

Managers Report For Wavecrest Board Meeting 9/16/2011

Buildings:

- Exterior painting office, cabana and pump house completed
- Interior painting of laundry room completed
- The fire hoses we have under the stairways are not needed according to the Fire Inspector or our insurance company, the owners will decide if the hoses will be removed at the March 2012 meeting
- Building interior hallways have been painted
- Propane tank painting completed
- Certify Backflow Valve September 2011, due October 31, 2011

Grounds:

- Pressure washed courtyard walkways
- New lawn tractor and trailer back in operation
- Ongoing irrigation testing and repairs
- Fertilized all lawn area every 4 months
- Purchased new gas powered equipment, 1 weed eater and 1 hedger
- Reset irrigation timers seasonally
- Emptied, repaired and cleaned pump house after tsunami
- Replacing walkway lights as needed
- Installing cinders in planter areas
- Repaired 3" pvc irrigation line

Wastewater treatment plant

- Remove bushes, trim trees and organize compound
- Setup weekly testing schedule for lift station phone line, pumps and control panel
- Test both backup generators weekly
- Installed new battery chargers for backup generators
- Installed sink and toilet for cleanup at WWTP
- Serviced control panel at WWTP
- Installed additional security locks on blower shed
- Installed 2 new lift station pump, one 1hp and 3 new float switches
- Clean lift station weekly
- Clean and service Tanks A,B & C daily
- Wasting holding tanks A,B & C monthly

Swimming Pool and Cabana:

- Installed new clock in pool area
- Cleaned cabana carpet
- New concrete pool decking completed
- Backwashing pool to maintain Cyanuric acid level
- We check and clean the pool and cabana area daily
- New BBQ's installed

Summary and Pending Board action:

Pending Board questions

- Are A/C units allowed in units ? - wiring and condensate lines are in place
- Doors & screens / Windows & screens /wiring / plumbing, AOA or Owner
- Employee manual update
- Tree planting location
- Fire hoses- keep or remove
- Kayak rack to replace storage under cabana
- Bike rack storage under stairway
- Lanai design – carpet color / plants etc.
- New mail boxes so post office can deliver mail
- Status on solar project