

Property Manager Report
September 21, 2011

CLUBHOUSE

Tropical Awning repairs made on pole and canopy completed September 13th.

New camera for ID card access was scheduled to be installed today. Technician informed us we need a computer software/hardware upgrade for system to operate. Getting quotes.

DVR will be installed tomorrow, Thursday, September 22, 2011 by Muzak.

Yoga started Monday night 7 members attended, we will be reaching out again to those who have expressed interest and have not yet signed up.

Water Aerobics will begin Saturday, September 24th at 10:00 a.m. with Lynn Spoor our Yoga instructor.

Zumba scheduled for Tues. Oct. 4th and Thurs. Oct. 6th, with two instructors, Nuria Angelucci on Thursday at 7:00 pm and Gissell Koury on Tuesday evening at 7:00 pm.

Living Waters – The swimming pool was inspected by Palm Beach Health Dept. this past Saturday and passed with no violations.

Pro Fitness- Elliptical step and parts finally installed and completed last week.

Health Dept., HUD, Fair Housing, MGMA insurance agent, MGMA attorney and manufacturer of said equipment (playground equipment and gym equipment) contacted regarding signs that were possibly in question regarding discrimination. We are in compliance now.

One of the things we are in the process of doing is the clean up of the Resident Card Access System. It has come to our attention that past homeowners, past renters, and assorted persons are currently listed in the system. Our operation staff member Cathy Mollohan is going through the binders and removing persons that no longer should have cards from the Resident Cards.

Staff Meeting – was held September 13th. Due to input from staff members the housekeeping list was updated.

Staff interviews are currently taking place for the missing Operation Staff.

Playground surface is currently being researched. Materials being considered are artificial turf, sand, and sod. Quotes are being gathered for the budget meeting. I do have a sample of the artificial grass for your review.

The Lanai ceiling was painted by Fred and the walls were painted by two outstanding presidents, Jeff and Carolyn Hmara who did a great job. I have been quoted over \$3800.00 for cushions and material to reupholster the remaining furniture. Six ceiling fans have been purchased and one is installed tonight for viewing and comments.

Fred started cleaning the grout on the tiles in the Lanai and is looking very good.

Comcast Adapters – I spoke with Bill Adams, our representative at CSI today and he will have an answer for me on Monday regarding the TV Adapters. Bill has assured us that “they’re on it and it’s in play.”

The Lanai was inspected by building inspector, Lou Petrosino from the Royal Palm Beach Village and P&M Siding workmanship passed inspection.

Carpeting, tile and laminate samples have been viewed for possibly replacing the soiled carpeting in the great room for the 2012 Budget. We have been told the existing carpeting was expensive and good quality so we are going to work on the stain again to preserve it a little longer.

Also during the tile and carpeting appointment, Scott, owner and salesman of Royal Palm Flooring noticed that we have a foundation crack under the carpeting from the back double doors to the front foyer running along the grout. He gave us the name of the material to purchase called **Injector Floor** that Fred will be able to repair. It costs about \$20.00 a tube and this should be repaired now so the tile will not crack more and lift up. It can be a very costly project if we wait.

COMMON GROUNDS

- Pest Control: Armand - Sprayed inside interior at clubhouse.
- SBT Irrigation – New irrigation clock purchased and cost divided by Master and Oakmont Village due to the age and break behind the Oakmont wall.
- Lakes: Palm Beach Aquatics skimmed and treated lake # 12 between golf course, Walden and Palm Estates. All lakes have been maintained for the month.
- Landscaping: High Standards - Eddy has been two weeks behind in work but has managed to complete the berm at Oakwater Drive, installed the Foxtails and helped with the sod bids for the common grounds. Sod and mulch are out for bid.

PROJECTS:

Music at pool and great room area.

Lake Maintenance – Bubbler

Sidewalk Slabs – lifting up/sidewalk pressure washing

Repair on cracks under the ceramic tile throughout clubhouse

Furniture for Lanai

Playground children structures, painting, new seats and chains for swings

Respectfully submitted,

Lynn Linfante