

## **Managers Report**

Management has continued to work with the Panama City Beach Fire Inspector regarding items that are outstanding from the May inspection.

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 scheduled and created preventative maintenance logs for the building.

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

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 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.

The Grounds Department has identified and replaced solar fence lights on the perimeter of the pool area.

The Grounds Department has pressure washed the pool deck.

In house security has created a camera log and will be reviewed once a month.

Management has reached out to all the delinquent owners within the Timeshare Division.

Management has addressed and assisted five units with leaks this week.

Management has updated the bank signature cards.

Management has sent committee information to the Board President and Vice President for future opportunities within the association.

Management has continued to review the association documents and the policies that are in place.

Management is working on operations with the Timeshare Division.

Management has conducted a roof inspection.

Management will be scheduling days to go through all closets and storage areas onsite to build an inventory list for the Association.

Management would like to schedule a hot water heater inspection report for the building with the Board's approval.

Management would like to schedule a noninvasive visual water inspection throughout all units to prevent additional leaks and damage. Example of findings are below.

### 13 stack leaks



Summit General Manger  
To maintenance summit  
Cc Summit Owners Association

Reply Reply All Forward ...

Wed 9/27/2023 3:33 PM

Maintenance,

Per our conversation today, you all investigated the 13 stack for a leak after 513 reached out to the COA. After the inspection was completed you all have found the leaks below.

- 813
  - o Toilet Flange
  - o Owner contacted by GM
- 713
  - o Bolts on the toilet fluid master
  - o Maintenance shut off unit water to stop the leak
  - o Owner contacted by GM
- 913
  - o Drain from the shower is leaking
  - o Owner contacted by GM
- 1013
  - o Bath tub drain is leaking
  - o Owner contacted by GM

Please send me emails every day when we find leaks

[The Summit Owners Association, Inc.](#)

Management is working on blue print information regarding the north east retention pond on-site.

### Vendor Relations

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

Management will contact the elevator company to discuss the four floors that have light wiring issues due to recent work done on the center elevator cabs.

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.

As of September 25, 2023, Window World will have 4 non impact windows to install, 11 impact windows and 5 three panel windows to install.

Watkins Irrigation was onsite this week to address two irrigation leaks.

MK Webber was onsite this week to conduct phase I of the Milestone Inspection.

The Florida State Elevator Inspector was onsite to conduct an inspection of the elevators. The Association will receive inspection certificates in the mail.

Orkin Pest Control was onsite over the last two weeks to spray floors 12 and 13.

Management has requested for C Sharpe to send the contract to the Board President for acceptance via docusign.

Management has contacted Art Construction, the most recent roof vendor.

### **Important Dates**

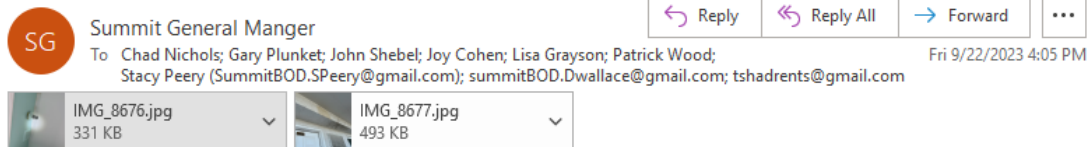
C Sharpe- TBD

GM and Maintenance Supervisor will be creating and executing preventative maintenance logs that will be the responsibility of the Maintenance Supervisor to execute and track on a monthly basis for the safety and wellbeing of The Summit.

### **Follow Up Topics Sent Via Email to the Board of Directors**

GM sent the BOD an email on Friday, September 22, 2023 sharing information about the building going on fire watch from a possible fire suppression system line. After further investigation, there is a possibility the leak is coming from the roof. The GM has contacted Art Construction LLC (the last roof vendor) to come out next week to investigate some of my findings.

#### Informative Email Fire Watch



Summit General Manger  
To: Chad Nichols; Gary Plunket; John Shebel; Joy Cohen; Lisa Grayson; Patrick Wood; Stacy Peery (SummitBOD.SPeery@gmail.com); summitBOD.Dwallace@gmail.com; tshadrents@gmail.com  
Fri 9/22/2023 4:05 PM

IMG\_8676.jpg 331 KB  
IMG\_8677.jpg 493 KB

Board,  
Happy Friday. I wanted to let you all know that The Summit will be on fire watch due to a pin hole leak in the fire suppression system.

Maintenance received a call from a unit owner stating their unit had water. From where the water marks are, maintenance determined the fire system is leaking. As you all probably already know, The Summit was built in the 80's. The fire lines are copper pipes. Copper life span is about 40 years.

The Association will experience pin hole leaks which will have maintenance cut through the stucco for the life safety vendor, Hiller, to repair the pipe. If the COA wishes to replace the fire lines the coa would then also have to honor and execute the fire sprinkler requirements as well (which means sprinklers would have to be added throughout units).

Maintenance has contacted the life safety vendor for them to come out.

While walking the building last week, I did see a few places that stucco was cut out for previous repairs (I'm told via Hiller it was about 6 months ago). I have spoken with maintenance to repair the stucco of previous cut outs. I have attached a previous repair form maintenance to this email. Please note, this has not been painted yet however, maintenance is going to look for the paint.

*I have made notes within the Brain Book on where the shut offs are on each floor for the fire system.*

Leak in 1402



Cut out on 15 – PLEASE SEE VIDEO WITHIN THE EMAIL THAT SHOWS WATER WITHIN THE STUCCO.

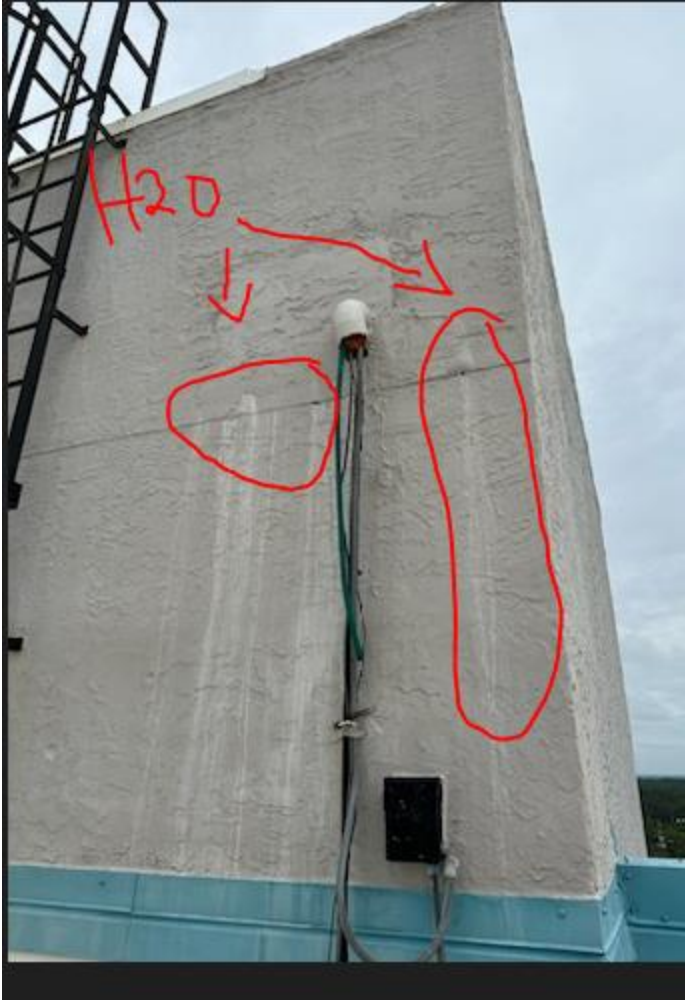


Floor 16













Submitted by: Claire Durham, CAM, CMCA

Submitted on: September 28, 2023

