

Surf Club III Association
Maintenance and Management Report
May 2017

Maintenance Report

Inspections

Weekly:

- Roof A/C units checked
- Roof A/C units rinsed
- Elevator Emergency Phone Test
- AED Batteries
- 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
- Scrubbing of the hall floors

1. April and May maintenance inspection schedules performed
2. New irrigation well in operation
3. All fire sprinkler system repairs in garage performed by Mastercraft. Staff primed and painted all new sections of pipes that were replaced.
4. Lift station pumps (2) replaced by Hydra. One of the old pumps was still in good shape; it was pressure washed and kept for spare.
5. Received quotes from Advance Coating and Caulking for:
 - i. Painting for east elevation of building including balconies.
 - ii. Waterproofing elevators pits to eliminate water intrusion.
6. Repairs to elevators caused by Hurricane Mathew performed by Otis.
7. North elevator got hit by lightning and further extensive repairs were needed. Invoice pending.
8. West front parking wall pressure washed and repainted. (A1A side)
9. Fire sprinkler heads inside north and center elevator pits replaced by Mastercraft.
10. New emergency generator ordered by Shepperd Electric. ETA unknown at this time.
11. County inspector advised to get all ground wires inside electrical rooms cleaned or replaced by any electrical company due to visible corrosion caused by salt water.

Shepperd Electric and Palmetto Electric were contacted to inspect wires and provide a proposal. Proposal from Shepperd attached.

12. Fire alarm incident:

On Saturday, May 6, 2017 at 4:43 am Miguel was called by Dynafire after they received fire alarm signal on panel. Miguel arrived to property at 5:08 am. Upon arrival Miguel notice that SC 2 was also on fire alarm and all the fire and EMS vehicles were at SC 2 and none were at SC 3. SC 3 bldg was silent with the exception of 3 devices in the north end of garage. A fireman was already inside the SC 3 alarm room. Fire panel showed flow problem inside garage fire sprinkler room. Fireman told Miguel he did not see any fire. Fire panel would not reset. Staff fire watch started. Miguel checked the pipes in garage and found one pipe with pin hole leak in it causing system to trip and go into alarm. Miguel contacted Mastercraft to do repair. Mastercraft stated they could not affect repair until Monday. System put on test . Miguel proceeded to put a temporary patch on the pipe. Fred came in at 7 am (Miguel left at 7:43 am) Fred will stay until 3 pm, Carlos will come at 3 pm and will stay until 11 pm and Miguel will come back at 11 pm to 7 am.

At 2:30 pm Fred called Miguel. Mastercraft was at SC 2 doing repairs. Carlos arrived at 3 pm and asked Mastercraft to come to SC 3 when they finished at SC 2. Mastercraft was able to reset system by 5:30 pm. Miguel asked Carlos to stay until 6:30 pm to be sure system did not go off. Carlos called Miguel at 6:30. All good. Miguel sent Carlos home, called Dynafire. System online, Fire Watch ended. Mastercraft conducted repairs on Monday.

13. Siemens was contacted to find out why whole building devices did not work during fire alarm signal. Technician was arrived Momday, May 08 to trouble shoot. Open circuit was discover and fixed. System normal.

14. Balcony GFCTs replaced in units: 517 and 602

15. Mailbox locks replaced for units: 321 and 715

Management

1. The agenda, minutes and management report have been updated on the website.
2. The last flood damaged vehicle and bicycles have been removed from the garage.
3. Norman Insurance Advisers reports that the flood zone grandfathering petition will not be able to go all the way back to the original zoning of "C Preferred". Andy Norman is investigating whether it would make a difference in the premium if we are able to change to a "C" zone, (without the preferred), so we know if it would be worth the cost to pursue the petition.
4. At the invitation of Lynn Nellenbach, AFLAC representatives made a presentation for accident insurance coverage to the Staff.

5. Leland has been working to fix the issue of assessment payments being credited to the wrong Association by the Lock Box bank thereby causing past due assessment notices and late fees to be applied on other Association accounts.
6. Deb Shea-Zajac has volunteered to take over from Dick Kirtley as the official Surf Cub III liaison for the Dune Restoration project.
7. Otis Elevator letter advising north elevator damage due to lightening strike received and distributed to the Board.
8. Miguel and Sharon looked into a spot where the bike rack currently near the south end of the garage could be moved, but no “better” spot could be found. The rack is not blocking a parking space or a walk area.
9. Regarding the electric meter room repairs. The meters are the only equipment that FP&L are responsible to repair or replace.
10. Management has notified all candidates their information sheets must be received by May 26, 2017.
11. Six (6) notices of intent to run for the Board have sent to Board Secretary, David Zlokas. There will be an election vote this year.
12. Next Board meeting is June 30, 2017.

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.