

Manager's Report

November 2009

11/02/09

A&P Electrical began cutting and preparing to lay the pipes in the visitor parking area. His staff continues to work through out he inside parking installing pipes to the ceiling in preparation of the lights arriving.

Corquera was hired to install and repair the special hinges to the glass door located at the mezzanine east entrance. Those are hinges we can not find.

Otto completed the changing of line 49 from cast iron to pvc at the mezzanine parking level.

Marina Plumbing began today to open concrete flooring at the rear door of Poprox. We found a few things that are giving us problem. The work done by old tenants when they installed new toilets and changed the location, the pipes were not properly installed and are now backing up constantly. We also found the grease trap that Poprox did install is also leaking. The problem the Association is responsible for seems to be a clogged main drain into the lift station, that we will pay. I have advised the landlord to get involved since Poprox believes they should not be responsible for any repairs done by Pasta w/ Porcel before them. Our work is estimated at about \$6300 and would of charged Poprox about \$1300 before finding all the other problems

The cost to finish the repairs to the paco pumps, valves, flex connector to be done on a cooler day once the material arrives to Bresnak will cost for 4 men – one day and all parts \$7300.00. These valves & flanges are original of about 7 years ago. The paco pumps do not seem to last longer than two years even since we have started to rotate them weekly. The salt water is terrible in all our pumps

Total in work order billed for October was \$1855.00.

11/05/09

The electrical work is progressing at the visitor parking lot. The rough inspection passed and the other teams continue to work installing the pipes inside the garage.

Marina Plumbing found the pipes leading to the lift station to be full of grease. I spoke w/current tenant of Poprox and emailed the landlord to get involved since we are spending close to \$9000 and will not accept the grease trap to not be working properly. He feels it is from before, but we showed him the trap is leaking into our lift station. They will continue to dig and replace all the cast iron pipe right into the lift station since it is already dug up.

Roberto is repairing the dark brown tiles from the short stairs leading from east elevators at the mezzanine toward the meeting room. We do not have stock of those tiles and need to be careful not the damage the tiles.

Atlantic will bring new contract addendum on 11/19th. This is the two additional years with only an increase of \$.75 per apartment monthly so they can provide the digital box, additional digital channels and the TV guide which was removed in September when they

removed it from the analog line up. They will be providing the boxes to all residents from 12/14-12/18 and will give instructions on its proper use. This is not the DVR box which records and has other functions. The value of our box is \$8.95 monthly with no extra cost for all the extra digital channels.

11/10/09

Roberto is working on the repairs of the building columns located on the mezzanine parking garage. He completed the ones on the ground floor facing the pool area.

Marina Plumbing is almost finished in replacing the grease full cast iron pipes from the club grease trap into the lift station. I spoke w/Commercial landlord and she is having Poprox redo their grease trap since we found it not working properly and was the cause of much of the grease found clogging the old pipes and our lift station. Otto checked the grease trap system for the market and Tropical café since there is some grease finding its way into the station. We will not accept to close up the concrete floor until we know they have repaired the trap.

Otto replaced the garage entrance gate chain with one of stainless steel.

Juan has painted the stairwell next to freight elevator. He also finished stairs next to apartment line 39 stairs from 10th floor to lobby.

We began the decorations of holiday lighting on the landscaping.

The electric lobby east door is broken and needs new tracks and rollers. Will give us cost but we need to fix. We have been locking up at 7PM each night till it gets replaced.

11/16/09

We received the \$1621 credit from Atlantic to be reduced from our November statement.

Over the weekend, resident of PH-P arrived and when they began using the water, found a hairline crack in the pipe coming from their unit and curving into the 17th floor west laundry. Otto spoke w/residents since he was here on a private job over the weekend, and they agreed to refrain from using the showers. Otto replaced the cracked pipe this morning and all is well.

Zoltan is almost done with line 24 repairing walls. He needs to finish the PH and jump to a couple of apartments on line 26 before going to the major line is 12 which we will probably wait till after Thanksgiving to begin.

A&P Electrical began today to wire the pipes laid down with the major construction work at the visitor parking area. We do not expect to have the light posts arrived till after Christmas. They continue to install the pipes in the garage levels in the meantime.

Marina Plumbing completed the replacing of pipe under Poprox up to the lift station which was found to be clogged with grease. We will supervise the repairs to the grease trap which we found not to be properly working. At that time, we will seal w/concrete the remaining area. They are responsible for reimbursing us \$1350 to cover the cost of the area from the trap back to their toilets. In light of all this, I have written to Amy Segal, representative for the commercial owners, and have asked for her to direct those tenants that cook inside their establishment, to please provide us with the name of the company that comes to take out the standing grease in their traps and the frequency for which it is

done. I believe we should make every attempt to supervise this to be certain we limit the amount going into our lift station.

Roberto has completed 5 of the 8 columns at the mezzanine garage level at the east side of the building. These were badly damaged and he has rebuilt and painted.

We are taking the opportunity to discard debris and items we no longer use before calling for pick up of the container at the front entrance. I don't want to leave it there during the holidays.

AE Inc. the automatic door entrance company will charge \$824.46 to include material and labor to repair the front east door which was damaged during the high winds we had last week. Otto could not repair it on his own.

11/17/09

Schindler has completed the installation of handles required by the elevator inspector to the escape hatches above each of the four passenger elevators. This was due to the incident which occurred approximately three weeks ago when the Fire Department was called after our staff made every attempt to open the lock doors of #4 on the 6th floor. They reported the hatches at that time and inspectors came out the next day to confirm the need for them. Schindler also replaced the broken fan above elevator #2.

Roberto found he needed to remove, clean and install an additional 8 tiles located at the steps toward the east area toward east elevators. He will finish the work by Thursday and reopen the walk area.

I had to order 8 new radios for the staff. The old Vertex are of poor quality and have lasted only three years. We continue to purchase the ones now being used by Security which are pretty good for \$169.00 each.

This year's audit is being worked on and we hope to have the draft by the end of November for any questions we may wish answered.

We are working in compiling quotes for different options to be considered for the repairs/beautification of the paved entrance to our parking garage. I hope to have several options to be considered once all the electrical is completed.

A&P Electrical has laid all the new wiring for our outlets in the landscaping area which have been included in one of the new panels of the now generator room. We decided to add a contactor with a timer to assist in having all decoration lighting be unified and turned on and off at the same time. This will help prevent individual areas to be shutting off and different times.

We have replaced the burned out roof top bulb yesterday. We did not have light for the late night of Sunday only.

We have made the adjustment to the in house Special Assessment report to indicate the correct amount that should have been charged toward our staff's portion of salary on the replacement of 10th valves project, and the removal of the amount previously shown as being paid to Marina Plumbing dated July 29, 2009.

We have approved Southern Chute to come out for a "one time" chute cleaning in the hopes we can then try to maintain them cleaner and freer of roaches. This includes a

power wash w/super heated water combined w/degreaser, all chutes are cleaned by hand on the inside and sludge is scraped. All the exterior of the doors are cleaned and hand polished and dumpster area is power washed as well. Deodorizers and powder is then used to deter rodents and roaches. The cost is \$1300 and I believe should be taken advantage of since normally this cost is a lot more.

11/19/09

We have only four seasonal residents which have arrived for their annual stay this year.

We have to address the issue of the continued "Guest Forms" that homeowners are using as a way to get a new tenant in their unit without first being screened by the Administration and the Board. This is a problem since we know nothing of the tenants and after they have moved in, we find it harder to have them comply with visiting with the Board and paying the \$300 security deposit fee. I make the suggestion to either discontinue this practice, or if homeowners insist, the tenant must pay the \$300 or the unit owner, they must at least sign for the Rules and Regulations then they can wait for the two or three weeks while the office processes the paperwork. In lieu of this, then we should not allow "Guest Forms" to be used of future tenants at all.

We ordered the immersion well kit and the pilot burner for the pool heater today. It should be here by next week so Otto may change and we can see about turning on the heater to the large pool.

Southern Chute will be here next Wednesday to clean and deodorize both chutes and dumpster areas. They will close chutes by wings and will post a temporary closed sign on the doors of each floor while they complete a wing. At the end, they will clean the dumpster area and will treat everything for rodents and roaches. They will arrive at 9AM and take most of the day to complete the work.

We had to increase our coverage under the Crime/Employee Dishonesty policy which had always been set for \$300,000 which is the normal day to day highest amount our operations account normally has. It seems the banks have changed their requirements and homeowners were having problems getting potential buyers to secure financing. Richard of Wells Fargo checked the accounts and found we should increase our coverage to \$650,000 while we have extra money with the Special Assessment accounts and which only increased the cost \$281.00 annually. (Prorated at \$90.00 today till next renewal in February).

We have billed \$860 in work orders to date.

All the lights and posts have arrived for the visiting area parking lot as well as for the garage. A&P Electrical will begin installation as soon as all the pre piping is completed and the wiring can begin. The posts outside will not be installed till maybe after the Christmas holiday.

We have 238 tenants to date in the building. This amount as decreased by approximately 30 apartments for the time being.

#2 Boiler was found to have the "flame failure" light on red. Bill Hamm came out and will send a man tomorrow to open up the system. Otto checks the boilers every other day and we confirm the #1 is fully operational w/o problems.

The lobby door company came out yesterday and repaired everything needed and also credited the cost by \$250 when they found the track operational and did not require it to be changed.