pictures are available)

Staff has begun to replace the red steel sections along the garage parking levels which are all corroded and dangerous. Even though we have “Do Not Stand” signs placed along the walls, I don’t want to continue having them there in those conditions.

We will be painting as much of the other area next to the garage entrance which we could not clean well with the pressure cleaner two weeks ago.

## **01/04/12**

Jim of Bresnak Pumps will be by this week. The north salt water pump has a leak on the check valve installed 2 ½ years ago which is about the expected lifespan. This cost about \$1100 including labor to change out and takes about 6 hours but the system is currently on the new pump installed 6 months ago. This leak occurred 1/1/12 early first thing but Otto was able to come out as staff vacuum water out to the grass to the east of the room.

I met with pool supplier since he came to advise the acid is going up to \$5.49 per gallon from \$3.75. Owner explained there is a lot of demand for acid since it is being used to clean the pipes used with natural gas. We are going to and should have been using the non fume acid which will go up \$.50 per gallon to \$4.25.

Our insurance broker has had to call the VP of claims regarding our underground explosion on 8/4/11. I told them there is no reason to delay this further since we are allowing them to go with option two in replacing the breaker with another refurbished as long as the Chief Electrical Inspector approved the UL certification. Tony of A&P Electrical is working on the real costs involved but we don’t want to move on it until we are assured the insurance is going to pay for “everything”.

The east trash rooms have had the fire inspector approve the sprinklers and mechanical has approved the chute installation. The building rough inspection always has an issue so they will be out on Friday to take out the portion of blocks he wants to see in each room. Once that is done, the doors will be trimmed and stucco put on the blocks to call for final inspections. I will then open them and paint them one at a time so as not to have them closed any longer than we have to.

A&P Electrical continues to cross over all the emergency equipment in preparedness to continue the work in the generator room. The generator should be here by March.

We billed \$590 in work orders for the month of December.

The progress report for the 40 year recertification is ready for the Special Master hearing scheduled for January 12<sup>th</sup> which we will have legal representation along with Virgilio Alvarez there to assure the Judge does not start the daily fines again.

We continue to work in the piping and cables for the new electronic doors. Citizen Protection has staff working first in the pool area and calling for partial “work in progress” inspections.

**01/09/12**

The progress report required for the Special Master hearing on Thursday, 1/12/12 has been emailed to the Chief of the 40 year recertification. We will be present with legal counsel at the hearing.

Our law firm representing the Association, as part of the annual work they perform under contract, they prepared the "First Notice of Elections and Notice for Annual Meeting" which will be copied and sent out by Thursday, 1/12/12.

Staff will begin working on a leak of a 3" master pipe located at the PH-P level. We need to replace about 12' of pipe.

We will take down all Holiday lighting during the week.

We are repairing the east wall of the PH-A balcony with elastomeric paint in order of preventing further repairs anytime soon.

Friday, the Christmas committee held its 30<sup>th</sup> year of collecting and giving out extra holiday bonus collected from all residents, owners and commercial tenants for the staff of the condominium. The staff was very appreciative of the kind gesture and thanks everyone for the gift.

**01/13/12**

We reopened the 9<sup>th</sup> – 14<sup>th</sup> floor east trash chutes since the past the building inspection. The company will come out to finish the cosmetic trimming around the trash chute door. Next week after the final inspection, we will paint the new blocks.

We have been patrolling the Collins Avenue more during the late hours since finding graffiti almost every night this week. Today we had to repaint the red fire doors next to Tropical Beach Café. We had already painted all the columns which had been defaced.

Jim of Bresnak Pumps will be here the middle of next week to change out the check valve of the north salt water pump which began leaking last Friday. The newer pump has been working continuously without any problems.

The generator revisions plans are completed and will be picked up on Tuesday and taken for review to the City of Miami Beach. We are still waiting for the approval of the permit to remove the two sabal palms where the fuel tank will sit behind the security desk.

The Fire Inspectors came to go over some details on the Life Safety plans submitted to the City as requested on the original annual inspection of September 2010. We also now have to install door closers on all the two doors of the east meter room which is more like a large closet and closers to the east hallway air conditioner room. These are a total

of 56 closers for a cost of \$1818.00. They have not approved the work performed on the 4<sup>th</sup> floor as a sample job to the laundry and a/c rooms and will need to also meet with the Chief Mechanical Inspector before they approve what we did to only that floor.

The Special Master hearing went well yesterday in that he accepted the work on the Progress Report but he has given us till the next report of June 14, 2012 to complete the generator and have the building certified or he will begin imposing the \$100 daily fines again. Our biggest concern is that of the time the City takes every time we present revisions to existing plans. The generator revisions will be taken on Tuesday and we will keep the time it takes for them to approve it in consideration if we have to send a letter to the Judge so he knows they are “dragging” on the revisions.

## **01/18/12**

I put a call into the Superintendent of the Marriott project inquiring of lighting at night. I advised him it was very dark and residents who park along the meters (for now) are having vehicles vandalized so we were hoping they planned to put up some lights.

We welcome 30 seasonal tenants who have arrived back with us to our building.

We have billed to date: \$980 in work orders.

Alonso has begun to install the door closers to the meter and a/c hallway doors which arrived yesterday.

Otto and Leo started replacing the cracked master pipe from the 17<sup>th</sup> floor ceiling up into PH-P. This is about 12' of old galvanized to be replaced with PVC. The owners left this past weekend which allowed us to wait till now.

Rodolfo Ramirez in Janitorial and Jorge Andre from the plumbing department are no longer working with us.

We changed the lighting to turn on at 5:45PM and off at 7AM.

We are repairing a small crack along the wall above the north windows of 1729. Rain did get in and did some damage to their personal belongings. We are repairing the outside and the inside of their unit. We are also going over the small cracks along the east wall of PH-A. Once we confirm water is not getting in, we will finish painting with our wall color.

The generator revision plans are going into the City of MB tomorrow morning. The project is currently at a standstill till these plans get approved. We received news some generator panels will begin to arrive mid-February and the generator by mid-March.

**01/30/12**

The revised generator plans were dropped off at the City offices on Friday, 1/20/12.

Otto ordered 2 new DVR's for the security desk. We found them on line for about \$300 each and are much smaller and efficient. These are used to record the 32 cameras we have installed at the front desk. He installed one DVR today but we will need to purchase larger 32" flat screens in order to see the 16 cameras completely.

We have with us 32 seasonal tenants which have all paid the \$100 processing fee. We have 280 apartments rented bringing the total of units occupied to over 415 for this time.

We have billed \$1905 in work orders.

Last week unit 645 had the oven catch fire and the Fire Department were called. They had a lot of pots, pans and a smaller oven inside which caught fire. The resident mistakenly turned the oven on and was not near the kitchen when this occurred. What was burning gave off a very dark thick smoke causing other residents to report the incident. We called the fire department which with our assistance and fans, removed the smoke from the east wing without further incident. The owner was called who purchased a new stove for the unit.

Staff has installed a total of 25 floor grills along the east mezzanine parking lot. We continue to purchase the material and make the new grills. The old ones are corroded and dangerous for anyone who may attempt to stand on them.

The representative from the UL laboratory in Texas will arrive on February 7<sup>th</sup> to begin the process of certifying the refurbished breaker. If all this works out, we should have it approved by city officials and working within a few days. The insurance carrier did send the check to cover all cost for installing this breaker. This case is from August 4<sup>th</sup>, underground explosion.

Our insurance premium for the upcoming 2012-2013 period came in at \$9000 more for the total on all policies. This is less than we thought may have been increased.

The Life Safety plans will go back into the city after working on needed revisions they requested.