

Property Manager Report 1/13/2024

Presented by: Ed Chamberland

We welcomed Jake to the Lookout on December 1st allowing him to shadow Arthur for the month to learn about the building.

From 1/1/24 to today work completed includes:

- Four heat control issues in units 315,305,210 and 214. Three closed, one remains open.
- Gutter on front side of Annex damaged in windstorm – waiting for quote to repair.
- Tree trimming scheduled for 1/16 and 1/17 weather permitting.
- Boiler failure for 4 hours – cause: vacuum switch and dirty filter – closed.
- Property Manager Unit Clean Up – Ongoing
- Sump Pump failure in boiler room – repairs are ongoing.
- Waiting for quote from mason to repair Cottage 4 foundation and pillars in front of main building.
- Failed light fixture in the third-floor stairwell – to be replaced – ongoing.

Details on all of these issues can be found on the property manager's log located here:

<https://thelookoutinogunquit.com/requests-and-log>

Project Updates

Cottage 6

- Zaccardi is 99% complete.
- The other 2 units are in process.
- Finish materials are on order.
- Work to be performed January-March

Annex G Hallway

- Dry wall in the hallway has been removed and Jamie is evaluating the work and will provide a quote as soon as possible.
- During the week of 1/15, a jack hammer will be operated on 1/16 and 1/17 to remove ledge to widen the hallway.
- On Friday 1/19, spray foam insulation will be applied to the foundation wall.
- Work will be ongoing from January through March

January 6 snowstorm

Cottages 1 and 5 had roof leaks caused by the heavy snow and rainstorm. Due to the heavy snow and rain, some seals on the roof failed. The damage was minor. We will have a roofer investigate when the weather permits.

