

Manager Report

October 12, 2023

General Manager Relations

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 will continue to work on the website next week for updating and revamping purposes.

Management has created an irrigation map for the property.

Management has downloaded the irrigation app for irrigation controls.

The General Manager will continue to work 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.

Management has updated the bank signature cards.

Management has reviewed all blueprints on site and at City Hall where the association staff will be able to learn and see proper areas to regulate as apart of the preventative maintenance plan for the building.

Management is gathering quotes for palm tree trimming.

Management is gathering quotes for pool furniture and pool umbrellas.

Management is gathering quotes for possible stucco and siding repairs throughout the building.

Management is gathering quotes for commercial leases within the building.

Management is scanning and saving all contracts digitally.

The Association will now be keeping a pest control log to document access and spray history.

Management will be working on the camera outages.

Management has shared an elevator sign with the Board President for approval.

Management has shared a trailer registration form with the Board President and Vice President for review.

Management has shared the Association Modification and Renovation Form with the Board President and Vice President for possible reconstruction of the form.

Management has educated owners and property managers on Florida Building Code regarding work that is required to have a permit.

Permitting Questions

[Do I need a sign permit, and if so what are the requirements?](#)

[How long are permits valid?](#)

[What projects do not require a permit?](#)

Improvements such as painting, flooring, replacing cabinets and countertops in the same location, and other non-structural work generally do not require a permit.

Florida Building Code section 105.1 states, "Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit." FBC Section 105.2 states what is exempt from permitting.

For further clarification regarding your proposed project, you can contact us via email at buildingdepartment@pcbfl.gov or (850) 233-5100, option 4.

[Who may apply for a permit?](#)

[Is a permit required to replace Heating, Ventilation and Air Conditioning \(HVAC\) equipment?](#)

[Is a permit required to replace my water heater?](#)

Maintenance, Grounds and Building Associates

Management has continued to work with in house maintenance regarding the Panama City Beach Fire Inspection fails from the May inspection.

Management has scheduled and created preventive maintenance logs for the building that will be the responsibility of the General Manager and the Maintenance Supervisor.

Maintenance will be given work orders weekly by the General Manager as the Maintenance Supervisor is learning proper techniques to lead and maintain a building and operation of this size.

Maintenance Supervisor will be working with the General Manager on organization and communication of his role and influence as the Maintenance Supervisor.

The Grounds and Building team have begun daily duty lists for the General Manager and the Maintenance Supervisor to learn the flow of the teams for effectiveness and efficiency.

The Grounds and Building team have identified and replaced solar fence lights on the perimeter of the pool area.

The Grounds and Building team were given a copy of the storm drain blueprint where designated drains can be checked daily for water movement purposes.

The Grounds and Building team have repainted the handicap spaces on the property.

The Grounds and Building team will be meeting with the General Manager every Monday to discuss work flow and weekly projects.

The Grounds and Building team have taken photos of paint onsite for brain book purposes to assist the General Manager.

Timeshare Division

Management will be working on the Timeshare Division every Thursday.

Management has received all information from owners regarding the survey that was mailed out on September 9, 2023.

Management has updated all owners contact information and documented costs of individuals interested in selling weeks. Management will be sharing this information with the Board hopefully next week.

Management has reached out to Cunningham Asset Recovery to get information on the process of the recovery of funds.

Management will be sharing the detailed process with the Board next week.

Management will be reviewing Florida Statue 721.

Management has documented when all the hot water heaters were installed within this division.

Management is working on a spreadsheet showing the Association's ownership of weeks per unit within the Timeshare Division.

Important Dates

C Sharpe is schedule to begin on October 23, 2023.

The Annual Fire and Sprinkler Inspection will be November 1 – 3, 2023.

Bike Week Parking Lot Rope Off will be set up Monday, October 16, 2023.

Orkin Pest Control will spray floor 1 on Thursday, October 19, 2023.