

Managers' Report for Wavecrest Board Meeting. 12/05/2014

Projects:

Buildings:

- Repairs to several emergency water leaks with diagnostic of issues and follow up.
- Sub metering prep and planning.
- Emergency access to units, update of all records at office.
- Installation of venting and exhaust fans with thermostat control for A & B building.
- Asphalt work, crack filler and sealer started. This will be a comprehensive undertaking and will continue as a regular maintenance duty.
- Various Administration / Office duties and relations.
- Prep and planning, including ordering of all needed materials to address cleaning and mildew removal, effecting certain outside areas of the Resort, specifically end of A building and east side of B building. Scheduled for 12/11/14.
- Scheduled first aid training required every 2 years for majority of staff, if any Owners are interested in getting First Aid training Please inquire at office.
- Drywall repairs in laundry rooms, also drywall repair to water damaged areas of past leak.
- Replacement of Oceanic modem with reconfiguration and wifi set up.
- Repairs to numerous small electrical issues and lighting throughout the resort.
- Repairs to Wavecrest owned units, with a new makeover of unit at front office. Now rented.
- Installed various edging and transitions in walkways to address safety concerns.
- Planning and emergency prep for Hurricane tracks near Molokai and various other storms. Thankfully the only major effect was a cleanup of the grounds, etc. Also significant clearing of debris obstructing water flow.
- Worked to get proper utilities to complete the work on a downed phone line and original power pole replacement. Rose assisted by writing formal complaints all the way up to the Governor. Thanks Rose.
- Repairs to numerous old wood or rotted out wood = wood replacement and paint. Including rusted brackets and supports.
- Plumbing repairs and emergency leaks effecting various units.
- Worked on equipment and mower replacement and Sears service techs for warranty repairs.
- Continued shop organization and set up to be able to address a variety of maintenance needs in an efficient manner.
- Further improvements to the insulation of piping in the attic of the buildings as well as venting.
- Other various repairs throughout the property.
- Staffing and budget needs addressed, also new employee orientation and training.
- Hauling of various loads of materials for several work projects= including asphalt, filling pot holes and cracks, sealing, grounds supplies and more.

Grounds:

- Removal of invasive weeds throughout the Resort, as well as major clearing and pruning.
- Weed barrier installed a corner of C building.

- Replacement of sprinkler valves and several other irrigation repairs.
- Nursery maintenance and additional plants.
- Filling of pot holes, and various safety concerns on the grounds.
- Several locations with additional new plantings.

Wastewater treatment plant:

- Various Projects, being proactive in its efficiency and improvement.
- Back up training for WWTP and overall system.
- Work with Mike Olson on WWTP maintenance, etc.
- Yearly State inspection and top review.

Swimming Pool and Cabana:

- Ordered tile to remodel counter and sink and BBQ area.
- Work on aging pool gate locks and gates.
- Pool up keep and projects around pool areas.
- New pool parts and install..

Scheduled Maintenance:

- Numerous and various projects= B building mildew, restoration work, asphalt work, etc.
- Safety concerns throughout the Resort.
- Owner and Board directed request.

