

Manager's Report

November-January 2008-09

In addition to the normal plant operational activities and routine grounds maintenance, the following actions occurred this period:

I. Building Repairs

A. Carpentry

- The following bad materials were replaced as noted this period:
 - Decking-Condo's: 15 (216'), 25(20'and Mgr's. unit (131')).
 - Joists-Condo's: 25 (2 @ 18'), 26 (10') and Mgr's. unit (3 @ 10').
 - Handrailing-Condo's:13 (4'), 14 (16'), 15 (2'), 25 (5'), 26 (28') and the Mgr's unit (18').
 - Balusters-Condo's 13 (22 ea.), 14 (28 ea.), 15 (13 ea.) 25 (23 ea. and the Mgr's unit (5 ea.)
 - Siding-Condo's 35 (3 sheets), 47 (1/2 sheet), 51 (7 sheets), 52 (10 sheets), 53 (11 sheets) and 54 (7 sheets).
 - Building trim, (misc. dimension) - Condo's: 35 (40 L.F.), 47 (12 L.F.), 50 (4 L.F.), 51 (96 L.F.), 52 (216 L.F.), 53 (188 L. F.) and 54 (21 L.F.).
 - Deck beams-replaced 32 L.F. under the deck at condo 25.
 - Deck posts-Condo's 15 (2 ea. @ 2' ea.), condo 25 (4 ea. @ 3' (3) and 10') and condo 50 (4').
 - Deck steps (including handrail & balusters)-Condo 15 (2 sets; 4 step riser and 3 step riser), condo 25 (3 step riser) and the Mgr's unit (5 step riser).
 - Flat Roof Fascia trim-Condo's: 52 (38 L.F.), 53 (38 L.F.) and 54 (18 L.F.).
 - Bench Replacement-Rebuilt the 7' bench at condo 13 lakeside.
 - Window & sill trim- replaced 96'of trim around the north windows at condo 35.
 - Replaced the entry door knob @ condo 26.
 - Leveled up the decks at condo's 25 & 26 including the spiral stairway.
 - Repaired the so fit and trim at condo 9.
 - Rebuilt the privacy fence between condo's 25 & 26.
 - Secured the outer deck band to the deck at condo 25.
 - Replaced all of the siding and trim on the upper south dormer at condo 53.
 - Purchased, framed and installed a new "15 MPH Speed limit" sign along the main south road.
 - A started preliminary Carpentry effort around condo's 1-4.
 -

o

B. Electrical

- Replaced 2 defective seawall rope post light fixtures located north of condo's 32-35.
- Repaired the lamp post light fixture at condo 54.
- Repaired a 16' fluorescent light fixture in the water plant and replaced a 4' fixture.

C. Painting

- Completed 95% of the exterior surface preparations and painting, including handrails, under deck area's and privacy fences around units 47-51.
- Completed approx. 25% of the preliminary surface preparation efforts around condo's 51-54.
- Refurbished the 3 light post light fixtures along the north dock stairway (cleaning, painting and missing lens replacements).
- Prepainted or touched up all materials used in Section IA. "Carpentry" above.
- Applied "kilz" stain blocker/sealer to small ceiling stains in the following condo's (all to be painted to match existing): 17, 22, 43, 54, 58, 59 & 66.
- Painted the cathedral ceilings in condo's 37 & 71.
- Repaired small sheetrock deficiencies in the following condo's/locations: condo 2 (south wall crack), condo 10 (kitchen ceiling/hallway crack), condo 12 (barrel vault skylight) and condo 29 (upper closet wall cutout).
- Purchased a new Grayco airless paint sprayer (\$799.00) to replace the existing 20 year old unit which has exceeded its useful life and was economically unfeasible to repair.

D. Clubhouse/Pool.

- Stripped and applied 4 coats of wax to the tile in the laundry area.
- Repaired sheetrock blems in the exercise and laundry areas.
- Replaced the 2 ceiling fans in the exercise room.
- Received a nice exercise bike donation from Mr. & Mrs. Tate (condo 12).

E. Plumbing.

- Replaced the main gate valve in condo 36 with S.S. ball valve (H.O. expense).

- Repaired freeze damaged water lines in condo 23 behind the upper shower/tub enclosure (minor; with no sheetrock damage noted below).
- Raised the floor joist next to the main bathroom toilet in condo 63.
- Repaired a leaking sprinkler system valve beneath condo 61.

F. Roofs.

- Replaced and or resecured all fallen mansard shingles throughout the complex.
- Patched a small roof leak over condo 66.

G. Cable Television System.

- Ordered the "Direct TV" digital modulator and receiver for channel 8 (only non-digital station on our TV system), which is scheduled to be installed prior to Feb. 1, 2009.

II. Other Activities.

A. Docks.

- Scraped, wire brushed, vacuumed cleaned and primed all rust area's inside the fishing dock on the south docks (75% comp.).
- Contracted Allied Marine Inc. to inspect all north dock and breakwater sea anchors, replace broken/missing sea anchors (4 each), tighten and adjust all existing good anchors to properly align each dock section, repair broken stiff-arm on the south side of the N.C. docks, repair broken walkway knuckle and under deck south bulkhead on the N.E. docks, reweld broken/loose hand railing on the north end of the N.E.docks, and replace the shoreline cables with heavier gauge cable and install additional to stabilize all 3 dock sections (\$17,077.73).
- Cleaned the sway bracing, decking and lockers on the N.W. and N.C. docks prior to winterizing all potable water lines.
-

B. Landscaping.

- Cleaned and burned all driftwood and small saplings located below the seawall north of condos 15-24 and around the "Point".
- Completed 95% of the fall leaves throughout the complex, including decks, shoreline and all other common area's in the complex.

- Disconnected all hoses from faucets and closed all building vents prior to the freezing temps.
- Replaced bad R.R. ties as noted: stairway north of condo 57 (2 each), condo 37 south patio (2 each), condo 30 tie wall (1 vertical support tie) and the manager's units (3 each).
- Removed all dead flowers from the common area gardens, tennis courts, pool and clubhouse and all elephant ear plants.
- Disassembled approx. 50% of the bad tie wall located north of condo 5 (scheduled to be completed this winter).
-

C. Other.

- **Condos for Sale:**
 - ✓ Condo 1 - \$250,000 - waterfront
 - ✓ Condo 6 - \$220,000 – waterfront
 - ✓ Condo 9- \$450,000 - waterfront
 - ✓ Condo 33- \$260,000 - waterfront
 - ✓ Condo 37- \$200,000 – Lakeview

Contact Rob @ 918-782-9054 for more information or to schedule your viewing appointment.

-

D. Water and Wastewater Facilities

- Completed the lift station replacement west of condo 1 which included: draining the 2,000' x 8" dia. "forced main" between the station and wastewater plant (manually with tank mounted truck/in house), replacing the 100 amp electrical fused disconnect switch with a 200 amp switch, disconnecting all suction and discharge piping beneath the station and removing the old lift station (utilized Chandler Crane Service's), installing a new concrete ring atop the old wet well casing (18" x 4' dia.), installing the new pump station including pipe installations and recoupling, electrical wiring and final testing. The old unit will be stripped of useable "spare parts" for use on the pump station north of condo's 23/24. Total estimated assessment funded project-\$60,000.

- Continued submitting LT-2 bi-monthly water samples along with the monthly required e-coli water sample to the Tulsa County Health Dept. for testing, with no problems reported.
- Replaced the gaseous chlorine ejector unit in the water plant.
- Began installing 2" solid 4 x 8 styrofoam panels along the existing internal walls of the water plant for improved insulation and appearance (old insulation is old and partially disintegrated due to it's age and sand blasting which had occurred inside the plant over the last 35 years)
- Installed an electrical outlet and small heater inside the raw water pump control box on the N.W. docks to improve the pump starter operations in cold weather.
-

E. Planned February Activities.

- Continue efforts on refurbishing and painting units 50, and 51-54 including replacing all bad building and deck materials. Begin the same on units 1-8 during periods of inclement weather.
- Replace the bad 32' long tie wall north of condo 5, including wall backfilling and site cleanup.
- Install new stairway lighting on the common stairways located south of condo's 23-24, 32-33 and 36 east.
- Install a new, safe common stairway with landing east of condo 36.
- Contract flat roof replacements above condo's 65 & 66, pending Board approval (\$3,000).
- Remove a dead tree west of the water plant and cracked, broken limbs in the trees throughout the complex.
- Replace bad siding and trim on the entry fences (materials already purchased and painted).
- Replace the rotted entryway flower planter boxes.
- Continue with select bad R.R. tie replacements throughout the complex.
- Continue with Styrofoam panel installations inside the water plant.
- Continue with interior sheetrock and painting repairs at condos: 2, 4, 12, 29, and 58.
- Paint the laundry, exercise area and main areas of the clubhouse (as req'd.).
- Inspect, clean out and insulate (as req'd.) area's beneath each condo.