

Managers Report

Management has made an appointment for next week to go to the City Building Department to review the electrical plans for The Summit.

Management has reached out to Beach Repo for a quote to get the full set of building plans digitized.

Management has shared mass email communication options to the Executive Board Members in regards to cost and set up time. Currently, The Summit only has the COA ownership set up on mass email. The COA is currently paying about \$20/month. The current plan, *essential plan*, has max out the contacts (500). To add an additional address book (TS Contacts), the monthly fee would increase to \$45/month with the prorate of the date from the plan change to the next billing cycle (the 15th of each month).

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

Management completed the meeting notice requirements and mail out to all owners within both divisions.

Manager will be reaching out to twenty units next week regarding new code change from the November Hiller Service Fire Inspection.

Management is waiting for an install date for the fire sprinkler and alarm repairs.

Management is waiting for bids for the photometric survey regarding the pool light night swimming permit (indoor and outdoor). Manager has reached out to all electrical engineers within Bay County who perform photometric surveys.

Management will be going to the building department next week to look at the building plans for the electrical for the indoor pool. There is a short in the wall somewhere. The staff can either take out dry wall and guess where the lines are but their time is valuable and the cost to put it back could be high (debating on how much they pull out). The General Manager will review the plans to give guidance within an area on where to begin where then an electrician can come and repair the wire. Once the wire is repaired the indoor pool will be ready for enjoyment during the day.

Management has opened a claim with GAF regarding the TPO roofing.

Procom was onsite this week repairing 4 of the cameras that were out onsite.

Window World will be scheduling punch list days and city window inspections within the next few weeks.

Stucco repair on the ground floor within the pool deck area was worked on this week. Before and after photos will be shared next week.

As of December 1, 2023, all luggage carts have been greased and received new carpet for the year. This work was done in house with the hard work of the Grounds and Building Department.



Stair paint for emergency exits will begin within the next two weeks. Management will be planning the paint schedule next week.

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.

The General Manager will be working closely with the onsite staff to clarify, enhance and increase efficiency within operational communications and tasks.

The General Manager is working on storage unit lease agreements for the upcoming year.

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

The General Managers office will be closed to the public Monday, December 4, 2023 – Wednesday, December 6, 2023 to complete open task items, follow ups and updates pertain to legal, projects, contractor relations, forms, and maintenance work orders.