

Surf Club III Association
Maintenance and Management Report
August 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
- Cleaning of hallways with scrubbing machine

Annual:

- Fire Service Test by Otis Elevator

- 2- June, July and August maintenance inspections schedules performed.
- 3- Eight metal doors primed and painted. Six were installed.
- 4- New a/c units for north and center elevator mechanical rooms were bought on line at a deep discount over local vendors and installed by staff.
- 5- Mandatory 5 yrs. elevators load test performed by Otis Elevator.
- 6- Center elevator speaker phone replaced.
- 7- Three sections of fire sprinkler pipes in garage replaced by Mastercraft due to leaks. Pipes were primed and painted by staff after repairs.
- 8- Front doors repainted for units: 306-501-503-711-724.
- 9- Storage cabinets installed for units: 223-522-607-614.
- 10- Balcony GFCI outlet replaced for units: 322 and 711.
- 11- Mailbox lock replaced for units: 106-109-724.
- 12- Unit number sign replaced for units: 406-415-502-505-608-613-708-804-810

Management

1. The agenda, minutes and management report have been updated on the website.
2. Accutemp repaired a malfunctioning capacitor on roof AC unit for the MPR.

3. Security reported no serious issues over the July 4th weekend. One teenager with a sparkler, but no other fireworks on SC III property.
4. Membership in the Community Association Institute - CAI has been renewed.
5. A stealth camera has been purchased for the elevators.
6. Internet for 6th floor South was down for a day due to an improperly configured unit router.
7. Internet down weekend of 8-20-22 due to failed main modem back up battery. Temporary back up battery installed. New modem back up battery on order.
8. Sharon Castellano and Miguel Vazquez attend a two hour webinar for "New Overtime Regulations and Other FLSA Issues".
9. Sharon Castellano attend seminars on 2016 Legal Updates and Vendor Contracts.
10. Jim Karl, Insurance Committee member, has sold his unit.
11. The owner "suggested Rules changes" along with the Committee Recommended changes are attached to the Board packet. These were also emailed to the owner email group and mailed to owner's who have not provided an email to the Association.
12. The Natural Area Restoration and Fire Mitigation Letter and addendum was emailed to the owner email group.
13. The 2015 Worker's Comp audit has been completed.
14. For those of you who may have heard about a shark bite victim and are wondering if it is true, yes, it is. My understanding is the man was in the water behind Surf Club III and was bitten on the forearm which required approximately 20 stitches.
15. 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.
- A tax refund of \$308.44 was received. Leland accounting, Board Treasurer and auditor notified.
- Invoice for post Worker's Comp audit for 2015 received in the amount of \$1,848.04. Provided to Treasurer and Leland Accounting.

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