

Manager's Report

March-April 2009

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 either replaced or repaired this period as noted:
 - Balusters-Condo's: 5 (23 each), 16 (38), 27 (2), stairway leading to the N.E. docks (8), stairways around the clubhouse (9), stairway north of 43 (6), stairway north of 46-47 (2) and the entry deck at condo 69 (12).
 - Decking-Condo's: 5 (88'), 16 (92') and 69 (192').
 - Hand railing-Condo's: 5 (34'), 15 (6'), 16 (31'), common stairway south of condo 16 (4') and condo 27 (17'). Also rebuilt 20 L.F. of lakeside hand railing sections at condo 27.
 - Sofit-Replaced a bad 2' x 8' piece at condo 52.
 - Deck joists-Condo's: 5/6 (12'), 5 (6') and 34 (4').
 - Outer deck band-replaced 31 feet of upper deck outer band at unit 16 and 26 feet at unit 5.
 - Deck posts-Removed and replaced the rotted bottoms of 2 posts (6 x 6's) at condo 24, replaced one post at condo 53 (8') and jacked up two large deck posts (4 x 8) at unit 5.
 - Privacy fence-Rebuilt the 6' x 8' privacy fence between condo's 16 & 17.
 - Repaired the entry door jamb damaged by wind with the storm door closure at condo 51. Also installed an additional closure to prevent future damages.
 - Levelled up the 2 lakeside decks at condo 16, repaired the kitchen window planter shelf at condo 15, replaced the battery charger storage box at condo 43 and secured the stairway west of condo 1 to the concrete stem wall to correct settling.
 - Entry porch replacement-removed and replaced a 5' x 14' entry porch at condo 69.
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B. Electrical

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- Repaired a severed electrical wire inside the light post on the north side of the pool area.

C. Painting

- Completed the building painting around condo's 47-50 this period.
- Building painting at units 51-54-prepared the surfaces and painted the following area's: all east, north and west handrails and privacy fences, all "under deck" area's including the stem wall, siding/trim, posts and beams; the main level and upper chimney siding and a portion of the south sides of condo's 53-54. This project is "on-hold" pending completion of the normal spring time "start up" activities. Also prepped other areas around the building and painted non-sprayable areas south of condo's 51-52 this period.
- Interior painting-painted the following area's due to stain kilz application and/or minor sheet rock repairs resulting from small roof leaks: Condo 2 cathedral ceiling and condo 58 bedroom ceiling and wall.
- Highway sign-Applied polyurethane sealer on all sides of the cedar highway sign.
- Repaired (as required) and painted the trash can holders for the pool (2) and the north dock parking lot.
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D. Clubhouse/Pool.

- Pool opening-Uncovered, drained, pressure cleaned, acid etched, scraped and neutralized all interior surfaces prior to painting (2 coats) on 4/22 including regrouting the tile on the bottom of the pool and around the waterline (50%). Fill date is scheduled for the weekend of 4/24 which will allow the paint to properly cure and be operational by the weekend of 1 May (brrrr).
- Pool furniture-Pressure cleaned and painted all of the pool furniture.
- Repaired the door knob on the men's restroom and lubricated the exercise equipment inside the exercise room.
- Ordered the required drain cover and inlet opening covers to meet the recently passed Graeme Baker Pool and Spa Safety Act (\$1,250).
- Memorial Day Cocktail Party-"It's Time!!!" Be sure and mark your calendars for our annual Memorial Day cocktail party down at the clubhouse on Saturday evening, May 24th from 5:30-7:30 PM!

E. Plumbing.

- Repaired a severed sprinkler line east of condo 4 and along the tie wall north of condo 1.
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F. Roofs.

- Contracted Dawson Roofing to install a new " TPO" membrane roof over condo's 65 & 66 including flashings around the perimeter areas (\$3,000). Spinnaker Point personnel painted the exposed flashing to match the trim color used throughout the complex.
- Inspected and completed P.M.'s on all flat and sloped roof areas throughout the complex this period.
- Removed the existing diagonally sloped fascia trim between condo's 64 & 65 to repair a small stubborn roof leak on the flat roof; also sealed a small leak on the pitch pan above condo 50.

G. Cable Television System.

- Nothing significant to report.

II. Other Activities.

A. Docks.

- Dewinterized all dock potable water lines and repaired the following leaks or freeze damaged piping as noted: South docks-replaced approx. 14' of pvc piping beneath the south dock decking; N.W. docks-repaired 2 small breaks; and the N.C. docks (above the seawall)-repaired a leaking 2" connection off the control valve.
- Continued removing rust from the interior channel iron members inside the south fishing dock and applying primer and paint during period of inclement weather.
- Dock Slip Availability:
 - *36' Sailboat slips (N.E.) - 1 each.
 - *28' covered " (South)-1 " .
 - *20' " " (") - 2 " .
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B. Landscaping.

- Tie wall replacement project-Completed the final 50% of the tie wall project north of condo 5 with the exception of topsoil and sod installations. This 32' x 5' wall required the removal and replacements of 5 vertical support posts, total wall disassembly including backfill removal, dead men replacements, tie wall lighting, and sprinkler system piping modifications.
- Applied fertilizer to all turf area's throughout the complex with the exception of the north dock hillside and areas south of units 12-35 (to be installed later this month).
- Removed a fallen hickory tree located west of condo 1.

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- Trimmed all monkey grasses throughout the complex, pampas grasses around condo 72 and crepe myrtle shrubs south of condo's 17-18, 20-21 and 38.
- Planted elephant ear bulbs throughout the complex.
- Purchased a good used 2 cycle mower from Butcher Pump Co. (\$400).
- Detail cleaned all gardens, grounds and decks around condo's 1-55 and started installing new ground cover at units 20, 36-39 and 49N.
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C. Other

Deck Cleaning and toning-Contact Rob @ (918) 782-2169 if you would like your deck areas pressure cleaned and toned. This "cost plus" H.O. service is available this spring, weather dependent, for a \$20/hr. labor rate plus material charges.

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• **Condos for Sale:**

- ✓ Condo 9 - \$450,000 – waterfront
- ✓ Condo 16 - \$265,000 - waterfront
- ✓ Condo 33 - \$265,000 – waterfront
- ✓ Condo 37 - \$190,000 – waterfront (contract pending).

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

C. Water and Wastewater Facilities

- Continued installing 2" rigid insulation board on the interior walls and ceilings during periods of inclement weather.

D. Planned May Activities

Complete the turf area fertilizing, grass seed sowing and flower planting.

Complete the garden cleaning and groundcover installations.

Paint the pool area fencing/gates and stairway hand railing.

Install topsoil and sod above the new tie wall north of condo 5.

Clean the dock decking, lockers and handrails.

Contract Allied Marine Inc. to replace the N.E. dock sailboat slip skags.

Resume painting around condo's 51-54 and pressure clean the entry fence.

Replace bad entryway fence siding/trim and paint all.

Begin pressure cleaning the trash area enclosure, water plant and office.

Begin the shrub trimming, weedeating and mowing throughout.

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Activate the Wastewater treatment plant for the season.

Inspect, repair and activate all sprinkler systems throughout the complex.