

**PROPERTY MANAGER REPORT
BOARD OF DIRECTORS MEETING
NOVEMBER 28, 2012**

CLUBHOUSE:

Clubhouse: The Palm Beach County Fire Marshall did the MGMA yearly inspection on November 13, 2012 and everything passed.

Rentals: We had one party rental for the month of November.

Wi-Fi: The Wi-Fi has been installed and is ready for use. WAO, which is the device, and data cables were added to extend Wi-Fi coverage. There is connectivity in the Lanai and main pool area, all the way to the Cabanas.

Main Pool: Recently we were receiving different readings of chemicals at the main pool. CES (Commercial Energy Specialists, Inc.) was called in and found that a new PH probe and mother board needed replacing, the mother board was under warranty. Both products were installed and everything working well again.

One heater iced up and our vendor, Gulfstream, was called to repair the problem. It is now working and this repair was covered by the warranty.

The starters for both pool pumps burned out last week (possibly due to a FPL brown out that occurred on Monday, November 19th). The starters run continuously and get very hot. Both starters and wires had to be removed and new wiring and covers were installed.

Spa: CES brought to our attention that the controller that feeds the PH and chlorine into the spa is not working properly. CES did not install the controller, so there is no warranty. A new one will cost \$2,598. (See New Business.)

Gym: The number #1 treadmill in the gym had a new running belt installed. The technician found that the drive belt and front roller are not working. The machine is out of order until I get a quote back on the cost for the repair.

Pest Control: We are having problems with wild animals once again. The Animal Trapper placed two cages by the Kiddie Pool where the animals seem to congregate. We captured two Possums and a Raccoon.

Lighting: Several light fixtures were burned out in the tennis courts, basketball courts, and the area in front of the Clubhouse. All were repaired by George's Boom Truck Service.

Basketball court: The basketball courts were pressure cleaned last week by Fred Rios. We rented an 11 HPS machine and it did an excellent cleaning job. Fred had the courts cleaned in half the time.

Staff: There was a staff meeting on Tuesday, November 20, 2012. Everyone is working well together and there were no pressing issues. We had a contest for the staff in which they were asked to think of ways to increase productivity and boost morale. We had great suggestions and hope to implement them soon.

Kristen Pittman, our newest employee, has resigned. We will be interviewing for a replacement.

COMMON GROUND:

Holiday Lighting Designs turned the holiday lights on Saturday, November 17th at the two front monuments on Okeechobee Boulevard. New holiday wreaths were purchased and have been installed on the front monuments and also at the Clubhouse front entrance doorway.

Landscaping: Eddy removed dead and dying bushes along the east side of the Clubhouse parking lot and replaced them with Trinnetts.

The damage on the median from the car accident last month was replaced with new vegetation and mulch.

Winter flowers were planted at the front entrance of the Clubhouse and along the small monuments at Crestwood Boulevard.

Irrigation: I notified Ben Tristano at SBT to turn the sprinklers on a low spray so they will not interfere with the holiday lights and GFI outlets at the front monuments. Repairs, this month, included two small line breaks, one at Pine Road and another one by the elementary school at Okeechobee Boulevard.

Lakes: Charlie Larsen, Louis Palermo (Palm Beach Aquatics), Steve Thompson (electrician), and myself met on the property to discuss how the installation and electricity will work for the fountain to be installed in the Wyndham Lake. Charlie and I did our monthly inspection on the lakes and a few of them had new algae problems. Palm Beach Aquatics has been informed and are taking care of the matter.

Golf Course: I met with the new Golf Course General Manager, Mike Brady and I was very impressed with his future plans for the Golf Course. He is eager to work with us and is trying to get a lot of issues resolved.

Respectfully submitted,

Lynn Linfante