

## MANAGERS REPORT: SEP 08

- The repairs for the P3 break in were finally completed in August. Paul Davis Restoration did a nice job and they were very professional to work with. Suhrco will be billing the 8 residents who received new deadbolts.
- Our annual fire alarm testing was completed and we passed with no issues.
- Our quarterly HVAC maintenance was just completed. We have decided to do this maintenance four times per year instead of three because the filters were getting too dirty to function properly between cleanings.
- A new modem had to be installed on my computer and our old color printer was also reinstalled to allow us the option of color copies for notices and keep the high capacity printer for larger printing jobs.
- More memory was installed on our Surveillance System DVR so that it can hold memory for up to 30 days on the cameras.
- Wood blinds were installed in my office in August. They offer privacy for when I need to work uninterrupted or have meetings and they look very nice.
- We were hit with graffiti again before Labor Day. Robert next door will send his concrete workers to sand it off when they are back on site next week. Done.
- PSE installed a lock box in the garage so that their workers can access the electric meters during off hours or weekends if needed.
- The P2 Commercial area was pressure washed along with the front of the building and driveway to clean up the mess from the food establishment drips.
- We survived another power outage! On the plus side I did learn how to reset the fire dampers that automatically close after a power outage and do not always reset correctly. This was the reason we had three hot floors and one cold floor for the next few days following the power outage.
- I also learned that there are additional breakers located directly on the heat pumps that can also get tripped during an outage/surge and how to reset those for the air in the lobby/office area and exercise room.
- We have a welder coming out to make repairs to the blue compactor dumpster as all the hinges have broken on that very heavy lid.
- The three day garage cleaning was accomplished but I am not happy with the results. I think it will be a very long time before we attempt that again. I intend to just have Isaac sweep and vacuum on a more regular basis and we need to be more vigilant of residents who have oil leaks from their vehicles. I am asking everyone to keep an eye on their cars and their neighbors cars for leaks and we will have to institute a more stringent policy regarding those leaks.
- As a warning, Never Park Your Vehicle in the Church Parking Lot! IT WILL BE TOWED! Dan Wells from Mac Towing was gracious enough to reduce the cost of the towing bill from \$300 down to \$100 for our one unlucky resident who was towed during the garage cleaning process.
- I am looking for a few volunteers to help me with some planting. We need to remove some plants between our driveway and Merrill Gardens and place them in a few areas that need them. Merrill Gardens will be replanting the area between the driveway and their building which should be in about a week after the new sidewalks are completed.

- Since our last meeting the tenant status of the building is as follows.
  1. We have had nine residents move out of the building.
  2. We have had nine residents move in to the building.
  3. We currently have five units for sale. 212, 304, 310, 517, 519.
  4. Unit 405 just sold and closes tomorrow. It will be changing from a rental to an owner occupied unit.
  5. We currently have 38 units occupied with renters.
  6. We also have 7 units owned but occupied by different family members.
  7. We currently have 3 units that are up for rent. 218, 309, 520.
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