

Surf Club III Association
Maintenance and Management Report
September 2016

Maintenance Report

Inspections

Weekly:

- Roof A/C units checked
- Roof A/C units rinsed
- Elevator Emergency Phone Test
- Hallway Inspection by Staff

Monthly:

- Units without power
- Monthly cleaning of the stairwell light fixtures
- Elevator fire test
- Building by Miguel Vazquez

Quarterly:

- Cleaning of front doors & windows

Annual:

- Fire Sprinklers and Fire Alarm System

- 2- September maintenance inspections schedules performed.
- 3- Three (3) doors and Two (2) frames were installed. Two (2) more doors and one (1) more frame are being installed this month to complete the north end. Only eight (8) doors and frames for south stairwell remain and we will be finished. Those have been ordered.
- 4- Damaged Optiguard system and Stop Switch panel in North elevator replaced by Otis.
- 5- Section of broken water line to dune walkover shower replaced.
- 6- Mailbox lock replaced for unit 213.
- 7- Balcony GFCI outlet replaced for units 624 and 721.
- 8- Storage cabinet installed for unit 213.
- 9- Staff inspected two units for standing water. One was a toilet leak and the other was a clogged AC drain line. No intrusion was found in adjacent units. Both units have had repair services take care of their issues.

Management

1. The agenda, minutes and management report have been updated on the website.

2. The "Rules changes" were emailed to the owner's email group, mailed to owners who have not provided an email to the Association and updated on the web site.
3. Three rules violation actions were taken in August and September. One due to a renter sweeping dirty water off a balcony and two were noise complaints. The Owner was notified regarding the dirty water incident and, in turn, informed the renter. Two complaints were received about daytime disturbing noises. The source for one could not be determined before it abated and the other was a vendor starting before 8 AM tearing out and replacing a master bath and kitchen. That owner came to the office to apologize for the vendor, who had been given the vendor rules, and for not providing advanced notice of the remodeling work.
4. The following internet systems equipment failed and needed to be replaced on 9-15-16. The battery backup for level 2 South. The level 2 North battery backup and switch. Replacements have been ordered as backups at a cost of \$244 for all.
5. Sharon's office computer was infected with a virus that destroyed all the files and programs. Landon Technologies was able to recover the files and reestablish the programs.
6. Security reported no incidences over Labor Day weekend.
7. The Employee Appreciation Party will be held the last Friday in October.
8. Next Board meeting is TBD, 2016.

Financials

- The financials have been provided to the Treasurer by Leland Management. Board copies and the Treasurer's narrative have been provided to Board.

Respectfully provided to the Board of Administrators, Sharon Castellano, LCAM, Miguel Vazquez, Maintenance Supervisor.