

Property Manager's Report
March 2017

New Staff Members:

We have no new staff members this month.

Completed Maintenance Activities:

Both laundry facilities were thoroughly cleaned and all exhaust fans and dryer vents were cleaned and inspected.

A replacement garbage disposal for the restaurant kitchen was installed.

We refurbished the elevators which included sanding and staining the wood panels and installing stainless control panel coverings to match the interior elevator doors. Rich did a great job on the wood, and Ken on cleaning the brass floor doorsill.

The outside parking lot poles and new light fixtures were installed during the month. There are still a few to be installed in the island in the middle of the North parking lot once the parking lot is repaired.

New garbage dumpsters were received.

The flag pole was repaired during the month.

The building insurance policies were reviewed and bid for comparison. New policies are in place as of 4/1/17. This review process increased our overall coverage and saved the association approximately \$6,000 annually.

In-Progress Activities:

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

- Glass replacement for the lobby window panes that were damaged over the winter
- Installation of a new silencer for the building generator
- Upgrade Fitness center flooring and paint
- Selection of materials/fabrics to recover Garden Court furniture

Landscape design proposals are being prepared for the Board's review as part of the garage membrane project.

A number of calls have been received from residents that the east side gate to the property is being left open. Please remember to lock the gate when you leave the property. It is there for the security of the property.

Respectfully,

Pamela Hendrix
Property Manager