

January 26, 2024

Managers Report

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.

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. As of the week of January 22, with the help from Owners and Board Members, the GM has received contact information of the company, McAlpin Signs Inc.



The General Manager has created a work order within house maintenance to address the west showers to make them uniform until the vendor is able to provide a quote to make all four showers uniform.



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 has conducted 6 interviews this week for staff personnel.

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.

Management is looking into replacement shopping carts for the upcoming year. Inventory will be documented.

Management and the Board of Directors are creating and reviewing an Official Record Request Form, Trailer Registration, and Owner Lounge Reservation Form.

The Maintenance Team was able to address the floor decking in the attic space above the commercial storage space on the ground floor.



Weather permitting, the grounds and building team will be painting the stucco on recent stucco repairs throughout the property.

Maintenance was able to resecure walkway ac vent covers on units 1420, 1417, 1413, 1224, 1208, 1205, 11,04, 1110, 1016, 1025, 1003, 826, 824, and 306.

For educational purposes, please see rusted components. The grate that is rusted is apart of the AC unit.



The Board of Directors have received two bids for the Tiki Bar, Market Place and Front Desk from Resort Collections and Emerald Coast Destinations.

Due to the most recent temperature freeze, there are 3 showers down on the board walk due to a pipe bust. Maintenance is working on this item.

Management is gathering quotes for the women's ceiling in the gym. Due to high volume, work load for maintenance (timeshare weeks, owner work orders and SOA outstanding work orders) this item will be subbed out.



Modification Requests- 1505 and 931

Vendor Update

Hiller Companies will be onsite Tuesday, January 30, 2024 for the quarterly sprinkler and alarm inspection. Hiller will also be repairing the amplifier on the 5th floor as well.

Southern Pools and Spa has ordered a new cleaning agent for the indoor hot tub. Due to back orders from supply, the vendor will do their best to scrub by hand.

As of January 23, 2024, the pressure valve switch for the indoor hot tub went out. Southern Pools and Spa's has ordered a new valve. This valve works for the heaters for the indoor hot tub.

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

System Services and Engineering installed the new exhaust fan for the indoor hot tub on Monday, January 22, 2024.



During this install, the tech with System Services and Engineering accidentally crushed a main water line that is located near this area. This is what caused the building water to be shut off so the SOA could address an emergency repair. Once the water was turned back on, there was a flow valve stuck somewhere within the building which caused the fire alarm to go off. Thankfully, Hiller Companies was already onsite repairing a fire sprinkler line in the owners lounge and on floor 11 where they could reset the system in a safe and prompt manner.

Window World was onsite January 26, 2024, to inspect the punch list units. Window World will give a scheduled date to management on when they will address each punch list item.

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

Jerry Pybus Electric will be back onsite Monday, January 29, 2024 to work with **Cavinder** on the requested items for the elevator modernization project.

For the electrician.... We will need new disconnect switches for the elevator and cab lighting.
They will need to pipe and wire from those switches to the new elevator controller.
New pit lighting and GFCI outlet...all waterproof.
Machine room lighting and GFCI
Any wiring from the ATS to controller

Cavinder Elevator was not able to complete the ground floor cladding install for cab 2 and 3 due to settling issues. Management will be working on this next week.

Cavinder Elevator was able to install the control box key lock in elevator 1.

GM is working with **Cavinder** on the flooring, cladding and cab install.

Cavinder Elevators is working with the GM to schedule the flooring for all four cabs. The epoxy floor install is a 2 – 3 day install per elevator.

TEK has been contacted to pick up the floor machine onsite to repair the broken belt.

System Services and Engineering is waiting for a date for the light rep to come out and measure the lights for the night swimming permit.

The General Manager has contacted another electrical engineering company to see if The Summit can receive faster service. There are only two companies in Bay County that the GM found who can conduct a photometric survey which is needed to obtain the proper permit.

Quality Gates and Openers is still waiting for the part to arrive for the exit gate as of January 23, 2024 for the exit gate the estimated time is Thursday, January 25, 2024. This repair will be scheduled with the General Manager.

C Sharpe is continuing to work with the General Manager and the Board of Directors regarding the project onsite. As of Thursday, January 25, 2024, C Sharpe has not been onsite for a few days, due to weather.

East and West Laundry Rooms- C Sharpe is waiting for good weather to begin and complete the \$10K T and M workorder. Unfortunately, the entire month of January has not been safe for the repel job due to rain and wind speeds. Hopefully within the next two weeks we will experience safe weather where C Sharpe can safely schedule to begin the repair work on the top of the building (over the east and west). Without this portion completed, C Sharpe cannot complete the work within the two laundry rooms such as the drywall replacement.

Middle Canopy- C Sharpe was not able to begin the joist and roof decking replacement this week due to a safety concern of the flooring of the attic space. On Friday, January 19, 2024, an electrician with System Services and Engineering fell through the ceiling while conducting the required electrical work that was needed for joist replacement within the attic space. After I was notified of the accident, the employee went to their employer and the hospital to follow safety protocols. Onsite Maintenance was able to secure the flooring by re-enforcing the attic decking. System Services and Engineering came out on Monday morning to inspect the workplace environment and scheduled their tech to come back the following day, Tuesday, to complete the job. Over the weekend, Maintenance was able to move the AC unit on the center canopy roof out to the requested placement (per CSharpe in respect of the contract and how much decking will be replaced) on Saturday.

Due to rain and the electrical completion time, C Sharpe was not able to begin the center joist replacement and roof decking on Monday or any day this week. They are watching the rain forecast for next week to schedule center canopy roof work and the repel job. Once the center canopy roof work begins, they will schedule out the stucco and underneath portion (outside areas by the trash chute) where the plywood wall will soon be taken down.

Pascal Painting has been contacted to provide a quote for tile removal throughout the property for the balconies..

Pascal Painting has been contacted to provide a quote to repaint the ground floor pavers on the northside of the building.

Pascal Painting has been contacted to provide quotes for the below photos from the Milestone Inspection Report.

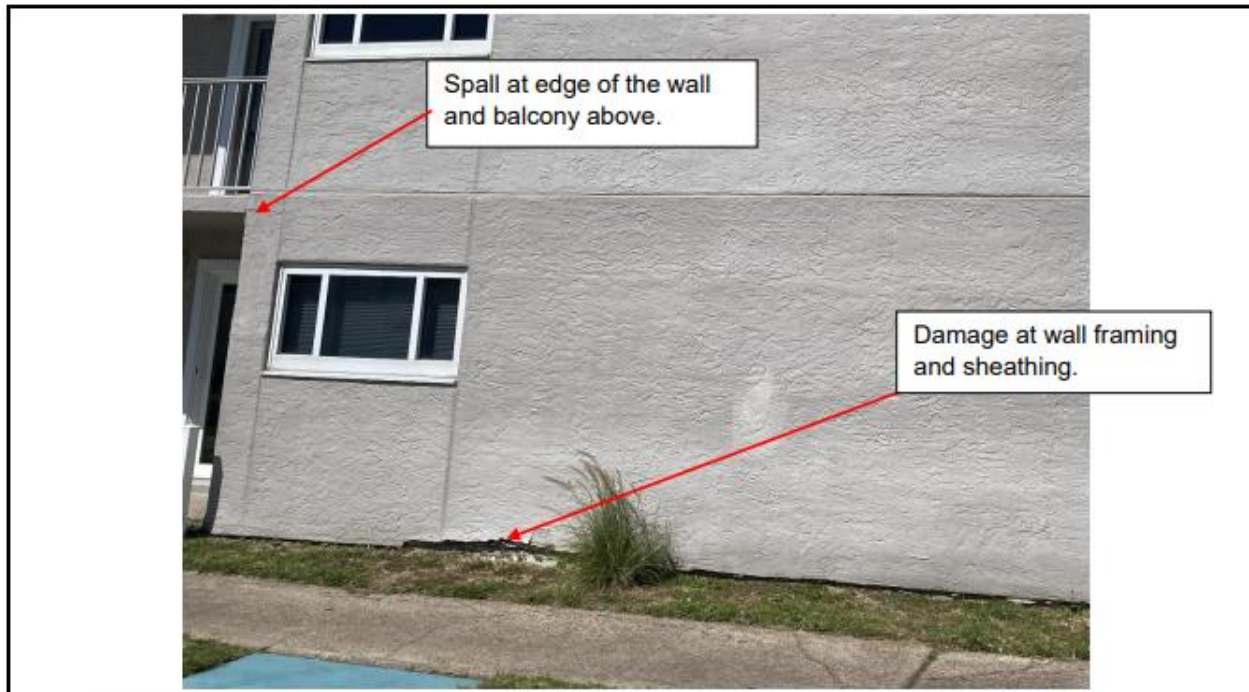


Photo 13

East Wall At 1st Level



Photo 16

Bathroom Wall at 1st Level



Untreated wood in contact with masonry.

Photo 21

West Stairwell Level 9



Wood rot in untreated wood trim at masonry door head.

Photo 22

West Side Utility Room



Stucco cladding is continuous to the soil grade.

Photo 43

Summit Gatehouse East Side



Water and wood destroying organism (WDO) damage seen at the interior side of the wall.

Photo 44

Interior Wall of the Gatehouse

Pascal Painting has been contacted for a handful of wood rot and stucco repairs through the property. The General Manager is waiting for quotes.



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McAlpin Signs, Inc is working with the General Manager on a quote to repair and or replace the surfboards located at the back beach deck showers.

Orkin Pest Control upcoming month schedule has been posted on the owners association website.

Stanley Steamer was onsite to clean the men and women's restroom in the gym. The tile was also sealed to assist care for this area.



Panama Glass has been contacted for a quote to add perimeter glass frames to the existing mirrors in the men and women's restroom located in the gym.

ON THE GULF OF MEXICO

Upcoming Taks and Objectives for 2024

Grounds will be pressure washing the sidewalks and pool deck - Weather Permitting

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.

