

## Owners,

Please find the following work and oversight completed since the last update.

- 1) Provided access for Karins Engineering Milestone Inspection and material for the SIRS and CRS completion.
- 2) Reviewed and executed Karins Engineering SIRS & Capital Reserve Study Agreement.
- 3) Found that the elevator pit's hydraulic oil bucket had disconnected, and the oil spilled onto the floor. It was likely caused by rising water in the elevator pit during a storm. The area will be cleaned up by our elevator technician and a weight stabilizer placed on the bucket to deter this from happening again.
- 4) Monthly testings of elevator emergency phone completed successfully.
- 5) Completed replacement of Schindler Elevator phone land-line with Kings III cellular.
- 6) Elevator inspection completed. Certificate received and posted.
- 7) **Notice to owners.** Please be prepared that our elevator's power will be shut off and the elevator moved to higher floor when there is a mandatory evacuation in our area. This is standard practice recommended by both our elevator company and City fire officials. This is to protect the cab from getting wet if water was to enter through the breezeway or if water were to rise up from the ground into the pit. Shutting off the power will help to protect the system if there are any type of surges. Before turning the power back on if there is believed that water is in the pit, the elevator company will be contacted to ensure safe powering up.
- 8) Installation of the new call boxes, now with cellular connection, continues. The new call boxes will allow owners to use non-727 area codes to provide remote access. The boxes are now flush and look much better than the old ones exposed on top of the wall. A Change Order was issued to move the location of one cell box for aesthetic reasons and also to obtain a stronger signal. The hardware installation is completed; although was complicated by the electrical components. The company has determined there is a cell signal issue and they are working with the factory to resolve it to complete the software portion of this project.
- 9) Installation of the gate closures continues to be a frustration and priority of the board for their install. The most recent parts delivered were not the correct quantity or color. Our Project Engineer and Karins' Engineering Branch Manager have been directly handling with the original door company and have a second source on standby. We are not being billed for Karins time on this matter.
- 10) Completed and received the City's annual building fire inspection with all cleared.
- 11) Service, repairs and recharge of fire extinguishers completed.
- 12) Two board members began the management company search process. Many hours have been expended researching and conducting interviews. Information on the management companies being considered was recently distributed to all owners and will be discussed and voted on at the upcoming Special Meeting of the Board of Directors.

- 13) Completed annual review and submission of Association's eleven (11) insurance applications.
- 14) The bi-annual cathodic protection system inspection and measurements were completed. Conclusions remain consistent with those in the past.
- 15) Requested balcony flooring specifications from contractor.
- 16) Reviewed owner's Association Repair/Renovation Checklist submitted for new shutter installation.
- 17) The City has posted a Stop Work Order on an owner's door. Also, no Association Repair/Renovation Checklist was submitted.
- 18) New installation to replace damaged jockey pump display completed.
- 19) Receipt and review of quote for aging lateral fire pump pipes pending.
- 20) High-rise sprinkler repaired.
- 21) Replaced dumpster door's ground rod.
- 22) Completed bi-annual clean out of condensation lines.
- 23) Envelope Project updates provided in separate distributions.
- 24) Worked with cleaning staff on various issues.
- 25) Completed meeting preparations and minutes.
- 26) Interacted with counsel on litigation matters.
- 27) Management reissued corrected monthly maintenance coupon books.
- 28) Provided payment approvals to management company.
- 29) Participated with management company on various sales, renter and guest applications and other submissions from owners.
- 30) Discussed various above matters with management company for handling and direction.

***The Board of Directors – March 2024***