MANAGEMENT UPDATE

To: Board of Directors

From: Jacqueline Thomas, LCAM

Date: September 28, 2017

Hurricane Irma

* Thank you to all the Regency staff members for a job well-done with both preparing the community pre-Irma and quickly restoring “The Jewel of the Island” after the storm. All were dedicated and hard-working.
* Thank you Debby Dodge for sending the One Call Now notifications and Carol Myers for updating Irma activity on the Regency web-site.
* The following pending post-storm items are in the process of being scheduled: palm tree trimming, cabana bush replacements, building two Porte Cochere repair, beach walk & stairs, security guard glass replacement, pool rules sign and cabana railing.
* Cabana had storm related water damage on the interior and wind related damage on the exterior.

Administrative:

* Andy Johnson has hired Danny Doskis for the painter position and Brett Flynn for the maintenance person position.
* Steve Mai will continue working 1:30pm-4:30pm, Monday through Friday, through the month of October while Walt continues the oiling.
* Randy Simmons returned to The Regency for 3 weeks while Walt started the shutter project and Andy continued the interview process.

Maintenance:

* Walt will resume oiling the hurricane shutters; 3 floors remain in building 1 and then building 2 will commence.
* Pool deck board repair and painting will begin the first week of October. This project is not storm related.
* Cabana hurricane repairs are in process.
* Building 1 elevator lobby air conditioning unit duct work has been coated with UV paint.
* Ground floor lobbies are scheduled for tile & grout cleaning on October 30th.
* Crown molding in the residents lobbies of building 2 is scheduled to commence on October 9th.
* Elevator resident lobby carpet cleaning is pending scheduling.