

The past summer months have been a tremendous learning opportunity for the Property Manager. A substantial amount of time has been focused on interactions with the owners and renters. Most of these interactions are minor and are resolved very easily. Some do require time for Jake to have a complete understanding of the issues and determine a course of action on his part or to direct people to other resources.

Maintaining cleanliness of the common spaces was overwhelming during the summer when occupancy was at a high level. Further discussion is needed to clarify the distribution of the Property Manager's time for his overall responsibilities.

The swimming pool was opened and a series of issues were discovered.

- The filter media required replacement, the return skimmers were not functioning properly and a space ring was fabricated to allow the skimmer to operate properly.
- The electrical power cord on the pump was replaced.
- A new auto pool vacuum was purchased and utilized to perform proper cleaning of the pool.
- The backflow preventer on the water supply line needed to be rebuilt.
- We are currently adding an average of 500 to 750 gallons of water every other day to compensate for a water leak in the pool or related plumbing.
- Two separate entry key issues that impacted access to the pool were resolved in the entrance gate lock.
- Spring loaded hinges were installed on the restroom doors to help keep them closed, signage was installed to notify people to turn off lights when they leave the bathrooms and alternative light switches are being investigated.
- The pool shower was replaced and the existing canopy frame was removed and replaced with umbrellas.

Worked with a rodent specialist to address some potential infestation into the cottages. None was found.

Assisted with the implementation of the parking pass program.

Purchased and replaced one outdoor grill.

Solar run parking lot light was installed in the lower parking lot.

Locust Grove Lane was regraded twice following a wash out from heavy rains.

Light switches in the main entrance and office area were reconfigured for proper operation.

Overgrown vegetation was removed from in front of the storage garage to allow for better access.

Project Work

Cottage 6:

All owners were allowed full occupancy on or before June 15th 2024 and all work was suspended for the summer. The contractors will return in the fall to complete a punch list of items. No schedule has been confirmed with the contractor for the remaining work. Auto water control valves have been installed on each unit.

Cottage 4:

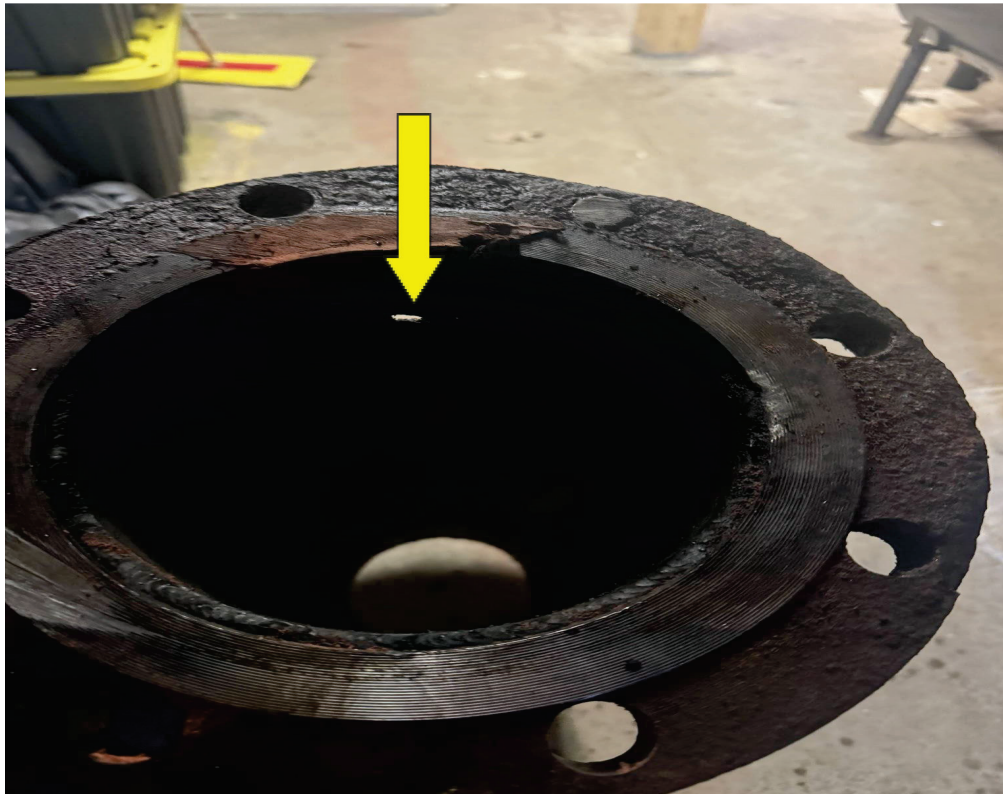
Obtained quotes and selected mason to perform foundation repairs on Cottage 4 in the fall. We are currently pursuing quotes to repair leaks in Cottage 4. Work to be completed this fall.

Fire Suppression System:

High Tech Fire Protection Company was on site at the Lockout to perform a 3 Year Full Flow Trip Test (3YFFT) on (4) four separate Dry Valves and complete an NFPA required 3 year leak test on each Dry Valve. This work was completed on 5/28 and 5/30. During the testing procedures, failures in the system pipes were identified and repaired. A complete blockage in the pipes for the Annex zone was also identified. A fire watch at night was requested by the Ogunquit Fire Department. A Fire Watch was established from 5/30/24 until 6/3/24. This Fire watch was covered by the Property Manager Jake Kennedy and HCOA Board members, Kathy Degan and Micheal Abbott. Repairs were completed on 6/3/24 to establish full flow in the Annex zone system. Unit 414 and 415 were accessed to make repairs.

Additional repairs are also scheduled for the fall. Due to the age of this system the service provider recommends a full review of the system. We will continue to work with High Tech to understand future needs and requirements.





Arrow points to a hole in the sprinkler pipe that was repaired.

Annex Building:

Annex G Hallway project remains open. The interior work is almost completed. Issues with the flooring improperly installed by the contractor have been resolved and final patch and painting will be completed in the fall.

Unit Safety Inspections:

Inspection will be scheduled for late fall early winter. Like last year the Property Manager will notify owners and communicate the schedule.

Unit Leaks:

Leak issues are tracked, investigated and monitored in the main building and cottages. Leaks have been associated with severe weather conditions, improper flashing and sealing of exterior wall and roof surface penetrations. Some leaks are resolved quickly and with minimal costs. Other leaks will require additional resources and time to resolve completely.

The Property Manager discovered water leaking down from the ceiling in the first floor Ladies Bathroom. This is the common bathroom near the Laundry Room. He then went to the unit above and found nothing wet or leaking. He then removed a section of the ceiling in the first

floor bathroom and discovered that the toilet flange from the unit above was leaking. He called in a plumber to help further investigate and found that the toilet was improperly installed with the use of 2 wax seal rings and that a sub floor was added to the bathroom floor during past renovations. The toilet flange was not installed at the proper height. Normally one wax seal is used when the toilet is installed correctly. Over time the 2 seals will fail and it will leak. Jake has notified the owner and closed off the two bathrooms for now. The owner will follow up with repairs.

It is concerning that this type of work could be common in other units remodeled in the past and we could have similar discoveries in the future.



The toilet flange is approximately $\frac{3}{4}$ of an inch below the floor surface.

Elevator:

Property Manager evaluated the current service provider (Stanley) for price and service and compared it to other service providers. He also recommended securing a longer term contract with Otis Elevator company. This resulted in \$924 annual savings.

Laundry Room Contract:

After several complaints the Property Manager investigated the service provider and status of the contract for this service. The current contract was signed in 2007 and has not been renewed. He will continue to work with the current supplier to update the contract and improve service from this provider.