

February 1, 2024

Managers Report for the Board of Directors Meeting

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

Management is working on the Timeshare Division regarding account balances, sales, and operations within this division.

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 created a work order within house maintenance to address the west showers until the vendor can provide a quote to make all four showers uniform.



Management has been working with the Maintenance Department on efficiency and enhancing customer service.

Management has conducted interviews for personnel positions.

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. With the help and support of the Board, the General Manager has received a list of websites to investigate this item on behalf of the Board.

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.



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, workload for maintenance (timeshare weeks, owner work orders and SOA outstanding work orders) this item will be subbed out.



Management created a work order within the maintenance department to repair and replace various items of missing wood and damaged wood in the women's restroom in the gym.

Modification Requests- 1505 and 931

Vendor Update and Topics

Life Safety

Hiller Companies was onsite Tuesday, January 30, 2024 to conduct the quarterly sprinkler and alarm inspection.

Pools

The Association is waiting for cleaning agent for tiles in the indoor hot tub through the contracted pool vendor.

The Association will be scheduling the patch repairs in the indoor hot tub area and the outside pools. The vendor will not need to close any pools without heaters. The main pool will need to be closed for 4 hours the day of the scheduled patch repairs on the perimeter of the pool. The vendor will warranty the work for 1 year.

Slider and Window Install

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. Window World Outstanding Items: Complete Punch List Inspection, Schedule Punch List Items, Conduct Walk Through, Schedule City Inspector Final Inspection.

Elevator Mod

Cavinder Elevator has begun the elevator 4 moderation project. Once the elevator shut down date is approaches Management will send out a mass email as a reminder to the community that elevator 4 will be down.

Management will be working with the elevator vendor on a scheduled date for the elevator floor install.

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

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.

Floor Cleaning

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

Night Swimming- Permit Process

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.

With the Board's help and support, the General Manager contacted two more companies to help obtain the proper permits required for night swimming.

Exit Gate

Quality Gates and Openers installed the exit gate part on January 30, 2024. Quality Gates was onsite on Tuesday to install the new part. Unfortunately, the gate still did not respond. The tech believes this is a circuit board issue. Management is working on this item.

West and East Laundry Rooms

C Sharpe is continuing to work with the General Manager and the Board of Directors regarding the project onsite. Final walk through is tentatively scheduled for February 16, 2024.

C Sharpe has begun the stucco repairs on the east and west columns. There is scheduled rain to be in our area this week where the vendor and management will conduct a visual water test. The Board and the GM have requested another complimentary drone observation to visually see the work that was completed with the additional and approved \$10,000 T & M change order. Debating on the upcoming weather, the vendor will begin the drywall replacement in the west laundry room shortly. Once this has been completed, the Board will be able to begin upgrading options for the space. The west and east laundry rooms will receive new doors this week. Once the west interior has been completed, the vendor begin on the east again.

Middle Canopy

C Sharpe is continuing to work within the designated areas to replace a joist and the roof decking per the contracted scope of work.

As of Monday, January 29, 2024, C Sharpe will begin framing the doors for the east and west laundry room. Thursday the west laundry room will be closed due to c sharpe working on the doors.

Balconies

Management and the Board are working on quotes for tile removal throughout the property for the balconies.

Ground Floor Walkway Repaint

Management and the Board are working on quotes to repaint the ground floor pavers on the northside of the building.

Milestone Inspection Report

Management and the Board are working on quotes for the below photos from the Milestone Inspection Report.

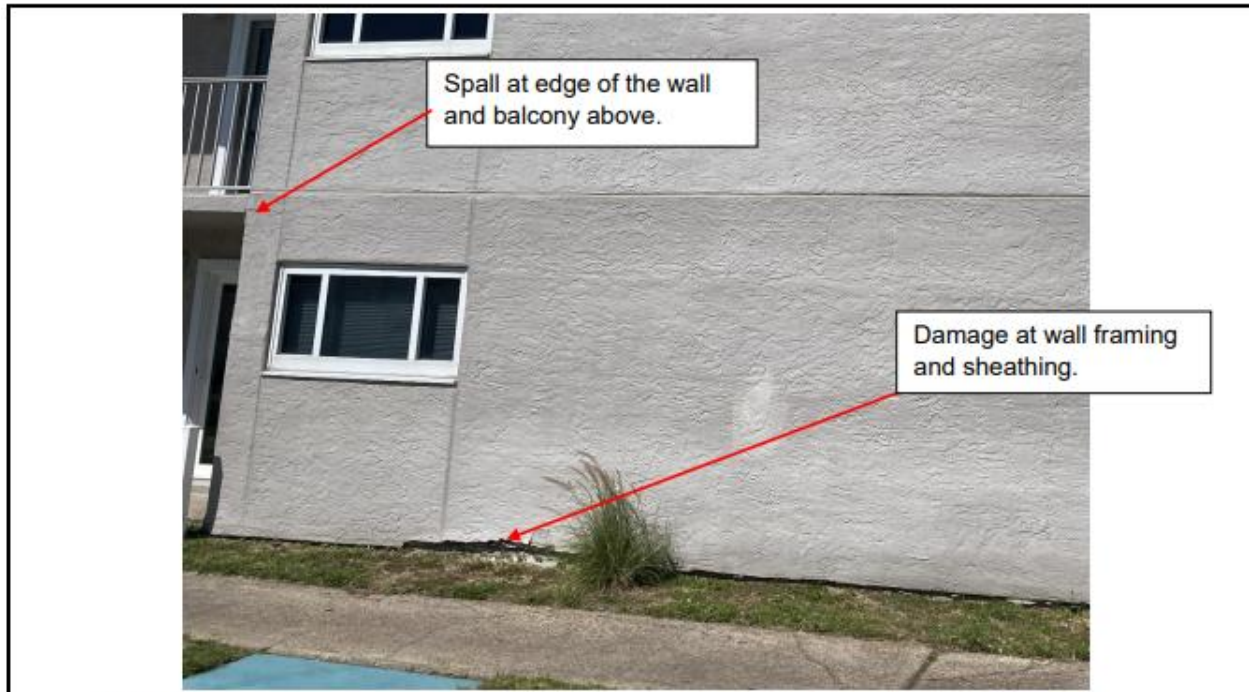


Photo 13

East Wall At 1st Level



Photo 16

Bathroom Wall at 1st Level



Photo 17 | **Southeast Corner at 1st Level**



Photo 18 | **Partition Wall Between Units 430 & 431**



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

Wood Rot and Stucco Repairs

Management is working on collecting quotes for various wood rot and stucco repairs throughout the property.







Surf Board Showers

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.

Pest Control

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

Upcoming Taks and Objectives for 2024

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

East and West Laundry Room Enhancements

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.