

Surf Club III Association  
Maintenance and Management Report  
November 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

- 2- October maintenance inspection schedule performed.
- 3- Damaged drywall inside janitorial rooms in garage replaced, primed and painted.
- 4- All storage and equipment rooms in garage pressure washed by staff.
- 5- Only 4 storage units remain to be removed.
- 6- All bicycles were moved to south end of garage and bicycles racks were pressure washed. ( Two of them were reinstalled )
- 7- South end and center areas of garage pressure washed. South end of back side of garage also was pressure washed.
- 8- Water booster pumps motors and control panel replaced by Perry's Pumps.
- 9- Damaged photo cell on roof for hallways lights replaced.
- 9- 90 amp breaker to water booster pump replaced by Palmetto Elect.
- 10- Emergency generator diesel fuel tank drained by Coomes Oil.
- 11- Some of the damaged power tools and equipment replaced.
- 12- Balcony GFCI outlet replaced in unit 424.
- 13- Front door of unit 508 repainted.
- 14- Doorbells in units 109 and 504 replaced.

Hurricane related to be done:

- A- Get south elevator operational.
- B- Emergency generator replacement.
- C- Get fire alarm system operational.
- D- Get fire sprinklers system operational.
- E- Electrical panels replacement.

- F- Finish pressure washing garage.
- G- 6th floor hallway lighting and exit signs.
- H- Roof repairs.
- I- Repainting of some balconies north end.
- J- Repainting on east side of building.

## Management

1. The agenda, minutes and management report have been updated on the website.
2. Three rules violation actions in November. One item placed in hallway by front door and two people grilling on patio or balcony.
3. Additional internet systems equipment in the tech room in the garage have failed due to corrosion caused by flood water and will need to be replaced : The Cisco Router and the main switch.
4. The Bright House modem for the building Internet in the garage Tech room was working intermittently and finally failed due to corrosion from flood water. After three days of investigation and advising Bright House of the issue with their modem, our IT company was finally able to convince the company to change out the modem and the Internet is now functioning normally.
5. Even though it was powered off, somehow Sharon's office computer was infected with a virus over the holiday weekend that removed all files "from view". All the files and programs were actually still there and Landon Technologies was able to recover the files and reestablish the programs.
6. The Flood Adjuster, David Fleser, has advised FEMA has granted a 60 day extension for filing a claim. The adjuster will meet with Sharon to go over, line by line, what needs to be included in the claim on Monday the 5th. Mr. Fleser is advising that the main claim should be submitted as soon as possible and any issues that are discovered later can be submitted at a later date.
7. The Wind/Hurricane adjuster, Don Cody, has advised he is expecting to receive the engineer's report on the roof damage by the end of this week. He is also waiting to hear back from RL James and Dow Corning regarding the peeling paint on the east side of the building.
8. Some good news from the Equipment and Machinery adjuster, David Miller; about half the cost of the damage to the elevators is likely to be covered by the policy because it was caused by a power surge when the electric came back on. About \$40,000, if approved. The final decision will be up to Travelers Insurance and they will contact us when a decision has been made.
9. The south elevator pit is being checked daily for water level and it is getting lower, however, we have still been unable to locate the hairline crack that is allowing the water in. A bilge

pump could not be used to keep the water out AND also run the elevator at the same time, so we did not purchase the pump as it would not have resolved our problem.

10. Assorted flood damaged hand tools, power tools, supplies and equipment have been replaced as needed.
11. The Pool Fob system was destroyed by the hurricane/flood and will have to be replaced. The Surf Club III FOB system has been repaired, however, the backup batteries for the system died because of the power outage after the storm. Replacements have been ordered and, once installed, the Fobs at III should work for the Fitness Center and MPR.
12. The storage lockers have all been removed.
13. The change out of the stairwell and garage light fixtures and lights to LED have saved the Association approximately \$5,000 in electric YTD.
14. Sharon's Notary license has been renewed for an additional four years.
15. The Annual Employee Appreciation reception was a huge success and the Staff extends their sincere thanks to the owners who attended the event, the Social Committee members for organizing a great reception, and to the Board members for their generosity. It is truly a privilege to work for owners that recognize and appreciate our commitment and value to the Surf Club III Association and homeowners. We are very grateful.
16. Miguel and Sharon created a three week post hurricane narrative of events to be used to augment the emergency response plan for both Surf Club III and Pool and Spa.
17. Next Board meeting is TBD.

#### Financials

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

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