

May 3, 2024

## Managers Report

Management will continue to work on the website for updating and revamping purposes.

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

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

Draft storage lease, draft official record request, draft trailer registration form, draft owner lounge form are still under review.

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

Management is hoping to have all edits of the Board Meeting Minutes completed by next week which will be posted on the owners website.

Management has scheduled site visits with stucco vendors for areas throughout the property including perimeter wall cracks, milestone recommendations, cracks from window installs and normal wear and tear on the property.

Management is working on the Milestone Inspection Requirements.

Management has followed up with FPL regarding the recommended ventilation for the east and west electrical rooms. The Association has been directed to the Fire Marshall and Building Official regarding this inquiry. After speaking with the Building Official and the Fire Marshall, the doors do not need to have a vent however, the door must be a 90 minute fire rated door and have air flow. Management has reviewed the specs from C Sharpe that were created by MK Webber Engineering, the doors that have been installed are impact doors not fire rated doors. Management will need to speak with a Board Member on replacing the doors to meet what is required for the two ground floor electrical rooms.

**1 WEST BUILDING REPAIR PLAN**  
18" x 11 1/2" (1417) 1/4" x 11 1/2" (2436)

**2 EAST BUILDING REPAIR PLAN**  
18" x 11 1/2" (1417) 1/4" x 11 1/2" (2436)

**VWEBER**  
Structural Engineering  
3200 W. 23RD STREET  
PANAMA CITY, FL 32405  
MKWEBER.COM

FL CERTIFICATE OF AUTHORIZATION # 53120

**MICHAEL K. WEBER**  
LICENSE  
No. 75798  
Digitally signed by Michael K. Weber  
Date: 2023.05.07 14:58:37 -0400  
PROFESSIONAL ENGINEER  
FLORIDA

EOR: MICHAEL K. WEBER P.E.  
STRUCTURAL ENGINEER  
FLORIDA P.E. # 75798

PROJECT: ROOF REPAIR FOR THE SUMMIT BEACH RESORT  
8743 THOMAS DR  
PANAMA CITY BEACH, FLORIDA

REV.	DESCRIPTION	DATE

DESIGNED BY: JCC  
CHECKED BY: JCC  
DATE: 5/6/2023

SHEET TITLE  
EAST & WEST BUILDING REPAIR PLANS  
DRAWING NUMBER  
**S2.0**

Management has confirmed the west electrical room does have ventilation but we will need to add a fan which is a simple fix to add air movement.

Management has confirmed with the help of a Board Member that the east electrical room will need a new exhaust motor.



Management has contacted a vendor to repair pool loungers onsite we are still waiting for a pick up date.

Management has scheduled to deep clean the pool furniture the week of May 6, 2024.

Management is planning on picking up 13 tons of rocks to replenish the landscaping rocks for the season the week of May 13<sup>th</sup> with the install of the follow week.

Management has contacted two local landscape companies for hydroseeding areas of dead weeds now that the community has a professional chemical company to provide proper care for grassed areas onsite.

During the week of bike week, the front desk processed over 151 registrations. Management has a property registration and amenity item check out form for the Book Keeper and GM to gather data.

The indoor spa has been reopened. The selected pool vendor has repaired the leak, reinstalled the hand rail and repainted the indoor spa area.



### **Pool Umbrellas**

New pool umbrellas have been placed throughout the property. As a great customer service opportunity, the staff has been asked to close umbrellas on the pool deck when the tables are open for use by a guest. The staff is also learning how to properly maintain pool umbrellas and where to store them for weather purposes.



### **Pool Tables**

The Association has received the new polywood tables for the pool deck. Unfortunately, the tables are missing some screws where the staff has removed the new tables and contacted the manufacturer for proper screws.

Management is waiting for the screws to come in.

Once the screws are in, management will slowly replace the tables with the concrete tables. The new umbrellas, polywood tables, polywood chairs and umbrella holders have been delivered.

The ordered umbrella stands do not fit under the new tables where management has contacted the manufacture for more options. Photos and updates on this topic will be within the next managers report.

### **Pool Lights**

Management has gathered fixture cost and lift cost to repair the three 30 foot pole lights. Management has placed caution tape on the bottom of the light for safety.

Please note once the fixtures have been replaced, management will reconnect the lights as they were disconnected in 2021 per maintenance.

Management has gathered quotes for the light fixture and the lift. Management has also requested a quote from the vendor whom is conducting the photometric survey. Per the vendor, the three 30 foot pole lights are not needed for the requirements of the photometric survey. Management has requested their explanation in writing to present to the Board.

### **Concrete Repair- Bikini Bob's and Hot Tubs**

Management has coordinated with Bikini Bob's to address the concrete on Wednesday, May 8, 2024.



### **Insurance**

The Community has renewed insurance policies. Management would like to invite the Association Insurance Agent to an upcoming Board of Directors Meeting to discuss common questions from Owner Association's to educate the Board on what The Summit's coverage is.

Property and Wind Insurance this year had a reduction of 32% cost wise which calculated roughly over \$279,000 in savings.

The General Liability / Excess Liability insurance premiums increased this year significantly due to The Summit claims experience. Attached to the Board email, Board Members has received copies of loss run history for The Summit. Fortunately the savings on your Property/Wind premiums outweighed the increase in your GL/Excess Liability premiums.

The new GL policy will have a designated operations exclusion which excludes coverage to the association for any 3<sup>rd</sup> party services/vendors and commercial tenants. **The Summit will need to continue being diligent in your efforts to contractually require all 3<sup>rd</sup> party vendors and tenants carry appropriate insurance and name the association as additional insured on their policies.**

The Umbrella (Excess Liability) is divided into two policies again this year, as it has been in the past; there are two \$5M layers providing a total limit of coverage of \$10M.

FBI did also provide an optional quote for a wind deductible buydown policy. The Name Storm deductible on the wind coverage is 5% as quoted (5% of the value of insurance) which equates to #2.6M.

The “buydown” quote is a 3% deductible cost where this policy would cover the storm/tornado from January as an example. With the entire total of the policies, the community will have slightly come under the budgeted amount for Insurance for 2024.

FBBI will have a risk control visit the week of May 6, 2024 as a complimentary service to the community. A risk control visit is a scheduled visit with a Risk Service Advisor. This visit is something that the agent does not notify the carrier; their findings and recommendations are for the team to review where we can take proper action to protect the asset.

## **Vendor Update**

BCC has been contacted to amend the current contract to honor the 36 month timeframe.

## **Window World**

City Building Inspections will be conducted on Tuesday and Wednesday’s from 2 pm – 5 pm. Per the inspector, the inspections should take 5 – 10 minutes. Please see the scheduled City Inspections below.

## **Window World Schedule**

Tuesday, April 16, 2024 - Floor 13 *\*\*Rescheduled by the City Building Inspector due to scheduling conflict.\*\**

Tuesday, May 7, 2024 -Floor 7

Wednesday, May 8, 2024-Floor 6

Tuesday, May 14, 2024 -Floor 5

Wednesday, May 15, 2024-Floor 4

Tuesday, May 21, 2024 -Floor 3

Wednesday, May 22, 2024-Floor 2

Tuesday, May 28, 2024- Floor 1

Wednesday, May 29, 2024- Floor 13 *\*\*Reschedule from April 16, 2024\*\**

## **ADP**

Management was contacted by ADP regarding the SOA following up on a 401k plan for employee’s. General Manager is setting up a follow up call with this vendor for more information about the plan.

## **Elevator Mod**

Cavinder Elevator is on schedule with the posted project schedule located on the Owners Association Website.

Cavinder Elevator will honor the \$1000 flooring credit to the cladding change order quote or as a credit for the final project where the Board can review options for the elevator floor.

Estimate for epoxy flooring for all four cars is \$10,4000 with a 1 year product warranty and a 1 year installation warranty.

The interior of the cab remodel is scheduled to begin May 13, 2024.

### **Night Swimming- Permit Process**

Bay Engineering Solutions has presented the Board of Directors with a quote for a lighting plan on March 15, 2024 totaling to \$193,910.

Bay Engineering Solutions has presented a lighting quote for the spas on April 15, 2024 totaling to \$26,400.

After reviewing the quote, the Board has contacted SSE to move forward with the \$1500 current photometric survey to submit to the State Health Department in efforts see which pool will be approved and or not approved with current lighting. If each operating pool permit has not been approved by the State, the Board will request an additional lighting plan submitted by SSE in efforts to address this as soon as possible.

The Association can submit the lighting plan and the proper form for night swimming to the state as many times as they feel is best. There is not a penalty for reapplications or fines if the Association does not meet the requirements for night swimming.

#### **454.1.4.2 Lighting.**

Artificial lighting shall be provided at all swimming pools which are to be used at night or which do not have adequate natural lighting so that all portions of the pool, including the bottom, may be readily seen without glare.

#### **454.1.4.2.1 Outdoor pool lighting.**

Lighting shall provide a minimum of 3 footcandles (30 lux) of illumination at the pool water surface and the pool wet deck surface. Underwater lighting shall be a minimum of 1/2 watt incandescent equivalent, or 10 lumens, per square foot of pool water surface area.

#### **454.1.4.2.2 Indoor pool lighting.**

Lighting shall provide a minimum of 10 footcandles (100 lux) of illumination at the pool water surface and the pool wet deck surface. Underwater lighting shall be a minimum of 8/10 watt incandescent equivalent, or 15 lumens, per square foot of pool surface area.

#### **454.1.4.2.3 Underwater lighting.**

Underwater luminaires shall comply with Chapter 27 of the Florida Building Code, Building. The location of the underwater luminaires shall be such that the underwater illumination is as uniform as possible. Underwater lighting requirements can be waived when the overhead lighting provides at least 15 footcandles (150 lux) of illumination at the pool water surface and pool wet deck surface. If signage clearly indicates that night swimming is prohibited, underwater lights supplying less than minimum illumination required for night swimming may be installed for safety and decorative purposes. **Nothing in this section exempts swimming pools located in coastal areas, as specified in Section 3109 of this code, from compliance with all applicable local and state wildlife and environmental lighting requirements.**

As of April 5, the Board President nor the General Manager has received a call back from SSE regarding the scheduling dates for the survey. On April 8, 2024, the Board President received a call from the POC of the selected vendor where he apologized that he was out of the office and that he will be contacting the General Manager for scheduling to begin the current photometric survey process.

As of April 11, 2024, the General Manager has contacted the vendor twice for scheduling purposes.

As of April 19, 2024, the General Manager has received a response from SSE that their lighting representative is scheduling into mid May.

The contracted pool vendor is still working on the lighting within the outdoor hot tub. As of April 19, 2024, the vendor will be onsite over the weekend to change the lighting fixtures within the hot tubs.

SSE will be onsite May 8, 2024 to conduct the photometric survey.

### **Beach Surfboard Showers**

Management has contacted the vendor and the west east surf board showers are estimated to be completed within 1 month.

### **East and West Laundry Room**

Board and Association Personnel are exploring adding a mini split hvac system, in efforts to create air flow. The Association will be investigating cost and types of new laundry machines once this space is completed with the contracted vendor.

After reviewing the specs for the split unit at the request of the Board, the split unit for the WEST laundry room will need to be placed on same side as the front door due to recommended “breathing space” for the unit. Maintenance has contacted Jerry Pybus to come out and requote the electrical needed for this install. Please note, the quote from Jerry Pybus does not include a permit for this install. Management will be working on a quote regarding the application of the permitting process.

Management has contacted two other electrical companies to provide quotes due to the install time shared by Jerry Pybus. Both companies will be onsite next week, April 22, 2024, to give a quote with the request of the electrical permit be included. This project will also have an additional permit needed for a wind platform for the mini split system.

Management received a quote from SSE for \$1981.00 per unit. Management is waiting for a date from SSE to begin the electrical work needed for this job.

### **Hiller Fire Companies**

Semi Annual Sprinkler and Quarterly Alarm Inspection will be done on May 14, 2024.

### **The Glass Center**

The Glass Center has installed mirrored frames on each mirror within the restrooms located in the gym area.







### **Art Construction**

After months of sending photos of concerned areas of the main roof, GAF (material warranty company for the TPO roof) has honored the photos and has sent confirmation that a claim is now open for the roof. GAF scheduled a representative from Art Construction to come onsite Friday, April 19, 2024 however, the vendor canceled and Management is asking for a site visit this weekend and or Monday morning.

Management has requested a quote from Art Construction for an annual roof inspection for future documentation if the Board wishes to have one done.

Management will write a separate update to the Board on this item.

### **Upcoming Taks and Objectives for 2024**

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](http://www.summit-resorts.com)

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

**First Month of Second Quarter Recap and Recognition of 2024**

- The first month of Q2, the community received fourteen 5-star google reviews.
- The Association was able to capture property registration data and enhance the guest experience. by having an employee representative at the front office within the glass area.
- Leak within indoor hot tub was repaired.
- Paver Companies have come out to inspect the property to provide a quote.
- Management has approved the electrical work needed for the mini split system in the laundry rooms- east and west.
- Management has received gym equipment information from owners which will be reviewed this quarter.
- Management has gathered Timeshare Information which will be reviewed and presented to the Board shortly.

