



Community Association Manager's Board Meeting Report

Beach Walker Villas Condominium Association, Inc., August 19, 2016

Amelia Island Management Conference Room

Stephen Mehas – Community Association Manager

Listed below are some of the more notable but not all of the items addressed by Amelia Island Management year to date. **All entries highlighted in blue are those occurring since our last report in May.** Also attached is a spread sheet listing invoices paid for services rendered which passed through my office (Board Members only).

Projects and service responses completed year to date

Building Maintenance

- Spall repairs to 1195 & 1193 west walkway edge, bedroom walls
- Sheetrock repairs to interior of 1109 following exterior hose bib replacement
- Replace missing parking space address sign for #1103
- Demo failed roof location @ 1137, reframe, new sheathing, shingles, flashings, 120' high lift for access
- Change order, roof @ 1137, plus extra week for lift due to weather delays
- Temporary floor mats for elevator cab during renovation project – cover broken tiles
- replaced broken dryer vent covers; 1107, 1116, 1133, 1126, 1138, 1136, 1146, 1148, 1153, 1174, 1176 / relocate traffic bollards @ ground floor elevator landings (3 men)
- Reattached stair handrail @ C, repair gate latches on trash crib, reset (plumb) directional signs
- Install 12' extension on mail box rail
- Replace door closer device on elevator penthouse per inspection
- Replace missing garage parking numbers @ C & D
- Spalls discovered @ 1195, 1193 during sliding door replacement process, repairs completed
- Replaced the walkway expansion joints on buildings C & D
- Sheetrock repairs @ 1112 & 1119 due to water intrusion from above units
- Realign trash room door track @ C bldg, reset emergency release pull
- Reinstall parking reserve sign for 1158
- Replaced 2 GFI outlets on balcony for 1173, home inspection report
- Replaced door device cabinet and device damaged @ trash room C
- Repairs to sheetrock in kitchen of 1143, leak from 1147
- Debris removal from trash crib in C parking lot; owner items such as packing crates, furniture, beach toys had accumulated
- Replace A & B storage closet door lock hardware with Simplex Combo lock sets
- Repairs to BBQ station grill, steps, deck boards

- Repairs to walkway from C to pool, deck boards
- Install bumper post to protect irrigation pump from vehicle traffic
- Semi-annual trash chute maintenance
- Replaced expansion joints for C & D buildings (8)
- Repair to chipped ceiling in bedroom of 1105, related to walkway demo vibrations
- Replaced trash chute door on C building, 2nd floor
- Replace broken Reserved Parking sign for 1143 (a vehicle ran it down)
- Repair to storage wall faces and door frame headers related to door replacements and removal of old failed frames; 1129, 1132, 1140, 1168
- Repair to electrical panel @ building A, main meter bank had factory loose connection
- Several attempts to camera building A main drain failed, added two new cleanout access and successfully cleared the line on a preventative basis
- Added cleanout @ north end of building B and cleared half of main drain, still have not located the access for south half of building (plan shows it in bedroom of 1181, not visible)
- Repair to bathroom @ 1195 due to damages incurred during snaking of main drain through toilet access
- Replace broken storm water drain cover gate between buildings C & D
- Snaked out the garage level main drain lines for C & D buildings as a preventative maintenance practice
- Repairs to retaining wall post and panels on west side of pool deck near entrance
- Replaced missing shingles and bamboo screen on gazebo roofs @ pool
- Replaced rotten shoring post under walkover near BBQ platform
- Extra trash pulls for the Memorial Day & July 4th weekends
- Replaced storage closet door and lock hardware on north B building
- Replaced lock hardware on building C meter room door due to corrosion
- Semi-annual trash chute door maintenance
- Sheetrock replacements following water intrusion issue from failed icemaker unit @ 1181/1183
- Replace aggregate stair step on the walkup for 1122/1123
- Replaced Bellman's Cart for D building, vehicle damage, new location ID sign as well
- Create and install required signs (2) to meet new County Ordinance regarding not leaving beach toys and structures on the beach overnight
- Cleared main drains backing up into 1143, 1187
- Snaked main line for building B north (2)
- Repaired leak in water supply line serving the 1140-1124 stack at garage level
- Replaced 16 2"x6" deck boards @ and around the BBQ deck and walkway
- Elevator annual inspections and renewal of operating permits
- Ground off trip hazard locations on aggregate sidewalks around A/B parking lot and at the top of the foot bridge

Building "D" walkway, louvers, balcony and garage ceiling project

- Walkways resurfaced on 1st floor elevator landings 2nd, 3rd floor walkways and all 16 - 1st floor balconies for C & D buildings
- All wooden louvers replaced with new aluminum material on C & D buildings east exposures
- 3 Fire stairwells renovated; scrape ceilings and floors, spall repairs, stair treads level/sloped for drainage
- New safety walls a& handrails replaced old wooden planters on 2nd & 3rd floors, new rails on 1st floor landings
- Garage ceilings scraped and painted, all walls and storage closets exterior included

Consulting Engineer

- Leak chasing 1112, 1119, 1137, 1142, 1147, 1173, 1132, 1185, 1165, 1168
- Coordination on D bldg walkway and balcony replacements, louver replacement
- Coordinate Metro warranty work on buildings A & B, over-site on repairs
- Fungal inspections @ 1132, determined to be HVAC related

Pool Area

- Cleared stoppage in women's and men's restrooms
- Replaced broken toilet seat in women's restroom
- Repair rope safety rail post at gazebo east side
- Pump out on the pool restroom septic tank (3), started using Rid-X as a biological aid
- Replaced chlorinator flow meter
- Unclogged toilets, cleaned and disinfected for both men's and women's (4 separate trips due to trash in line blocking)
- Degreased filter elements on recirc system
- Replaced missing shower head and repaired valve for beach shower @ mid-point
- Renewal of annual operating permit with the State Health Department
- Degreased gutters
- Tile repairs on gutter locations
- Replaced mechanical room roof mounted exhaust fan
- Rebuild sections of west deck retaining wall, and fence
- Replace bamboo roof panel on pool deck shade structure

Light Maintenance

- Replaced timer for A & B exterior systems
- Bulbs; 50 13w spiral, 4- 13W quad, 6-4' tubes, 12-60A frost, 5-23w par38 / 50-13w spiral
- Replaced emergency fixture @ C near ground floor elevator landing
- Reset circuit breakers for A & B exterior lighting
- Replaced 3 in-wall light fixtures on walk-up landings (searching for alternative fixtures for more replacements)
- Reattach under rail fixture @ BBQ station
- Test all walkway lights on D building, replaced 3rd floor fixture
- Repairs to walkway lighting on 1124 walkup damaged by ACON
- Bulbs; 150-13W spiral, 16-A19LED

Pest Control

- Tri-mester exterior building and threshold treatments for all structures, crawling insects (2)
- Treat for GHP (general house pests) @ 1191
- Rodent bait stations added to building A & B perimeter and to buildings C & D trash rooms, preventative maintenance at this point (8)
- Treat for roaches @ 1156, GHP @ 1112
- Treat for GHP: 1190, 1139, 1146, Carpenter Ants @ 1183, Flying Ant swarm @ 1182

Landscape maintenance, other than monthly contract

- Install 3 Blue Bayou Grass containers
- Remove two Oak trees overshadowing the west lawn and touching the structure west of building A
- Re-grade the west lawn for improved drainage to the south swale (removed 12"-15" of accumulated soil and re-sod)

- Irrigation repairs; 11 spray heads, 4 nozzles, 30 elbows, 130' pipe, 13 couplings, 12.0 hrs labor
- Applied soil acidifier and fertilizer for shrubs (2)
- Seasonal flower rotation; 25 Serena, 180 Lantana, 20 Melampodium, 20 Penta, 16 Salvia Blue, 12 bags mulch, 7 Yucca plants
- Spring core aeration for lawns
- Annual trim and thin on the canopy east of C & D buildings
- Trim Crepe Myrtles between building B & C
- Lawn treatments for fertilizers, insecticides, fungicide
- Seasonal flower rotation; 30 trays Coleus, 20 trays Penta White, 20 trays Penta Violet, 55 trays Salvia, 15 bags pine mulch
- Install Palm spike fertilizer

Fire Safety System

- Monthly inspections and testing of emergency lighting in stairwells and elevator landings
- Monthly inspections of hand held fire extinguishers
- Annual fire Alarm system Inspection, credit for overcharge on last inspection of \$470.00
- Annual fire sprinkler and back flow inspection / tests
- Service call for NAC trouble alarm @ C building
- Replaced 10' of leaking galvanized dry pipe in C garage
- Replaced air regulator valve @ D
- Renewal of annual alarm monitoring agreement
- Quarterly sprinkler inspection (3)
- Repairs to J-box garage level initiating trouble alarm, C building
- Replace faulty strobe/horn @ north end of D building
- Trouble shoot and replace faulty components triggering trouble alarms on 6 occasions; most due to corrosion and water intrusion on sensors, strobes/horns, heat detectors for A, C & D buildings
- Replaced two discharged hand held extinguishers found during monthly inspections (vandals)

Projects for consideration or in process

- Monitoring septic tanks @ pool area for spring cleanout as needed – Have added a monthly Rid-X treatment in an effort to assist functionality
- May be required to replaced the remaining 4 trash chute doors to meet code requirement of always self closing, 2nd and 3rd floor C building have been replaced already
- Replacement of C & D elevator cab floor tiles – covered with walk-off mats temporarily until walkway project is completed; “D” on order now
- Pool re-marcite, reviewing rough figure bids for next winter repairs; 1 @ \$150K, 1 @ \$300K +/-
- C & D garage storage door replacement and upgrades, partial compliance by 13 of 22 owners as of May 1st
- Walkway, garage ceilings & balconies for C building on hold until September 12 – January 31
- Added a drain field cleanout access for snaking drain lines
- Consider installing stainless wall corner bumpers on the roll-up door for C & D buildings trash rooms to avoid further trash dumpster damages
- Purchase new pool furniture in same style to replace worn equipment, roughly 20% needed
- Seeking bids on connecting the pool restrooms to the building C sewer system so the septic tanks may be abandoned
- Survey water main risers for needed valve repairs or replacements due to corrosion @ C & D building

- Camera run ordered for the building B north main drain that repeatedly backs up over the high occupancy summer months; snake out give plumbers the impression there is an interior bulge about 15' into the line (under 1186)
- Additional landscape materials ordered for pool deck enhancement
- Evaluate possible locations for adding golf cart designated parking to ease parking space congestion
- A/B building Bellman's cart has gone missing, if not located soon will have to order a replacement
- Recommend adding two Doggie Bag Stations to help maintain the lawn areas on the east side of C & D; post, bag dispenser, waste can



Miscellaneous

- Legal work on Bankruptcy/foreclosure @ C building
- Flood policy renewals processed
- Insurance renewals on property, wind, umbrella, workers comp, excess flood
- Updated property replacement appraisal for insurance renewal process
- Legal activity regarding 1172 foreclosure and bankruptcy process
- Postage for 60 day notice of elections for Board of Directors

Contract Information:

- Swimtech – Pool maintenance
- Advanced Disposal – Trash Removal & Recycle
- Darlington – Landscape, Janitorial, Carpentry & exterior light bulbs
- Nader's Pest Raiders – Pest Control
- NiteLites – LED fixture maintenance
- Coastal Elevator – C & D
- Electrical Systems upgrade – Madant Electrical Construction
- Elevator phone lines – Comcast
- Alarm Monitoring System – DynaFire
- Fire Sprinkler System – Wayne Automatic Fire Equipment
- Alarm equipment hardware – MJ Wood

NOTES: