

WEEKLY ACTIVITY REPORT

SEA RANCH CLUB ASSOCIATION

Contributors:

Laura Conejos: Association Manager
Cindy Salem: Administrative Assistant
Ground Manager: Jonathan Kulhman



Week Ending: April 5th , 2024

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CONDOMINIUM ASSOCIATION, INC.

Condominium A — 5100 North Ocean Boulevard — (954) 781-8711
Condominium B — 5000 North Ocean Boulevard — (954) 785-5860
Condominium C — 4900 North Ocean Boulevard — (954) 785-9504
Lauderdale-By-The-Sea, Florida 33308

Administrative Items:

- Worked with Maintenance lead tech to start including the preventive and regular maintenance in buildinglink.
- Creating all old work orders to buildinglink (work in progress)
- Worked on the 3 parking fan proposals.
- Worked on the new manager report for the Board's President.
- Worked with Van Kirk in the final steps to finish C pool and get the Operational permit. We had zoning, structural / building and Engineering inspections this week.



- I could not issue stickers this week.
- Contacted the roofing company, they received the asbestos report from Broward County and requested the permit. Aluminum panels are ready for delivery.
- "A" building pool electrical inspection passed. The gunite is planned for Monday April 8th.
- Blue Coast keep working on the concrete restoration in A south lower garage and pool deck area.

Maintenance Items:

- We are fixing the cabana post before the installation of the new windscreen. We did the rest of the post in "A" Cabana and we will continue with B and C. Please be patient since the process takes time so the material cures and we can apply another layer of product. Work in progress.



- Worked with Gate master to repair B North garage gate.
- C pool deck was pressure cleaned



- We continue to replace pipes in the parking lot.
- Post reinstalled in the beach area



- Exhaust fan replaced in B cabana bathroom.



- A pool fence is here, the installation will start after the gunite.



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- Our Landscaping team is replacing few plants by C building and the front of B building



Management Meetings:

- Met with Ori Spado for a follow up about A pool pump room.
- Met with the Electrical inspector, the electrical bonding in A pool was approved.
- Met with the structural inspector in A pool, and the steel work was approved.
- Met with Blue Coast and ACG and walked the property checking all the work we are doing.
- Met with Van Kirk to work on a few new issues we need to take care before the DOH inspection.
- Met with different board members during the week.
- Met with Maintenance supervisor a few times to coordinate maintenance work.
- Met with Jonathan to start the landscaping around C pool and in the north side of B building.
Next week we will start with the tree trimming, this year will be around B building.

Upcoming Tasks:

- Keep working with all contractors (Blue Coast, ACG, Spado, New style fencing, roofing at its best, Van Kirk)
- Continue working on the C tennis floor paint. We need to get another paint for the floor.
- Check all the expansions joint in the complex when it is raining.

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- Keep making parking stickers.
- Work in the schedule for the next pipes to line in the parking.
- Keep replacing pipes in the parking lot.
- Continue working on the preventive maintenance in Association areas.
- Work on more improvements in all 3 cabanas and surrounding areas.
- Start working on Motorcycle parking

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WEEKLY ACTIVITY REPORT

SEA RANCH CLUB ASSOCIATION

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Week Ending: April 12 , 2024

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Administrative Items:

- Worked with Maintenance lead tech to start including the preventive and regular maintenance in buildinglink.
- Worked with Spado pool company in the materials for A pool and pump room and payment application.
- Worked with Imperial plumbing in the installation of a Backflow preventer in C pump room (done).



- Worked with New style fencing in the installation of the new fencing in B south (Done).



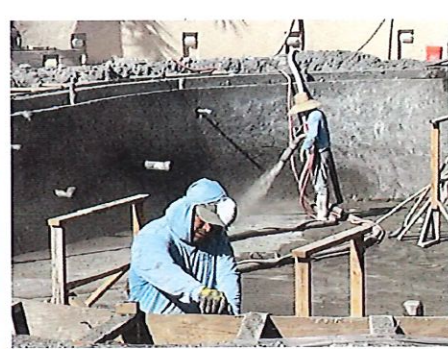
- Worked with New Style fencing in the repair of the A cabana handrail.



- Worked with New Style fencing, All the old fence damaged by the strong winds was repaired this week, 4 areas in total.



- Working with the parking fan companies, we got the 3 proposal we need.
- Worked with Van Kirk in the final steps to finish C pool and get the Operational permit.
- Worked with Intercoastal electric fixing the electrical short in B parking lot.
- I could not issue stickers this week.
- Contacted the roofing company, waiting for the Broward County permit to start. Aluminum panels are ready for delivery.
- Contacted a metal company to get a proposal to fix the structural metal connectors in all 3 cabanas.
- "A" building pool gunite was done.



- Blue Coast keep working on the concrete restoration in B north garage and A pool deck area.

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Maintenance Items:

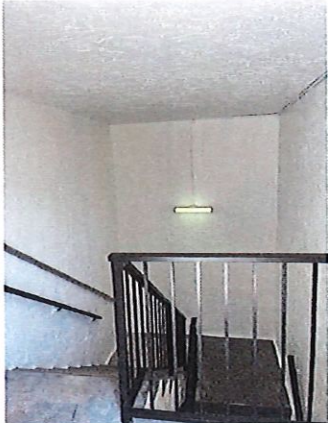
- We are fixing the cabana post before the installation of the new windscreen. We did the rest of the post in "A" Cabana and all the posts in B Cabana. We will do C cabana posts once we remove the windscreens (different system from A and B)



- We continue to replace pipes in the parking lot.



- Maintenance is painting the staircase by C pool. We will paint the floor once we finish the landscaping on the top.



- Our landscaping team is working in the garden around C pool.



- Wall lamps replaced in B cabana bathroom.

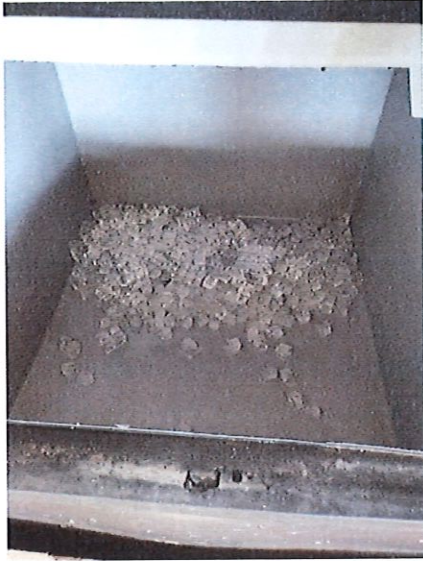


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- A cabana Ice machine was broken, our maintenance team fixed it.



- Our maintenance team is working on C bathroom to be ready for the DOH inspection. We will paint it beige.



Management Meetings:

- Met with different board members during the week.
- Met with a few owners for different reasons.
- Met with Blue Coast and ACG and walked the property checking all the work we are doing.
- Met with Imperial Plumbing to get the backflow preventer in C pump room.
- Met with Van Kirk to work on a few new issues we need to take care of before the DOH inspection.
- Met with Maintenance supervisor a few times to coordinate maintenance work.
- Met with Jonathan to continue working in the Cabanas structure and windscreens.

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- The tree trimming started but it was a windy week. They will continue next week to continue.

Upcoming Tasks:

- Keep working with all contractors (Blue Coast, ACG, Spado, New style fencing, roofing at its best, Van Kirk)
- Continue working on the C tennis floor paint. We need to get another paint for the floor.
- Check all the expansions joint in the complex when it is raining.
- Keep making parking stickers or find somebody to do it.
- Work in the schedule for the next pipes to line in the parking.
- Keep replacing pipes in the parking lot.
- Continue working on the preventive maintenance in Association areas.
- Work on more improvements in all 3 cabanas and surrounding areas.
- Start working on Motorcycle parking.

WEEKLY ACTIVITY REPORT

SEA RANCH CLUB ASSOCIATION

Contributors:

Laura Conejos: Association Manager

Cindy Salem: Administrative Assistant

Ground Manager: Jonathan Kulhman



Week Ending: April 19th , 2024

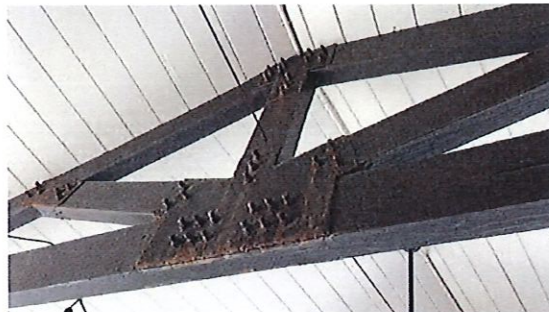
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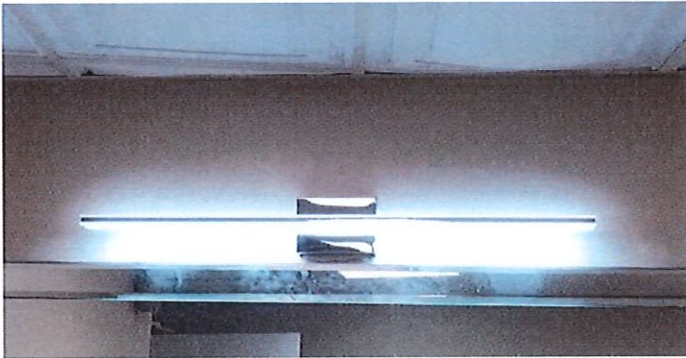
Administrative Items:

- Set a meeting with Blue Coast to discuss A tennis fence.
- Worked with Van Kirk to get the DOH inspection and approval.
- Did the final steps to get the building permit for C pool closed.
- Contacted Van Kirk about the red lights inside C pool.
- Worked with Intercoastal electric connecting C pool lights, incomplete Van Kirk work.
- I could not issue stickers this week.
- Contacted the roofing company, and the Broward County regarding the roof permit.
- Met with a metal company to get a proposal to replace the structural metal connectors in all 3 cabanas- if the board approves it.

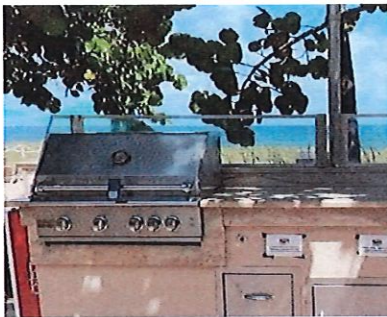


Maintenance Items:

- We continue to replace pipes in the parking lot.
- Our maintenance team is working in the chairs and tables around C pool.
- Wall lamps replaced in all 3 cabana's bathrooms. I would like to replace the cabana ceiling but it is up to the board.



- Our maintenance team is polishing the metal in the bathrooms, gas grill, etc. (work in progress)



- The tree trimming company is working in B building under Jonathan's supervision.

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- Repaired the arm by C east entrance.
- Worked with gate master replacing the broken spring by C lower east gate (must be done today)

Management Meetings:

- Met with different board members during the week.
- Met with a few owners for different reasons.
- Met with Blue Coast, walked the property checking all the work we are doing.
- Met with Van Kirk to work on a few new issues we need to take care of before the DOH inspection.
- Met with Maintenance supervisor a few times to coordinate maintenance work.
- Met with Jonathan to continue working in the Cabanas structure and windscreens.
- Attended Association Board meeting.



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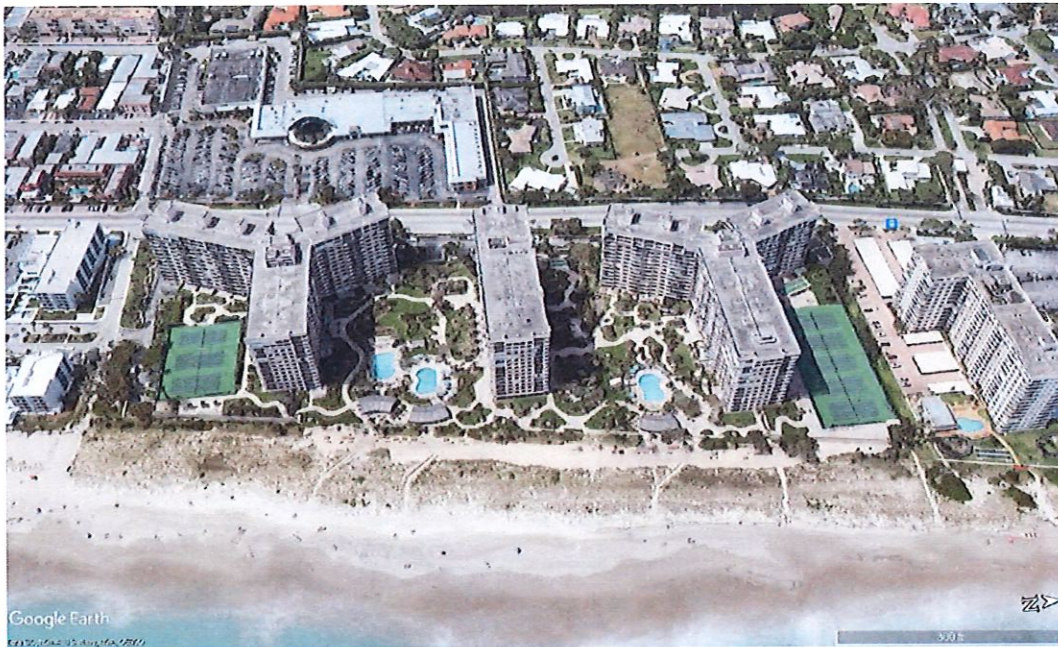
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WEEKLY ACTIVITY REPORT

SEA RANCH CLUB ASSOCIATION

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Week Ending: April 26th , 2024

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Administrative Items:

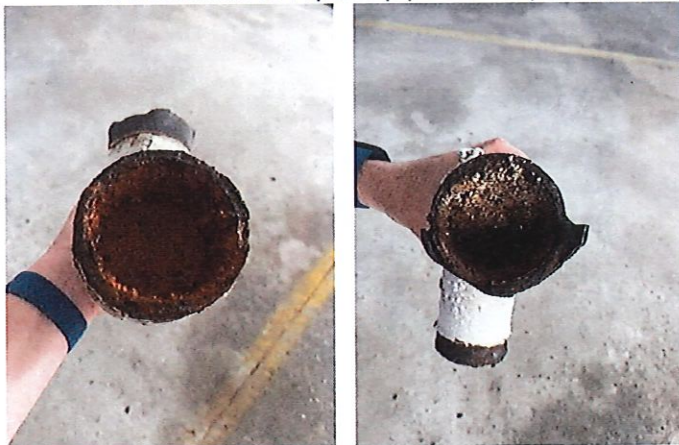
- Met with Blue Coast and 2 board members to discuss A tennis fence.
- Collaborated with Van Kirk to get the building department and DOH inspection and approval.
- Supervised the A pool new fence installation. They will continue and finish in two weeks.



- I could not issue stickers this week.
- Collaborated with Van Kirk and Spado in the Operational permit for A and C pool.
- Prepared the information and payment for B pool operational permit renewal.
- Contacted the LBTS building department to try to speed up the roof permits.
- Met with ACG to discuss C pool final steps, letter to building department and pool lights.
- Worked on the rental parking.

Maintenance Items:

- We continue to replace pipes in the parking lot, some pipes are totally clogged.



- The tree trimming company is working in B building under Jonathan's supervision.

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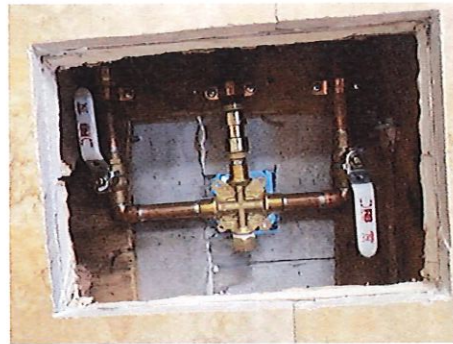
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- Repaired the A lower garage gate and B south gate.
- Painted the footwash area in the 3 cabanas (work in progress)
- Painted the cabana bathrooms doors and installed the new signs.



- Our maintenance team with Jonathan supervision replaced the shower at C cabana. (before and after). They included valves for the new shower.



- Our landscaping crew is getting ready for the new annuals around the property.



- Working on the water fountain at A tennis deck.

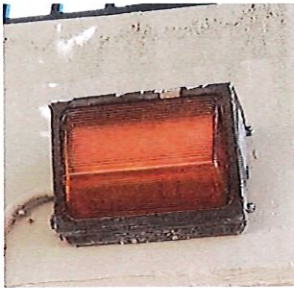


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- Replaced the vacuum in the “A” carwash.
- Convert our lights in turtle friendly ones.



- Cleaned, protected and painted some of the charcoal grills



Association is using buildinglink for maintenance Work orders and reports:

Sub-category	Open	On Hold	Closed	Total
Association Common Areas	0	0	1	1
Beach Area	4	0	1	5
Dog park	1	0	2	3
Grills	2	0	0	2
Kayak area	1	0	0	1
Offices and equipment	5	0	0	5
Parking	8	0	0	8
Parking gates	4	0	2	6
Pools and cabanas	27	0	4	31
Tennis courts	5	0	1	6
Total:	57	0	11	68

Management Meetings:

- Met with different board members during the week.
- Met with a few owners for different reasons.
- Met with Blue Coast, walked the property checking all the work we are doing.
- Met with Van Kirk to work on a few current issues we need to take care of before the DOH inspection.
- Met with Maintenance supervisor few times to coordinate maintenance work.