

# 6/6/17 Property Managers Report – 6<sup>th</sup> Moorings

## Action items from and since the 5/2/17 BOD meeting:

### **Action items from the 5/2/17 BOD meeting are as follows:**

1. A 6 foot sign to be purchased & installed showing the name and address of the F Building - **JK**
2. Elevator requires a new flourscent lamp - **JK**
3. Trash room requires a new light bulb - **JK**
4. Obtain a listing of all the front gates to all units requiring to be painted -**John & Francisco.**
5. Once list is obtained, Bill to prepare a letter to all unit owners regarding same and options - **BM**
6. Review and modify sample letter and questionnaire for parking registration - BOD
7. Show the special assessment on a separate column on the A/R Aging Summary page- **Jackie**

### **Action items remaining from 4/4/17 as as follows:**

8. Units 612, 614 & 617 - are in arrears. John to reach out to unit owners to bring accounts up to date. **John**
9. Reach out to landscaper to perform wet check and ID non-working sprinklers. Work in progress. New pump & additpnal sprinklers to be added. **John**
10. Purchase pressure washer. This was previously approved not to exceed \$600.00. John placed an ordered for new pressure washer of much better quality. Total cost increased to \$1,150.00. BOD voted to approve the additional expense of \$550.00. **John**
11. Re-certification letter dated 3/13/17 received from the city. John will coordinate with the engineer for compliance and final re-certification. Work in progress. Waiting for Angel to complete project. **John**
12. Solicit proposal for elevator services. Renewal is due sometime in June. John will check existing agreement to verify renewal date and renewal terms and conditions? Bill will also solicit proposal form Motion elevator. Work in progress. **John & Bill**
13. Solicit proposal to clean, paint and re-stencil the parking stops. Work in progress – **John**
14. Special assessment account shows total of \$32,042.93. This amount does not seem accurate or correct. Determine method for reporting special assessment. **Camilla will coordinate with Jackie**

### **Action items remaining from 3/7/17 as as follows:**

15. Purchase and plant new plant in planter by the entrance of property – Work in Progress - **Camilla**
16. Reach out to BOD of E building and request the repair of the lighting fixture at the entrance of the property. Work in progress - **John.**
17. 5/7 - Ina sent draft of the 5/2 BOD meeting minutes.
18. 5/22 – email sent to BOD with copies of the 6/6/17 Notice/agenda, 5/2 BOD meeting minutes & 6/6/17 property managers report. The April financial statement and May Attorney reports to be sent under separate cover.