



Weekly Management Report

February 5th, 2016

Financial:

- a. Forensic Accounting: Management to follow up original calls to MDD next week to schedule a meeting.

Administrative:

- a. Strongroom set up for new Board use to approve invoices.
- b. Management looking into prior Boards decision to new uniforms from Atlantic Pacific and possible cancellation of current vendor's contract.
- c. Management will be setting up a presentation of the Vertilinc System as a possible product to improve operations.
- d. \$2000 Restaurant Subsidy approved by Board but rejected by Tenant.

Operations:

- a. Project Update: (See attached Project Update Report below)
- b. Security Camera Project. Management received amended proposal for additional cameras. Awaiting Board instruction on question of approving the distribution of a notice of a membership meeting where the unit owners will vote to approve the alteration (See Supplement for Regional Manager's Report).
- c. Gym Bathroom Renovation.
 - a. Bids received from Oak Group and Sayeed Engineering & Construction. Oak group to present revised bids on more complete specs given by Sayeed. Third bid from Robmar Construction to be presented next week base on same revised specifications.
- d. Management met with Security to review parking and discuss improvement to security procedures. Also reviewed West Parking area to improve usage.

Personnel / Lifestyle:

- a. Additional Office Staff: Review of staffing requirements of office. Front Desk Assistant hired 2.5.16. Lawren Charles-Lagarino to start on 2.10.16

AQUARIUS CONDOMINIUM ASSOCIATION

Project Update Report

February 5th, 2016

▪ Valet Deck:

- General Contractor (GC): Construction Specialists Incorporated (CSI).
- Engineer: ACG Engineering Services (ACG).
- Landscape Architect: Michael Pirich.
- Status: pending final inspection
- Outstanding Items(See: Supplement for detailed report from ACG and review by Management)
 - Expansion Joint Defect: completion date (Scheduled to Complete Week of Feb. 8th)
 - Parking Bumpers
 - Stasis: Unresolved
 - Option #1: leave parking bumpers as delivered with epoxy covering pin.
 - Option #2: require CSI to remove and reinstall
 - Association Engineer advised punchlist items Complete. Management conducted inspection with SCI and Engineer (See Supplement)
 - Landscaping Install/Irrigation: Santa Barbara contacted requested agreement with Warranty. Agreement will be delivered early next week. Install to begin late next week or early following week. Projected time to complete 3-4 days.
 - Electrical Lighting: Met with SOS electric and Tau Beta Electric to compare bids. Tau beta was asked to revise their bid to same scope of work as SOS. Revisions to be received early Monday 2.8 and will be presented to Board. Project to be completed in stages with Valet deck component to be completed by end of February/first week March and Garage 2-3 weeks later. CSI to do the required penetrations for conduit install.
 - Regarding Conduit replacement on east side, Comcast contacted and Premier Fire sent approved proposal. Schedule pending for both. CSI and Vendors now in contact to coordinate work.
 - New Door Replacement, RFP send to Oak Group, Proposal presented to BOD. Cost \$2,272.00, plus permitting.

▪ Lobby Renovation:

- General Contractor (GC): OAK Group, Inc. (DBA Imagine Repair & Renovations).
- Interior Decorator: Nadine Greenstein.
- Mechanical Contractor: VMech Mechanical Contractors
- Plumbing Contractor: Herman's Plumbing
- Electrical Subcontractor Tau Beta Electric
- Security Cameras: Alarm One
- Desk Install: D&B
- Marble: Classic Marble
- Sound System: TBD
- Status:

- Front desk & marble install complete
- Mechanical Final inspection passed 2.5.16.
- Electrical issues. Supplementary proposal presented to correct final issues with city. Proposal includes work on Media room and new bar area. Cost \$8,636.00. Management approached Oak Group to present a better price. Oak Group report they are doing at cost. Tau beta presented proposal and report this is their best price.
- A/C system chiller lines replacement Plumbing component finished 2.4.16, Insulation and valve hookup to be completed 2.8.16
- Security Cameras: permit received. Passed Inspection 1.27.16. Original work awaiting lobby construction before resumption. The additional 21 cameras inclusion awaiting BOD decision on Material Change question.
- Sound system installation: information provided for Vice President, topic for next meeting agenda. Management and Vice president meeting with Tau beta Electric for consideration of a fourth Bid.
- Current issues being resolved are:
 - Leak into Green Room: Under control until resolution of Gym Bathroom. Oak Group believed it will be necessary to go through ceiling to work on Gym. Oak Group instructed to leave ceiling open in affected area until requirement of Gym project are clarifies
 - Conference Room Leak. Repaired.
 - Bar Area Renovation. Original Proposal by Oak Group, \$3,780. Construction Committee made recommendations (See Supplement). Recommendations sent to Oak Group to be submitted to Board on receipt.
- **Air Conditioning Upgrade:**
 - Vendor: VMech Mechanical Contractors
 - Engineer: Don M Austin
 - Status: project under way (See Vendor report in Supplement)
 - Contract Execution on January 7th.(Contract Attached)
 - Kickoff Scheduled 1/11/16 (Complete)
 - Submittals completed week of 1/18/16
 - Permit (Project Schedule from VMech pending)
 - Equipment Delivery (Project Schedule pending)
 - Roof Install (Project Schedule pending)
 - Completion Date: Approximately 18 weeks, with clarification to be supplied with Project Schedule
- **Garage Gate Proxy Reader and Pedestrian Gate Install:**
 - Vendor: Ideal Tech Solutions
 - Status: physical install complete. Work on install of gate Panel and Fob reader begun 2.5.16
 - Estimated Completion date: February 10th
- **Forty Year Recertification**
 - Status: Management setting up appointments week of Feb. 8th. Two appointments confirmed so far. Hillman Engineering. Swaysland Engineering, several more pending. Management will post RFP to membership next week.

- **Wi-Fi Reinstall:** Will look onto reinstallation of Wi-Fi to pool deck and Lobby
 - Status: on hold.

- **Gym Roof Bids:** RFP sent to Pritt roofing, Action Roofing with several other pending next week.

- **South Tower AC Pump refurbishing and sound mediation:** Required part on order. Work to commence on arrival. Estimated Start date: 2.15.16.

- **Miscellaneous Projects:**
 - East Pool Deck Entrance Doors:
 - Status: Pending, to be presented in forthcoming meetings.
 - Fob/Gate System:
 - Status: Management reviewed current gate access and security system. Will present an alternative system in forthcoming meetings.
 - City of Hollywood Beautification Subsidy:
 - Status: May be pursued in conjunction with repainting of building in 2017.
 - Entrance lights:
 - Status: SOS electric given RFP to replace damaged lights at base of Lamp.
 - AIA Landscape Lights:
 - Status: SOS Electric given RFP to clean up conduits exposed along A1A and install new landscape lights.
 - A1A Landscape Deficiencies:
 - Status: Santa Barbara given a RFP to replace landscape deficiencies along A1A.

- **General Maintenance/Repair:**
 - Current Projects underway or scheduled include:
 - Power spraying and touch up East Pool Deck. Power spraying concluded, remainder to commence when scheduling permits.
 - Tower Lobby Cleaning/Touch up. Underway, North lobby nearing completion.
 - Touchup painting of residential hallways and doors. TBD
 - Polishing of Marble floors off Lobby, Bids requested, will commence after conclusion of Lobby Project.
 - Roof Inspection TBD. Association.
 - Future Project Under consideration include:
 - Placement of traffic delineators by gate- TBD.
 - Sand, wire brush and paint all association piping. TBD
 - Polish all marble floors: (at completion of Lobby project)
 - Laminate walls, gym elevator: TBD