

February 24, 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.

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.

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.

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.

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

Management is gathering quotes for pine straw for the front of the property.

Management is looking into new speakers on the pool deck due to rust.

The sign on the *big blue beach chair* (west end) has been removed and taken to the sign shop for repairs.



Management was able to address and find a leak that has been going on for quite some time in the lobby of the women's restroom. After days of investigating this leak, there was toilet that was stuck running and there was a break in a drain pipe. This repair will be done through the access point of the drain on the roof by Roto Rooter with a 1 year warranty and with a complimentary scope camera inspection in 1 year to confirm the repair held within the walls and pipe.



Spring Break Rules have been posted on the Owners Website.

The rope to the beach flag ripped the morning of Friday, February 23, 2024. Management is working on renting a lift to install a new rope for the beach flag pole.

Association Personnel will be addressing the wood rot on the front entrance within the next two weeks-weather permitting.



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



The indoor pool is currently closed due to a water leak coming up out of the floor. Management and the vendor have confirmed the leak is coming from the hot tub. This amenity will be closed until further notice while we make proper steps to address this repair.



Slider and Window Install

Floors 15, 14, 13, 12, 11, 8, 7, and 6 have been inspected by window world. Window World will be back onsite Thursday, February 22 and Friday, February 23 for additional inspections.

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.

Night Swimming- Permit Process

Bay Engineering Solutions was onsite the week of February 19, 2024 in efforts to create a proposed lighting plan to obtain the proper requirements regarding night swimming permits.

Front Exit Gate

Per the last Board of Directors Meeting on February 16, 2024, the General Manager has moved forward with the quote to replace the exit gate.

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.

Beach Surfboard Showers

McAlpin Signs, Inc is working with the General Manager on a quote to repair and or replace this item. This vendor will be in town within the next two weeks to pick up two broken surfboards.

Annual Termite Inspection

The contracted vendor will be onsite February 27, 2024 to conduct the annual termite inspection. The vendor will be accessing all ground floor units with an association representative present.

Lawn and Pesticide Care

Brock Pest Control will begin a monthly lawn treatment in March in efforts to provide and protect the grass and plants with proper nutrients.

Pine straw

Management has contacted vendors on quotes for bales and rolls of pine straw for the front entrance.

ADA Handrails

Triple H Welding was onsite Friday, February 23, 2024, to weld the handrails within the parking lot.

Trash Chute Hole

Vendors have been contacted to weld a hole in the trash chute.



East and West Laundry Room

C Sharpe is working on completing these two areas. The Board and Association Personnel are exploring adding a mini split hvac system, in efforts to create air flow. Below is a photo of a similar system that the

Association is exploring to install in the spaces. The Association will be investigating cost and types of new laundry machines once this space is completed with the contracted vendor.



C Sharpe

The work from C Sharpe is almost complete. Management and a Board Member will be conducting a walk through with C Sharpe Friday, February 23, 2024.



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

Gather quotes for pavement options for the north and full parking lot.

Gather quotes for repainting on tennis courts and shuffleboard courts.

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.

