

Property Manager Report August 31, 2011

CLUBHOUSE:

Tropical Pool installed and completed 55 defective drain covers and missing tiles, no charges.

Tropical Awning canopy and pole repairs Thursday or Friday this week.

Basketball and tennis court lighting completed and repaired at \$65.00 cost.

Basketball backboards and rims repainted and cleaned.

TEM technician called for camera and DVR problem. Two cameras not working and camera for reader needs replacing. Please see 3 bids received.

Yoga, Zumba and Water Aerobic instructors contacted. Waiting on insurance and forms to be returned. Classes possibly starting next week. Zumba ready to start.

Vending machine has been removed.

Metro Fire Protection – three month inspection completed.

Living Waters – under water pool light out – replaced and installed.

Splash guard shields installed on sprinkler heads by Fred to keep sprinklers from hitting the lanai outside walls.

Pro Fitness –Gym- Still waiting on parts for the Elliptical machine. Hold up, waiting for belt.

COMMON GROUND:

- Pest Control: Armand. Four rat traps were baited along clubhouse foundation and getting good results. Clubhouse treated for insects and pool area for ants.
- SBT Irrigation – monthly wet checks completed, several irrigation boxes need new lids, many missing. August maintenance repaired 2 broken pipes, replaced 19 broken sprinkler heads.
- Lakes: Palm Beach Aquatics – several lakes with algae and overgrown bottom plants being chemically treated, 30 days for results. Several complaints, calls returned regarding this issue.
- Landscaping: High Standards – Met with Eddy, Tuesday on planting Chinese Palms for the berm on Oakwater Drive. Also inspections on missing Queen Palms, sod replacement, and plantings. Bougainvilleas planted at basket ball backboards and on Crestwood Blvd. completed this past week.
- USA Trees – New vendor - took down Royal Palm in front of clubhouse for \$250.00. Jason's Arborcare and High Standards bid \$465.00.
- Jason's Arborcare inspection and completion of trimming of all shade and palm trees Aug.5th.

PROJECTS:

Music at pool: Many suggestion from residents. Getting several bids.

Fascia Board repair, rotting on monument by roof above Spa. Please see 3 bids for review, companies Walsh Roofing, Rubino and AG Services.

Annual Backflow: Inspection scheduled before September 8th.

Lake Maintenance – bubbler – fountain, getting quotes

Children's play area – turf – getting proposals.

Sidewalk cement slabs lifting up.

Six ceiling fan getting quotes.

ADMINISTRATION:

Corporate Insurance Advisors: Risk Management meeting with Lorraine Carrio.

Clubhouse and grounds up to date with inspection. Increase of 13% on policies for 2011.

- I asked Lorraine about additional instructor insurance on existing policy. Cost is \$40.00 plus per each instructor, however, the association would be paying these instructors and covered as employees to add them to the policy. Surveyed other associations such as Valencia, Baywinds, Village of Wellington and Village of Royal Palm Beach and they all have instructors with their own liability insurance.

Academy Accounting: I met with Omah on August 26th and went over financials and budget.

Comcast – spoke to representatives regarding additional tv adapters for 5 tv's. Comcast is increasing billing \$95.00.

STAFF:

Met with staff August 1st and introduced myself. We had brief meeting and discussed procedures, duties, comments and concerns.

- Maintenance soon to be completed:
 - Grout cleaning in lanai.
 - Painting walls in lanai.
 - Pressure cleaning tennis courts, front entrance monuments and Crestwood Blvd. monuments.

Respectfully submitted,

Lynn Linfante, LCAM