

## **Managers Report**

Claire Durham started work on Tuesday, September 5, 2023.

As of today, September 8, 2023, there are two owners that are over 90 days delinquent within the Owners Association.

Management will be working with the Timeshare Division on delinquent accounts.

Management has met with the Panama City Beach Fire Inspector regarding items that are outstanding from the May inspection. Management will be working with the Maintenance Supervisor over the next two weeks to go through each item before scheduling the fire inspector to come onsite.

Management has started creating a Brain Book for the Association and will continue to work on this over time with the knowledge and support from on-site staff members and vendors.

Management has implemented a mail log policy which will have the office staff reach out to owners for package pick up.

The Grounds Department has touched up east and west breeze way ramps with yellow nonslip paint.

The Grounds Department has and will continue addressing weed control throughout the property.

The Grounds Department will be working on punch list items given by the General Manager that replace and or repair common area elements.

Management has requested two new towing signs from Discount Towing for replacement within the association property.

Management will be working on updating the owner's website with important dates and information within the next two weeks.

Management will be working on creating an irrigation map for the brain book.

The General Manager will be working closely with department leads to schedule open punch list items throughout the property.

The General Manager will be working closely with the onsite staff to clarify, enhance and increase efficiency within operational communications and tasks.

The General Manager will continue to organize the GM office and the operations within The Summit Owners Association.

## **Vendor Relations**

Management has contacted Hiller Fire to review all the latest inspections and any out standing quotes.

Management has contacted Southern Pools and Spa to investigate water which could be a possible leak on the north side of the east hot tub.

Management has contacted and replaced the life safety ring on the pool deck that was needing to be replaced due to the mildew on the surface.

Management has received and reviewed the upcoming Orkin Pest Control schedule.

Orkin Pest Control was onsite this week to spray floor ten.

Hiller Fire was onsite this week to replace, and repair failed items on the association's back flow.

Hiller Plumbing was onsite this week to replace unit shut off valves within selected units.

Management has updated the towing agreement with Discount Towing within Panama City Beach.

Management will continue to work with the selected engineer for the upcoming milestone inspection report.

Management has contacted the State Elevator Inspector and is working on the proper required repairs for two elevators to pass the State Inspection.

Management will be collecting proposals from electrical companies for the rewiring of the electrical within the indoor hot tub area.

Management will be reviewing the roof warranty and the issues that were brought to the GM's attention.

Management will continue to work with Window World to schedule installs.

Management will be contacting the city building department next week to schedule window and sliding door inspections.

### **Important Dates**

The Annual Meeting will be held on September 16, 2023 at 11 am CST.

Orkin Pest Control will be onsite September 14, 2023 to spray floor 11.

Orkin Pest Control will be onsite September 21, 2023 to spray floor 12.

Orkin Pest Control will be onsite September 28, 2023 to spray floor 13.