

# RESIDENT MANAGER REPORT 1-15-19

Police Incidents: 0

## WORK COMPLETED

### FIRE EXTINGUISHER CABINETS

During our annual inspection of all cabinets, it was determined that 4 additional cabinets needed to be replaced. One each in 424 Bayshore, 423 Lark, 416 Bayshore and 411 Lark. Five were purchased, four installed and one was kept for stock.

### ELECTRICAL PANEL BOX (POOL SHED)

The electrical panel box in pool pump room shed has been replaced and inspected by the Town of OC.

### CLYMER

Clymer floor shifted and has separated in areas in both bedrooms. An inspection was done on the unit below, the crawl space and all support columns and beams.

### FINDINGS

All support beams under the Pennfield/Clymer units are in tact and are completely supported. These buildings do shift and move, however we cannot determine conclusively why the flooring separated.

### ROOF DRAINS

Several of our roof drains continuously get clogged with shells, leaves and bones. One building, in particular, 408 Bayshore Drive, consistently clogs due to the way the material was installed in the drain. Over the last several months the problem has worsened causing the water to back up and pour through the skylight.

In an attempt to resolve the problem, I inserted a 6" piece of 1-1/2" pvc pipe to push the material back and create an open hole for water flow. I will keep you posted whether it is successful or not. I will also caulk around the skylight when the weather warms.

#### CRAWLSPACE WELL

One crawl space well on North side of 408 Bayshore Drive has been replaced.

#### POOL FURNITURE

When winterizing the pool, I noticed that several of the vinyl straps on the pool furniture were turning color. Criterion was contacted. It appears that several customers were having the same problem due to defective vinyl.

In the end, they have agreed to pick up ALL the furniture and restap and no charge to the Association. Furniture will be picked up Thursday, January 17.

#### CONTRACTS

Lawn contract for 2019: No increase. Will remain at \$150.00 per cut

Pool Contract: \$16,600. Up \$350 from last year due to increase in chlorine and transportation costs.

#### PROPOSALS

##### PARKING LOT STRIPES

Paint parking lot stripes (white and yellow) in all 4 parking lots. \$800.00. Matt's Paving

##### FRENCH DRAIN 407 LARK

French Drain behind 407 Lark (waiting on drawing). \$ 450 Lawn Masters

## PRESSURE WASHING

During a recent walk through, I noticed that the northern exposures of all 12 buildings had a build up of mold/algae on them. This material is also on the upper part of the buildings including the shingles. I also noticed it on the northern exposures of the gazebos and sheds. We do not have the equipment to remove this material.

I met with a company that comes highly recommended from another resident manager in this area as well as the owner of Lawn Masters. He not only recommends them but uses them personally.

Kendall Pressure washing utilizes a dual fold cleaning system called Softwash. Step 1: This system uses an environmentally safe spray that kills the organic matter first. Then they allow the material to do the majority of the job. Step 2: They hand brush any stubborn areas, then utilize low pressure washing to remove the debris and grime. Additionally, the Softwash solution will help keep the siding cleaner longer than traditional pressure washing.

They believe that using a high pressure washer directly on the siding allows water to penetrate beneath and be absorbed.

Price to clean all 12 northern sides of the buildings is \$ 125.00 per building. This includes to soap and rinse windows, gutters, soffits and foundation (organic stains only). No rust off foundations.

Price to clean all three sheds to roof, including northern exposures of gazebos is \$ 210.00.

I asked for a price for the breezeways or interiors of the buildings out of curiosity. Their proposal includes walls, ceilings, doors and concrete. Their price is \$100.00 per building with the approval of the 12 northern exposures.

## IN PROGRESS

## VENTS

New vents at ground level on buildings. Still looking for competent contractors with experience in this field.

#### RESERVE ANALYSIS

Contact has been made with the Company and I am waiting for them to schedule a meeting.

Update: Meeting scheduled for Wednesday, January 23rd.

#### SHEET METAL

The protective coating on the sheet metal at the top of our buildings is coming off in several areas. This is very unusual and Barry feels one roll of metal could have had a manufacturers defect. Unfortunately, it happened long after the warranty period. This is purely esthetics and Barry will replace the areas in question in the spring.

#### ARCHITECTURAL COMMITTEE

One request was submitted and approved to replace the sliding glass door. Hancock. 419 Lark Lane # 102

Will turn over to Ginny to update the board on compliance letters.

#### INSURANCE

Once again, it's time for our insurance renewal. The insurance committee has contacted (3) three companies in our area for proposals. They are IMG, who is our current provider, Avery Hall and Atlantic, Smith, Cropper & Deeley. Renewal is February 1st and payment is due by January 31, 2019.

So far, we have only received a proposal from IMG. However, we are pleased to announce that our premium has decreased for the 3rd year in a row. This year's savings is \$ 638.34.

Since payment is due in 16 days, if no additional proposals are received by the time of this meeting, the committee recommends moving forward with IMG.

Since this report is being provided to the board prior to the meeting, should additional proposals be received, we will present that information on Tuesday.

#### PENNFIELD WINDOW

Ed contacted me and thought his window was leaking. Sure enough it was and had been leaking at the bottom for quite some time. Enough that the wall and the lower framing was rotten and saturated. Due to the considerable mold, the wall, insulation and all effected framing was removed immediately and the window was sealed. The framing was then replaced. We have left the wall open to monitor for leaks before replacing the wall. I don't have a final number but the question for the board is who is responsible for payment.

Units for sale: 0