

Property Management Presentation

Property Manager Log

January – May Log Highlights

Resolved a total of 13 heat control issues. Unit 101, 105, 207, 210, 214, 302, 305, 309, 311, 315, 403, 405, 414.

Investigated and notified owners of various leaks related to weather conditions. C1, C4, C5, 101, 105, 203, 206, 208, 214, 310, 312, 413.

Resolved boiler failure related to failed switch and maintenance service required and completed.

Repaired sump pump in Boiler Room.

Repaired light fixtures in the stairwells.

All fire extinguishers inspected with one replaced and one relocated.

Repaired storm water damage Locust Grove Lane.

Repair storm damage to the main building siding.

Repaired storm damaged Pool fence.

Cleaned up broken glass from a tabletop that blew off the unit's deck. Luckily there was no additional damage or injury to others. Please make a note to secure all items on decks during inclement weather.

Removed pergolas from the shuffleboard area due to unsafe conditions.

Performed repairs and inspection on the elevator.

Assisted Spectrum on upgrading cable TV boxes.

Summer setup activities. Tennis net and benches installed, Lawn furniture and grills put out. The pool was uncovered, cleaned, chemicals adjusted, and a shower installed. The pool canopy is old and failing and cannot be reused or repaired.

Project Work:

Cottage 6:

The finished interior work at Cottage 6 is going very well. Doors, cabinets, and flooring are coming to completion on. Work will continue up until June 15th and Morrison Construction has committed to completion by this date.

Auto controlled water valves for each unit in Cottage 6 will be installed. This valve will learn the water usage for each unit and when it detects usage change it will automatically notify the owner and shut off the unit. These valves will be connected wirelessly to the owner's cell phones.

The owner will have full control of the valve and will be alerted if valve status changes. Due to the age of the building, past building practices, and dealing with the insurance claim this project has been very challenging for the owners, contractor and HCOA board. It's important to recognize all parties for their cooperation and understanding throughout the project.

Fire Suppression:

Pumps and related equipment have been replaced and tested.

Schedule and complete a 3 Year Full Flow Trip and Leak Test on (4) four separate Dry Valves. We are currently evaluating our service contract with Eastern Fire Protection Services. Recent communications regarding scheduling of services and costs have been difficult. We have retained High Tech Fire Protection to perform some required testing at a cost savings which will allow us to evaluate their services and consider them as a service provider in the future.

Further system flushing and leak repairs are anticipated in the fall of 2024.

Annex:

Morrison construction has completed this project.

Roof Structure Reinforcement:

A section on of roof on the main center building has been settling over the past several years. This section of the roof was modified during expansion phases many years ago. Morrison Construction was retained to add additional temporary support to the center of this roof section. A long-term solution will be to install a more modern roof structure design in the future.

Annual Inspections:

Annual safety inspections were established and completed on all units. The check list was created and recorded. Issues identified were addressed directly to owners asking them to comply.

Deck Inspections:

Deck inspections were completed on all units in the main building and cottages. A list of the decks and any issues identified was created and recorded. The list was then reviewed and based on issues

identified a priority was set on how to proceed with repairs and upgrades. The plan is to begin work as soon as funding is available.

Unit Leaks:

A total of 12-unit leaks were identified, investigated, and responded to. Most of the leaks have been related to weather conditions during the winter months. We have identified building siding, flashing, and sealing failures that need to be repaired to minimize these leaks. The plan is to begin work on these repairs as soon as funding is available.

Tree Maintenance:

Trees and shrubs around all cottages have been trimmed back to help reduce further damage to the cottages.

Property Managers Apartment:

The Property Managers apartment has been cleaned up, painted, replaced flooring, toilets, and appliances. The unit has been rented out.

Capital/CIC List

The following item list was established by the CIC committee and the Board of Directors to capture all items requiring funding in the future. This list will be reviewed and updated. Priorities will be established, and items will be addressed as funding becomes available.

Main Building Roof Replacements

Transfer heating oil pump Spare

Main Building New Heater (sprinkler room)

Main Building Sprinkler ID Leaks, Inspect pipes, Repair

Cottage 4 deck stair replacement

Cottage 4 foundation repair

Main Building Burner Replacements (2)

Pool Canopy and Structure

Cottage Gutters

Main Building Insulation

Repoint stone walls and pillars

EV Charging stations

Solar panels for Pool House

Main Building Oil Tank (above ground replacement)

landscape lighting

Main Building Generator Backup

Main Building carpeting - hallways

Pool Liner

Irrigation system in backyard

Main building roof support

Resurface driveway Dumpster area

Rebuild Dumpster Storage

Capital/CIC List Cont.

Paint crawl space façade

Resurface parking lots

Pool Furniture

Pergolas

Garage behind pool house

Main building wood siding repairs

Driveway replaced with new tar

Main building Rugs floor 1 level and garden level