

January 13, 2024

Managers Report

Management has created and uploaded the 2024 Beach Access Codes to the SOA website.

Management has sent out the 2024 beach access codes.

The Milestone Inspection has been posted on the Owners website.

Manager has been working with the Timeshare Manager on maintenance week inspections with guidance on maintenance expectations outside of the maintenance week form.

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.

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

Coupon Books for the 2024 year have been processed to be sent to all owners within the Summit Owners Association. Timeshare Owners do not receive coupon books.

Management is working on gathering information regarding the surfboard showers. The staff was instructed to remove two boards last season. The current GM does not have record or knowledge of why the removal was requested.

Management has scheduled 3 interviews for new personnel to join the team here at The Summit.

Management has been working with the Maintenance Department on efficiency and enhancing customer service. With the new out of office set for the maintenance supervisor, this will support the supervisor with communicating with owners on giving a scheduled time for a workorder, eliminate maintenance staff checking the computer for work orders throughout the day and allow delegation from the supervisor to the maintenance representatives.

Thank you for your message. Your message is important to us and we will respond as soon as we are able.

If you are an Owner and would like to submit a in-house maintenance workorder, please visit the Owners website or send us an email with the subject line Workorder. The department will respond and schedule all workorders within 2 - 3 days.

If you are experiencing an active water leak and or have an emergency, please contact the 24/7 Guest Services Department via phone at 850.235.8700.

Thank you,
The Summit Owners Association Maintenance Department

Manager has created a uniform policy to track how many uniforms each employee receives during the time of employment.

Management is working on filing the Annual Report with the State of Florida.

Maintenance has ordered more LED lights for the stairwells throughout the property. After a recent light inspection, there are ten lights that are not LED.

Vendor Update

Hiller Companies will be onsite within two weeks to replace the amplifier that is causing distortion on the 5th floor speakers.

Window World has rescheduled the punch list inspection date to January 26, 2024.

Management has ordered a new motor and wheel for the indoor hot tub exhaust fan. Management is waiting on an ETA on this.

Cavinder Elevator is scheduled to begin elevator 4 moderation project on January 22, 2024.

Jerry Pybus Electric will be onsite prior to the elevator install to move the electrical components requested by Cavinder Elevator.

Cavinder Elevator was onsite within the last two weeks to work on the cladding of elevator 3.

Management is still waiting for a date for the sprinkler deficiency repairs from Hiller Companies.

Southern Pools and Spa has been asked to submit a quote for the perimeter pool cracks.

Southern Pools and Spa has ordered a new cleaning agent for the indoor hot tub.

System Services and Engineering was onsite on December 27, 2023 in regards to the photometric survey for the building to obtain a night swimming permit. The General Manager is waiting for a follow up on the next scheduled site visit for the brightness. GM is asking every week for an update on the companies light rep to come out and measure the brightness.

C Sharpe is continuing to work with the General Manager and the Board of Directors regarding the project onsite.

Per the direction of the Board of Directors, The Summit Owners Association has accepted \$44,923.00 from V Trips.

Upcoming Taks and Objectives for 2024

Grounds will be pressure washing the sidewalks and pool deck starting the last week of December and the first two weeks of January.

Pine Straw install.

Grounds and Building will be working on stairwell paint project.

Balcony Tile Removal

Milestone Inspection Obligations

Vendor Relations

Enhancement opportunities throughout the property.

Timeshare Division Operations

Completion of obtaining correct permits for the property.

Gym Equipment

Enhance Owner Experience regarding Maintenance Work Order Communication

Association Website for Owner Information

www.summit-resorts.com

If you are needing assistance regarding the association website log in, please contact the Owners Association Office.

