

Managers Report

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

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

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 General Manager is working on storage unit lease agreements to have on file for existing and future lease agreements.

The General Manager is working on owner lounge rental agreements to have on file for future rentals.

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

Management has created and documented a key log for the SOA to confirm access per Florida Statute regarding emergency purposes.

Management has created a Maintenance Supervisor binder for vendor relations, personnel relations, preventive maintenance logs, timeshare relations, and more.

Management has been working on the Annual Fire Inspection Report with the deadline of November 8, 2023 to complete all fails to avoid possible violation fines for The Summit.

The Fire Inspection Fails include: storage throughout the property, trash chutes, fire cabinets, exposed wires, missing electrical covers, drywall install, breaker panels and more.

Management will be working with the Board of Directors regarding balcony tile removal.

Management has contacted the manufactures for the gym equipment that is down and is currently still working on a vendor to service the equipment.

Management is working with the Board of Directors regarding the lighting issues on the pool deck and the indoor hot tub area.

Timeshare Division

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

The Timeshare Manager has created an air filter maintenance log for the time share division.

The Timeshare Manager has created a calendar for the maintenance weeks for each unit.

Management has implemented Maintenance Week Work Order Reports.

The Board of Directors are working on this division with the Attorney regarding options for the future.

Legal Updates

The Association Attorney has sent a demand letter to Edgewater Beach Resort Management, Inc regarding financial agreement with VTrips.

Timeshare Documents for General Manager, Timeshare Manager, and Maintenance Supervisor

| UNIT # | WEEK DATES | |
|-------------------------|-------------------|------------------------------|
| 091746 Maintenance Week | 46 Nov 18-25,2023 | Doing week 44 Nov 4-11,2023 |
| 132446 Maintenance Week | 46 Nov 18-25,2023 | Doing Week 45 Nov 11-18,2023 |
| 142746 Maintenance Week | 46 Nov 18-25,2023 | |
| 010748 Maintenance Week | 48 Dec 2-9,2023 | |
| 062348 Maintenance Week | 48 Dec 2-9,2023 | |
| 091148 Maintenance Week | 48 Dec 2-9,2023 | |
| 100349 Maintenance Week | 49 Dec 9-16,2023 | |
| 101549 Maintenance Week | 49 Dec 9-16,2023 | |
| 042850 Maintenance Week | 50 Dec 16-23,2023 | |
| 140450 Maintenance Week | 50 Dec 16-23,2023 | |
| 140550 Maintenance Week | 50 Dec 16-23,2023 | |
| 032801 Maintenance Week | 1 Jan 6-13,2024 | |
| 010902 Maintenance Week | 2 Jan 13-20,2024 | |



| | |
|-------------------------|---------------------|
| 041702 Maintenance Week | 2 Jan 13-20,2024 |
| 060102 Maintenance Week | 2 Jan 13-20,2024 |
| 122102 Maintenance Week | 2 Jan 13-20,2024 |
| 122302 Maintenance Week | 2 Jan 13-20,2024 |
| 061703 Maintenance Week | 3 Jan 20-27,2024 |
| 111303 Maintenance Week | 3 Jan 20-27,2023 |
| 143103 Maintenance Week | 3 Jan 20-27,2024 |
| 112704 Maintenance Week | 4 Jan 27-Feb 3,2024 |
| 121004 Maintenance Week | 4 Jan 27-Feb 3,2024 |
| 130304 Maintenance Week | 4 Jan 27-Feb 3,2024 |
| 122705 Maintenance Week | 5 Feb 3-10,2024 |
| 122805 Maintenance Week | 5 Feb 3-10,2024 |
| 130905 Maintenance Week | 5 Feb 3-10,2024 |
| 140705 Maintenance Week | 5 Feb 3-10,2024 |

| | | |
|-------------------------|---|----------------|
| 131406 Maintenance Week | 6 | Feb 10-17,2024 |
| 131506 Maintenance Week | 6 | Feb 10-17,2024 |
| 141506 Maintenance Week | 6 | Feb 10-17,2024 |
| 071907 Maintenance Week | 7 | Feb 17-24,2024 |
| 102909 Maintenance Week | 9 | March 2-9,2024 |

| TIMESHARE INSPECTION SIGN OFF SHEET | | | |
|---|----------------|--------------|-------|
| UNIT # | EMPLOYEE NAME | | |
| DATE | | | |
| LIGHT FIXTURES- Bulbs | Good | Replaced | Notes |
| Hallway | | | |
| Master Bathroom | | | |
| Hall Bath | | | |
| Kitchen | | | |
| Balcony | | | |
| | | | |
| FANS - Working | | | |
| Master Bathroom | | | |
| Hall Bathroom | | | |
| | | | |
| GFI OUTLETS | Good | Replaced | Notes |
| Master Bathroom | | | |
| Hall Bathroom | | | |
| OUTLETS | | | |
| Bedroom | | | |
| Hall Bathroom | | | |
| Kitchen | | | |
| Living room | | | |
| | | | |
| INSPECT/LABEL BREAKER PANEL | | | |
| | | | |
| MOISTER INSPECTION | READING | Notes | |
| BATHROOMS | | | |
| Shower tub walls | | | |
| Behind master toilet | | | |
| Under master sink | | | |
| Behind hall toilet | | | |
| Under hall sink | | | |
| KITCHEN | | | |
| Behind Dishwasher | | | |
| Behind Fridge | | | |
| Behind washer & dryer | | | |
| Under kitchen sink | | | |
| | | | |
| Inspect air registers/dryer vents | | | |
| Inspect all seals / apply correct seal | | | |
| A/C Flush | | | |



| UNIT # | Maint WK | Walls painted | Trim painted | New TV mounted | Mirrors on wall | Mirrors above bar | TV cabinet removed | Tub Strip | Owners closet carpet removed | O/C CEILING TILE | Notes |
|--------|----------|---------------|--------------|----------------|-----------------|-------------------|--------------------|-----------|------------------------------|------------------|----------------------|
| 107 | 48 | Y | Y | Y | | | Y | | Y | ok | |
| 109 | 2 | Y | Y | Y | | | Y | Y | Y | ok | |
| 328 | 1 | Y | Y | | | | | Y | Y | ok | |
| 417 | 2 | Y | Y | Y | | | | Y | Y | | |
| 428 | 50 | Y | Y | Y | | | Y | | Y | | |
| 601 | 2 | Y | Y | Y | | | Y | ? | Y | | |
| 617 | 3 | Y | Y | Y | | | Y | Y | Y | ok | |
| 623 | 48 | Y | Y | | | | | | | | |
| 719 | 7 | | | | | | | | | | |
| 911 | 48 | Y | Y | BIG | | | | | Y | | Has big TV all ready |
| 917 | 46 | Y | Y | Y | | | Y | | | | |
| 1003 | 49 | Y | Y | | | | | Y | Y | | |
| 1015 | 49 | Y | Y | | | | | Y | Y | | |
| 1029 | 9 | Y | Y | | | | | | | | |
| 1113 | 3 | Y | Y | Y | | | Y | | | | |
| 1127 | 4 | Y | Y | Y | | | Y | Y | | | |
| 1210 | 4 | Y | Y | | | | | | | | |
| 1221 | 2 | Y | Y | | | | | | | | |
| 1223 | 2 | Y | Y | Y | | | Y | | | | |
| 1227 | 5 | Y | Y | Y | | | Y | Y | | | |
| 1228 | 5 | Y | Y | Y | | | Y | | | | |
| 1303 | 4 | Y | Y | Y | | | Y | Y | Y | | |
| 1309 | 5 | Y | | Y | | | Y | | Y | | |
| 1314 | 6 | Y | Y | Y | | | Y | | | | |
| 1315 | 6 | Y | Y | Y | | | Y | | | | |
| 1324 | 46 | Y | Y | Y | | | Y | | | | |

10/28/2023

NEEDS PAINTING (2)
 NEEDS BIG TV (12)
 MIRRORS ON Wall (6)
 MIRRORS ABOVE BAR (2)
 HAS TV CABINET (13)
 NEEDS TUB STRIP (20)
 CARPET REMOVED IN O/C (17)
 O/C CEILING TILE (28)

| | | | | | | | | | | | |
|------|----|---|---|---|--|--|---|---|---|--|--|
| 1404 | 50 | | | | | | | Y | Y | | |
| 1405 | 50 | Y | Y | Y | | | Y | | | | |
| 1407 | 5 | Y | Y | | | | | | Y | | |
| 1415 | 6 | Y | Y | | | | | Y | | | |
| 1427 | 46 | Y | Y | Y | | | Y | Y | | | |
| 1431 | 3 | Y | Y | | | | | | Y | | |

Submitted by: Claire Durham, CAM, CMCA

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