

Property Manager's Report February 2017

The Board has decided to reinstate the Property Manager's Report each month following the publication of the Board minutes to keep residents and owners more informed of the completed and upcoming activities at One Bratenahl Place.

New Staff Members:

We have a new front desk staff member, Pat Pederson. She started with us in mid-February and will be working on the weekends once her training is complete.

We also have a new security guard, Wali Shakir, who has worked with CMHA Police Department and will be working second shift.

Completed Maintenance Activities:

Our boiler, PVI hot water tank and heat exchanger was damaged by debris from a pipe leak and needed to be repaired or replaced in February. We reviewed the damage with the vendor and negotiated repairs and new hydra stone cement lining at significant cost savings compared to replacement of the boiler.

The north freight elevator has been down for 3 weeks for gear replacement. The elevator was expected to be inoperable for 4 weeks, but Kone finished the repairs ahead of schedule and the elevator will be back in operations this week. Repairs to the north passenger elevator bearings were also performed.

The laundry rooms are scheduled for a thorough cleaning next week including cleaning the ducts to ensure proper venting.

The maintenance team has cleaned all the storage areas in the building, and is now working on cleaning the garbage chutes and floor level chute doors to reduce odors.

In-Progress Activities:

We are in the process of receiving quotes for the following maintenance and repair projects:

- Replace elevator bronze plates with stainless steel to match the replacement door finish
- Replace the restaurant kitchen exhaust fan
- Upgrade Fitness center flooring and paint
- Selection of materials/fabrics to recover Garden Court furniture

Should you have any questions or concerns, please do not hesitate to contact me directly.

Respectfully,

Pamela Hendrix
Property Manager