

Surf Club III Association
Maintenance and Management Report
January 2017

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

- Windows by NuView

- 2- November, December and January maintenance inspection schedules performed.
- 3- Garage pressure washing completed.
- 4- 6th floor hallway lighting contactor replaced. Lights and exit signs all working.
- 5- All hallways lighting switched from fluorescent 7 watts bulbs to LED 5 watts bulbs.
- 6- South elevator working. Maintenance will look into how to seal and waterproof all 3 pits.
- 7- All 3 elevator lobby areas at garage level repainted.
- 8- New floor scrubbing machine received.
- 9- Total of 16 palm trees were lighted during Christmas time.
- 10- New air compressor for bicycle station installed.
- 11- All bicycle racks were pressure washed, black ones were repainted, and re-installed.
- 12- Water booster pumps room floor repainted.
- 13- Pressure washing of front parking south end driveway completed.
- 14- Units 422 & 522 - front doors painted.
- 15- Units 107, 209, 424 and 522 - balcony GFCI replaced.
- 16- Units 103, 109 and 504 - doorbell replaced
- 17- Unit 110 - mail box lock replaced.
- 18- Unit 301 - "L" bracket installed on north end balcony railing.
- 19- Unit 101 - east balcony column repairs in progress.
- 20- MAIN SYSTEMS:
 - A- FIRE SPRINKLERS GARAGE
 - 1- Twenty two (22) leaks were found in pipes.
 - 2- Master Craft were contacted to conduct repairs

- 3- Materials were ordered – some piping on backorder.
- 4- Air compressor ordered.
- 5- Repairs begun on 1/23/2017

B- FIRE ALARMS SYSTEM

- 1- Still not operational – awaiting pipe repair completion before finishing alarm repairs.
- 2- Fire watch still in place

Management

- 1. The agenda, minutes and management report have been updated on the website.
- 2. Issues with resident's personal wifi equipment have been reported in the past month. Landon Technologies reported they were not all caused by a single problem. It appeared to be a combination of faulty routers and routers needing to be updated to a new IP address after Spectrum (formerly Bright House) conducted an update on the main modem.
- 3. The Flood Adjuster, David Fleser, has completed the Surf Club III claim and it is currently in the review process.
- 4. The ASI Wind/Hurricane claim "official denial of claim letter" has been received. As expected, the claim was denied due to the repair or replacement loss being less than the deductible.
- 5. As a result of the Engineer's Report contained in the wind "denial of claim letter" from ASI, a warranty claim has been submitted to Soprema for the damage to the roof. Soprema Regional Technical Manager, Joe Privee, has inspected the roof and will file a report with Soprema.
- 6. A check was received from the Traveler's Equipment and Machinery policy for \$36,012.40 for the "above the base flood level" damage to the elevators.
- 7. The replacement storage lockers have been ordered. We are awaiting an ETA from A&A Lock. Once received A&A Lock will assemble and install.
- 8. The fire pump located at Surf Club II, which also serves as the fire pump for Surf Club III, is back in service. Repairs to our fire suppression and fire alarm systems need to be completed prior to bringing our fire safety systems back online.
- 9. We are in receipt of one proposal for replacement of the Emergency generator. RFPs were sent to three (3) additional area companies, however, to date no responses have been received.
- 10. Landon Technologies is offering two options for flat fee services as an alternative the current fixed fee services. Copy attached to Board packet.
- 11. AEDs have been received. Staff will install.
- 12. Flagler County Emergency Services has scheduled a free CPR/AED certification class February 15, 2017 at 9 AM – 1 PM in the MPR for the Staff. Residents are welcome to attend the class and will also receive certification. Management will create a signup sheet for this event.

13. Surf Club II has been invoiced for reimbursement of joint Fire Watch expense.
14. Physical Therapy Table installed in fitness center.
15. Surf Club III 2017 Reemployment rate once again the lowest allowed by law.
16. Next Board meeting is March 24, 2017.

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.