2014 MANAGEMENT REVIEW

To: Board of Directors

From: Patricia M French-Pacitti, ARM, LCAM

Date: January 20, 2015

Administrative Items Addressed

* January 13, 2015, Joan Marriott began work as Regency’s Office Administrator. Stephanie Curcio began work as Building #1 Housekeeper on January 12th.
* Monitored & attended court dates regarding the bank foreclosure. As of Monday, January 19th the unit sale is on schedule for Wednesday, January 21st. Sale is online at the St Lucie County Clerk of Court Website.
* Edited the first 2015 draft of Regency’s Rules and Regulations for the Committee Members. We met January 13th and reviewed, page by page, existing and proposed updates to the document. The next meeting is February 10th.
* Edited Security’s Post Orders (shift responsibilities as specifically written for Regency Island Dunes) and updated all forms / handouts.
* Replaced all signs (pool, barbeque, gym, gate entry coming in from beach) with updated information throughout the property.
* Worked diligently trying to locate a tile that matches the existing pool hallway carpeting. Once discovered, the new tile was installed by the pool door and new carpeting was installed.
* Met with the Interior Designer & each building Representative several times and carried out the items agreed upon in each building.
* Created a design which Maintenance installed to keep the car wash spray off of the cars parked at the north end of the Bldg #2 garage.
* Pursued a method to successfully clean and maintain the large green awnings. Awnclean will clean and seal the green awnings twice per year.
* Pursued contacts at FWS, FEMA and the Army Corp to assist in keeping the S County Project moving forward in the Federal system. Obtained an exception to CBRA for the Island Dunes properties. Will attend the Coastal Summit in Washington in February at which time a meeting with FEMA & the USACE is scheduled.
* Located appropriate Office Mail Box for the Mail Room in each building. It is working well and getting considerable use.
* Purchased an additional weight rack for dumbbells in each Exercise Room.
* After seven requests and working with the Rules committee, a Temporary & Conditional Parking Variance was written for motorcycle parking in deeded parking spaces. The “test” period is for one year, November 1st, 2014 through October 31st, 2015.
* Addressed a complaint was received about Pet Owners walking their pet in Common Areas. Pet Owners do have the right to walk their pet along outside Common Areas after the pet has used the Dog Walk area. If a pet does have a solid waste accident when in a Non-Dog Walk Area, the responsible owner immediately uses the plastic bag that is being carried at all times and picks up after the pet.
* Successfully spear-headed the movement to encourage FPL to modify island electric supply to avoid spikes and surges as experienced last year. FPL Project of lowering power supply was completed in November.
* Succeeded in convincing all but one unit owner to replace their original water heater.
* Revised and updated the Regency Hurricane Plan.

Maintenance

* Treasure Coast Air Conditioning informed Management the 19 year old north roof top air handler needs replacement. This equipment is custom made and fabrication will take approximately 6 weeks from the time the order is placed. This equipment supplies the air to elevator lobby areas from LN to PH in the north tower of Building #1. Cost is $21520 including the crane charges.
* New carpets for elevator floor protection were made from carpet removed from hallways.
* New bulletin boards were purchased for the Mail Room in each building.
* New LED lighted gate arms were installed at the front entrance.
* New PIV valve was installed for Building.
* Richard, Regency’s welder, created and fabricated a bracket to further stabilize the rooftop air conditioning ductwork that services the north & south towers in each building.
* Superior Pool replaced the pool pump, hot tub therapy pump, and installed new tiles indicating depth.
* New aluminum doors were installed on ground level common area doors except the Main Garbage Room doors which are scheduled for this year. This was a three year project to eliminate steel doors that would rust to needing replacement within 3 to 5 years.
* Lighting has been addressed in all Unit Owner Lobby areas.
* Marble surrounding the hot tub is scheduled for repair January 28th when many residents are on the annual cruise. It will require the hot tub be shut down for 24 hours.
* Toilet tank bolts are rusting and leaking inside of units. Last week we had reports three days in a row and fortunately, there has not been any significant damage. Management will be coordinating an “Opt In” or not, project which you will hear more about in the near future.
* Staff rebuilt the north upper wooden pool deck railing which was very loose. In addition, numerous boards were replaced throughout the wooden deck area.
* Many residents have requested that Management look into replacing the wooden deck with a composite. There is a test area on the dune crossover by the foot wash area. The test area consists of three composites which are Trex, Fiberon, and Azek. This area takes the worst abuse from sandy feet, water, sun, and everything else that man and Mother Nature can provide. It will be a true test to see which is the most rugged product .
* Water tested the elevator lobby windows glass to metal and had JB seal both elevator & kitchen bay windows in all Ascot units.
* Replaced garbage disposals in each building’s common area kitchen.
* Discovered leak into Bldg 2 Great Room. Cooke Construction had been doing work in the unit above and responded immediately and took care of the problem.
* Installed a new oven, cook top and microwave in the Management Office that were donated by an owner who was remodeling their unit.
* Robert is doing well with faux repairs in addition to all regularly scheduled maintenance painting.
* Aluminum guard rails have been installed at the north & south openings of each garage to protect the green rails from runaway dumpsters.