

**August 19, 2008**

## **ASSOCIATION MANAGEMENT REPORT**

**Dear Members of the Board:**

**I would like to submit the following report on activities at Punta Rassa:**

- 1. Beginning September 15, we will initiate our community patrol program and two out of three people we will employ will bring to the table other skills that we will use in conjunction with community patrol, such as painting and janitorial;**
- 2. We have negotiated with a paving contractor to install pavers in the pool and spa area. This also includes repair of coping and pool depth markers. That cost was negotiated down from \$23,000 to \$19,500 with the understanding that we would remove the fence and pay for the fill as needed. This is estimated to be \$1,000 since the deck and fence was removed by in-house personnel. Further this will require the purchase and construction of an aluminum fence on three sides of the pool which is estimated between \$6,000 and \$6,500. The original budgeted cost for the pool project was \$18,000; the difference can come out of the contingency fund. I would like to point out that when the long deck next to the pool was removed it was being destroyed by termites and I'm sure the rest of the deck has the same problem. The board may want to consider a total replacement of the pavilion deck.**
- 3. We will be starting construction on the door and jam replacement as soon as the doors and jams are delivered in approximately two to three weeks. As soon as a building permit is issued we will begin removing the existing doors and jams. The anticipated savings on this project will be \$46,000.00.**
- 4. We are awaiting bids on asphalt repair and paver installation on all the entry ways of the high rise buildings.**

- 5. We will begin on the planting and landscaping within the next ten days. This will include the replacement of palm trees in front of building one as well as small shrubs in the island areas.**
- 6. A tree trimming contract has been awarded for the trimming of trees and the removal of coconuts, which will be \$2,300 and which is below the budgeted price of \$4,000.**
- 7. We will begin shortly with the pressure washing of the trash chutes and walkways on all buildings. This will be done in house.**
- 8. We are raising the floor in several trash rooms to eliminate flooding. This will be done in-house.**
- 9. We have contracted with AFA Towing for the removal of unauthorized vehicles from the property.**
- 10. The bids on the signs have come in below estimate and we will begin placement within two weeks.**
- 11. I bring to the Boards attention that the new desks were donated by Kevin Romney a Punta Rassa resident.**
- 12. Shortly the revised rules being worked on by Director Marylin White-Hansen and myself will be ready for committee approval then recommendation to the board for it's adoption and submission to the members at the annual meeting**
- 13. Lastly Director Jim Baldwin has informed me that ATT will begin work on their equipment this Wednesday through Friday and will have a large crane near building three to hoist equipment to the roof. The crane will not cause any traffic problems and will be there only for one day.**

**In closing I must compliment our maintenance staff for all their hard work and dedication to Punta Rassa. Their efforts have been above and beyond for the past few weeks and I sincerely applaud them.**

**Respectfully submitted,  
Jim Walker, Association Manager**