

Property Manager Report --October 18, 2008

Winter Season Reminders:

1. Please remove from decks, walkways, and areas under townhouses ALL items subject to hazard over the winter. All rugs/mats and flowerpots etc must be off wood decks due to rot. Loose items such as chairs etc must be stored and items that could be stolen should be secured. Since touch-up painting will continue we ask that all items on any wood surface be removed (outside wall hangings)
2. ALL units must (per insurance regulations) leave maintenance heat at 55 degrees.
3. Dumpster regulations remain. PLEASE do not place items other than sealed bagged trash in the dumpster without prior permission or we are charged for a special pickup. For large items we can suggest when to load the dumpster.
4. SUMMER 08 REPORT – Police called 2-3 times due to rowdy tenants. Parking went smoothly with concessions only needed on July 4th weekend. Remind tenants of correct permit for parking. Most users had pool passes but we must continue to enforce policy as some did use pool and tennis court illegally. Items left on railings a continual issue. 4-5 times tenants were told that NO PETS allowed and NO GRILLING on decks. For next summer suggest combination lock boxes for those with tenants. In 2009 will require new leases from all with statement on liability and reminder that new occupancy tax will be in effect.

Contracted jobs or contracts to vendors since the spring meeting:

1. Worked with insurance and raised deductible to decrease costs.
2. Bruce N (our repair person) did wood repairs and caulking at door sills etc Major repair to siding and wall at 604 after 6/4 winds on 400 side. Coastal took care of missing shingles. Awing damage (Jen took to Colliers to speed up repair but not returned till July)) and chairs/lots of sand in pool etc, bent trees re-anchored. Sign at entrance re-affixed. Much wind damage this summer.
3. Cannon opened pool and did paint repairs (Jen filled pool) Pool openings and closings handled by DBE and Chris Eneff. It was semi-successful thanks to help from resident owners (vacuuming, cleaning of filters) and Cannon Pools came 2 times on special issues. Cannon came 10/3 and 10/6 etc to do pool grouting and install cover (Jen/Bob pulled cover out)
4. 201 deck ceiling soffit replaced. by Kaser Construction
5. Sport Builders re-did cracks on tennis court and did some painting and Bob did more as they left touch up paint. Jen did major cleaning of court in September.
6. DMO came and repaired oil boiler after no hot water on 7/21
7. Got 3 estimates (high \$4500, low \$1600) for brown upper deck painting and went with Coastal boys who removed mold and painted upper level 9/15 and 9/16. Job took almost 10 gallons of stain at \$35 a gallon. Cove bought the materials.
8. Bruce N returned and did wood repairs (front of 100/200, box in pool area, other bad wood). Major repair on band board at 100 that supported upper deck on 9/17...NOTE Former A/C's that dripped contributed to problem.
9. 400 building roof stripped and then replaced with new roof on 9/11 and 9/12 (about \$10,000). Jen got permit. Coastal and will fix roof vent on 500 building.
10. Wireless access being installed

11. Liability and property insurance (pool) audit conducted this summer
12. Landscaper to trim all bushes/trees on property in late Oct
13. Common elements will be winterized in November

Jobs done by owner volunteers:

1. All weeding, spraying for weeds (Bob sprayed 4-5 times and over 15 gallons used), mulching, grass seed spread, trimming, MOWING (Bob did 5-6 times), flower box maintenance by 400 (Ralph), river rock weeding, done by owners. Mower parts and gas obtained and mower repaired (Marie). Note: front river rock: weeds grew like crazy all summer and in August Bob sprayed and it took visitors to 103 and 105 to get out and do the weeding so place looked better)
2. All pool furniture power washed and placed out in spring 08 by owners at meeting and stored for winter by Taylor's and Walke's. (need power washed in spring 09)
3. Additional brown stain and white applied to condo/townhouse units as needed.
4. As needed reset outside lights and reset timers 2-3 times in summer. Bulbs replaced in lights on hallways and in community room
5. Worked on insurance issues with board. and raised deductible to save money. Also worked to renew CD's on proper schedule and do the taxes and instituted agent register change to save \$200. Jen did schedule for pool payments and submitted to bookkeeper for checks issued on monthly basis
6. Picked up trash around property. Gravel pushed back onto property from Collins.
7. Attended town meetings to have info on changes to Dewey.
8. Assisted with pool openings and closings and purchase of pool supplies (Jen got towels, bleach etc. and Marie got all pool chemicals, testing supplies etc) Outside pool shower repaired. and new shower head installed in late August. Ralph/Marie re-webbed chaise lounge straps (difficult project)
9. Answered and handled requests for insurance, Cove directories etc. REMINDER: Call insurance providers directly. Responded to owner requests. Reminder that \$15 fee due for special requests.
10. Changed dumpster pickup as required to reduce costs on 6/1 and 9/1
11. Parking numbers installed. Reminder: parking in effect during Dewey season.
12. Swept area by mailboxes and walkway by Route 1 numerous times and used wet/dry vac to do entire pool deck in October.
13. Bob cleaned community room gutters and discovered blocked by tennis balls.
14. Applegate replaced community room screens and 101 purchased new hose for Van Dyke side. Owners cleaned their own blue awnings
15. Jen worked with Comcast, town and state to have repairs made to cable boxes and large materials and trash removed from property after road repairs
16. Bob continued to insert screws on loose boards on decks and steps.
17. Owners spent hours cleaning laundry room after mess left by a user on 7/7

REMINDERS:

Requests on property or flood insurance must go to the provider and they will fax directly. Flood: Williams:302-227-2501 Property/Liability: :L & W 302 856-7828

Please retain your pool pass. Replacement passes (\$20) and keys will incur a charge.