

February 10, 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.

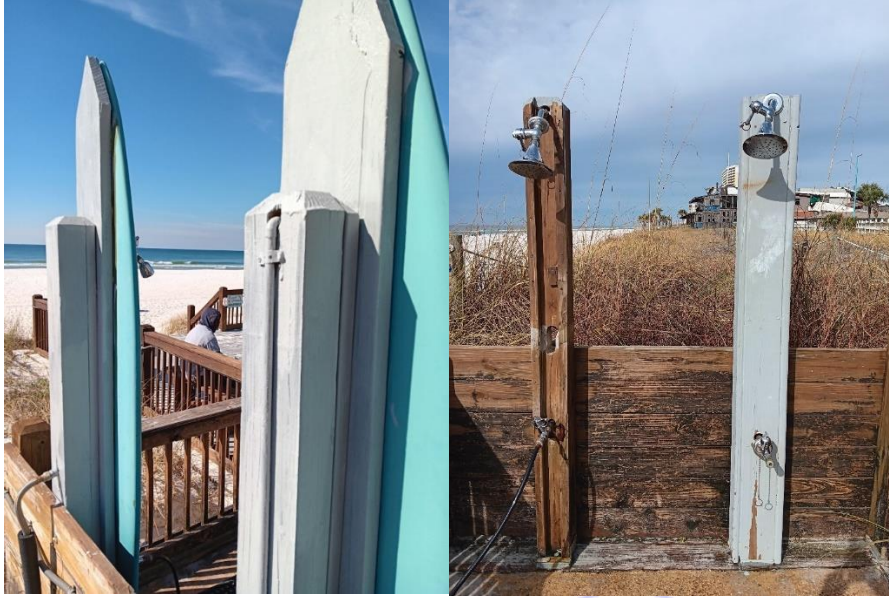
The General Manager will be working closely with department leads to schedule open punch list items throughout the property.

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 Grounds and Building Department have painted the showers on the west until the surf boards are replaced.



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. Unfortunately, the lights that were delivered were not the right lights. The staff is working on finding lights that are similar to what we have onsite. The current fixture was discontinued.

Management and the Board of Directors are working on grocery carts for the upcoming year.

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

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

Management is still working on wood rot, stucco repairs, and electrical information for the property.

Per the Association Rules and Regulations, trailers and boats are not allowed on property March through August.

All residential doors have been scheduled to clean.

The 2 of the easy go carts will be picked up by Panama City Golf Carts the second week in February.

The Website company has been working with the General Manager on the community website.

The association office is working with Coastal Accounting on the year end audit.

The association has contacted the trash chute chemical company to inspect and repair all three odor control machines within the chutes. Vendor is waiting to confirm site visit date- either next week or the second week in March.

Management is waiting for a pickup date for the floor machine.

All front door mats have been removed from the common area walkway.

The Men's Sauna is currently working. Management has contacted the manufacture for new parts for the machine.

Vendor Update

Life Safety

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

Pools

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.

Southern Pools and Spa will be addressing the perimeter cracks on the indoor and outdoor pool within the next month.

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 will be onsite February 13 and February 14 to conduct a full building unit inspection of the install. Window World is currently waiting for parts on punch list items that were inspected January 26, 2024. The Summit will be working with Window World to schedule punch list items.

Elevator Mod

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

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

After recent discussion with Cavinder Elevators, the Association has been given an updated quote for epoxy flooring within the elevators. Epoxy flooring is not included within the submitted scope of work.

Floor Machine

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

Night Swimming- Permit Process

With the help and support of the Board, the general manager has contacted two additional companies to assist with obtaining the proper permits required for night swimming.

Front Exit Gate

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. 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. GM is waiting for a new quote for the circuit board.

Irrigation

Watkins Irrigation was onsite February 10, 2024, to conduct an irrigation audit and to repair large leaks throughout the property. The water hose bib on the north east side of the property has been repaired and is working properly.

Balcony Tile Removal

Management is collecting bids for this project.

Front Walkway- Repaint

Management is collecting bids for this project.

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

McAlpin Signs, Inc is working with the General Manager on a quote to repair and or replace the

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.

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.

