

ANNUAL REPORT- JAMES J. WALKER
January 19, 2009

Dear Members of the Board,

I am taking this opportunity to recap my management activities since April, 2008.

As you may recall, I was recommended to the Association by Spires & Associates based upon my background, references (and I am sure Jim Baldwin in his reference checking can attest to this) and my reputation of being a hardworking, money saving, experienced builder and negotiator that will devote as much time as possible for the betterment of the Association.

My goal when hired was three fold. Improve the physical appearance of the property, find ways to trim the budget, and due to the age of the property, train the maintenance staff in construction basics and repair to eliminate the necessity of hiring outside contractors.

Physical appearance improvements:

- *New signage for grounds and buildings;**
- *Signage to deter trespassers;**
- *Oversee the construction of the seawall;**
- *Providing drainage to eliminate standing water on the property;**
- *Replacing siding and storage doors on unit lockers;**
- *Modifying the housing on trash doors by enclosing the ends; painting the doors and inside the trash room and installed signage;**
- *Installed ceiling fans and hid exposed Comcast cables in Building 1 by installing drywall on the ceiling;**
- *Enclosed exposed Comcast cables in outside lobby areas;**
- *Reconstructed the lobby floor to accommodate adequate water runoff to prevent flooding in Building 1;**
- *Sealed off drain in elevator pit – Building 1 to eliminate water intrusion;**
- *Salvaged three umbrellas proposed to be discarded and placed in use by shuffleboard court;**

- *Removed the wood decking and fencing at pool and pavilion and tore down the condemned restrooms;**
 - *Negotiated savings in the new fencing installation and paving brick installation;**
 - *Installed an emergency 911 phone by the pool;**
 - *Installed new domestic water pump regulars in all four buildings to save on mechanical wearing and energy savings;**
 - *Changed the walkway lamps to fluorescent for more efficient lighting;**
 - *Improved the condition of the grounds by landscaping the water hole in the pool area and rerouting the water to the sanitary sewer;**
 - *Removed stones from hedge in front of Building 4 and replaced with sod and mulch;**
 - *Replaced mulch and sod where necessary throughout the entire grounds;**
 - *Repaired walkway along the seawall to prevent a tripping hazard and the adjoining sidewalk;**
 - *Landscaped the west end of the sidewalk with new sod next to the Johnson building;**
 - *Painted all elevator lobbies, trash room and store room doors on all floors;**
 - *In the process of painting all entrance doors to units where necessary and trash doors;**
 - *Replaced signs on trash room doors and elevator entrances;**
 - *Replaced the entryways to all lobby doors with brick.**
- *Originally the Board assessed for replacement of 69 doors consisting of stairway, trash and storage doors. As a result of the savings from re-engineering the construction design we were able to replace 84 doors and still save approximately \$30,000.**
- *Replaced the fountain and landscaped the area by the pool. Built a mount for the fountain originally priced at \$600 for less than \$200, which included wiring for the pump.**

- *Painted the storage building next to the pool house inside and out and installed a new door which enabled us to provide storage for pool equipment and paint supplies;**
- *Installed two new showers for spa and pool to be ADA compliant;**
- *Installed new ladder at the pool;**
- *Recently completed updating the sprinkler system to accommodate new plantings and sod.**

AREA OF SAVING MONEY:

- *Renegotiated the insurances – flood and casualty – Savings \$24,000;**
- *Renegotiated the extra cost of moving the water line by the seawall – Savings \$2,500;**
- *Replaced the maintenance vendors for alarm system, generators and water pump – Savings – several thousand dollars;**
- *Audited phone bills and eliminated 800 number and fax lines which were not being used but billed – Savings – several hundred dollars annually;**
- *Audited the maintenance phone system reducing the monthly bill from \$800 to \$250 – Savings \$6,600**
- *Eliminated duplicate lines for elevators – going from 7 to 3 – Savings - \$2,000 a year;**
- *Eliminated a maintenance position - Savings \$42,000**
- * Eliminated Security Service and reclassified it as Community Patrol – Savings approximately \$24,000**
- *Contracted with new sprinkler inspection company – Savings \$5,250
Removing fire hoses – Savings - \$5,000**

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***Contracted with new pool service with electronic water monitoring – Savings - \$4,800**

Dryer vent cleaning – Savings - \$7,000

MAINTENANCE GOALS

Because of the age of the property and the constant problems that arise, my objective was to train the maintenance employees in the basics of carpentry, plumbing and electrical, thus eliminating the need for outside contractors. This is an ongoing function. Examples – maintenance staff installed drywall and textured the ceilings in the lobby of Building 1, changed pumps and motors for the pool, concrete work, carpentry work on the dock, moving water lines for pool and spa, changing photo cells and timers, relocating street lights, were professionally trained by an outside vendor on irrigation, were certified in firefighting and emergency first aid, switched hours so we have Saturday coverage without overtime, developed a maintenance schedule, and utilized my builders license to achieve discount on maintenance supplies. As a result of this training, it is estimated that a savings of several thousand dollars will result from not using outside vendors.

Contractors and unit owners are complying with Board policy contacting management before any renovation.

The irrigation pump and motor was replaced and added pressure release valves to insure life of the motor.

ADMINISTRATIVE AREA

In the administrative area, I have proposed and the Board adopted a collection policy, code of conduct for the Board, set of rules that the Board is governed by, established an auditing procedure requiring that two board officers approve all bills before payment, consolidated all the various Association Declarations into one manual, successful in adopting new rules, successful in amending the by-laws – providing separate office for secretary, changing the date of the annual meeting and reporting the budget to the members at a more convenient time. Also, I contacted the concierge at Sanibel Resort about marketing Punta Rassa real estate to people that inquire about properties.

FUTURE PLANS

Restructuring the issuance of parking tags and vehicle registration; rigid enforcement of Rules, Regulations and Declarations; restriping the parking lot and speed bumps; replace the storage locker doors as needed, pursue a gated entry; low voltage lights by the seawall; solar heating of the pool; light the shuffleboard and tennis courts for night time use; replace unit entry doors as needed; music system for pool and cabana and revise the Declarations and consolidate for next annual meeting.

I am recommending to the Board that a search be conducted for another Association Attorney.

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As you are aware, we had a very successful Home Improvement Fair this past weekend. One of the vendors, Gulf Coast Builders, donated the screen door to the Association that they were displaying which cost \$600. I am proposing that raffle tickets be sold for the door and that the money be used for social activities. We purchased a large coffee pot and two large electric roasters which will be available for future activities and for the association members.

I would appreciate a written evaluation of my performance for the past year from the Board of Directors.

I will continue to do whatever I can to improve the property which will assist in the selling of the units. I am very proud to be associated with Punta Rassa and I will continue to monitor the operation and save money wherever possible for the residents.

Sincerely,

**Jim Walker, Association Manager
CAM, CMCA, AMS, CGC**