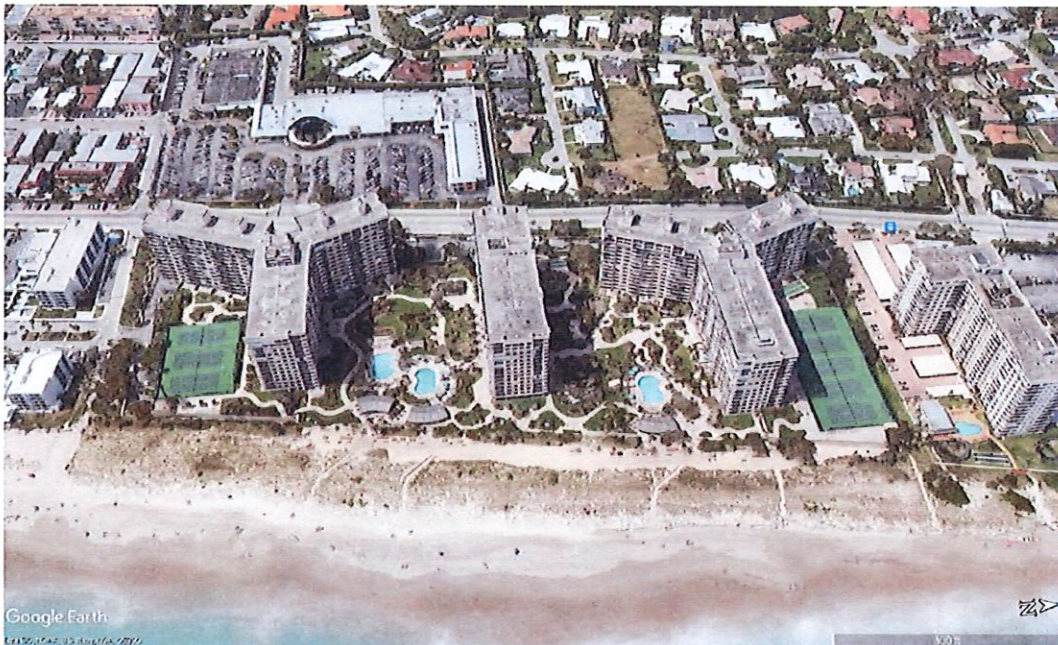


WEEKLY ACTIVITY REPORT

SEA RANCH CLUB ASSOCIATION

Contributors:

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



Week Ending: May 3rd , 2024

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CONDOMINIUM ASSOCIATION, INC.

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Administrative Items:

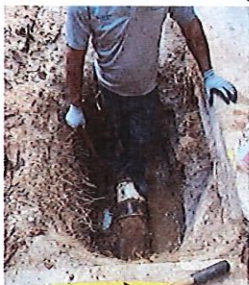
- The Building Department permit for C pool was closed and DOH inspection was requested.
- We got the permit to do A cabana roof, Roofing at its best is starting on Monday May 6.
A cabana will be totally closed for a week, no gas grills, no bathrooms, all closed.
- B, C cabanas and staircase roof permit is still in progress.
- I issued a few stickers this week.
- Blue Coast will pour the A pool deck on Monday, the driveway between A and B building will be closed Monday Morning.
- Bought maintenance materials, tools and equipment.

Maintenance Items:

- The tree trimming company is working in B building under Jonathan's supervision.
- Painted the footwash area in the 3 cabanas (work done)
- All mats were level again, it will be part of our regular maintenance. First time since we installed it.



- Our maintenance team with Jonathan are going to install a cleanout by B north parking to facilitate the cleaning and lining of the pipes.

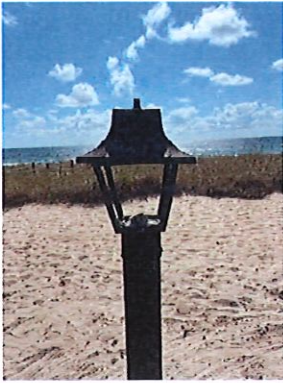


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- One lamp by A beach area was vandalized, we will replace it when we get the new one.



- A key was broken inside the lock, we replaced the lock by B building north door.



- Two cabana tables were repaired.



- Our landscaping crew is getting ready for the new annuals around the property, the new annuals will be here next week.
- Still working on the new plants around C pool.
- B cabana drywall was replaced/ repaired inside the storage room



- Every week we repair between 1 and 4 umbrellas, please close the umbrella when you leave the area and open it a 100% so it will work better and prevent the crack of the ribs.



April Maintenance Report:

Sub-category	Open	On Hold	Closed	Total
Association Common Areas	0	0	1	1
Beach Area	2	0	3	5
Dog park	1	0	2	3
Grills	2	0	0	2
Kayak area	1	0	0	1
Offices and equipment	2	0	4	6
Parking	7	0	2	9
Parking gates	3	0	3	6
Pools	2	0	2	4
Pools and cabanas	12	0	20	32
Tennis courts	1	0	5	6
Total:	33	0	42	75



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Management Meetings:

- Met with Blue Coast, Van Kirk and 2 board members to discuss C pool next step.
- Met with Ellen David to discuss our handbook implementation.
- Met with a few owners for different reasons.
- Met with Blue Coast electrician.
- Met with Maintenance supervisor a few times to coordinate maintenance work.
- Met with a provider of water control system for our irrigation lines, trying to save water in the complex.
- Attended 2 Association Board meetings.

WEEKLY ACTIVITY REPORT

SEA RANCH CLUB ASSOCIATION

Contributors:

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



Week Ending: May 10th , 2024

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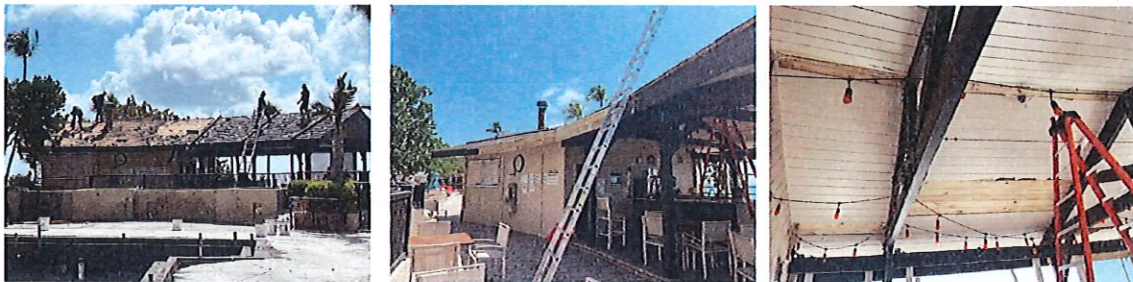
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Administrative Items:

- DOH inspection was requested, and it is scheduled for next week.
- Keep working on all the details to get the DOH approval in C pool.
- We had the DOH inspection on B pool and we passed the inspection without comments.
- A cabana roof passed the first inspection on Wednesday, they will work this week until Friday and will continue Monday. The cabana will be open on Saturday and Sunday.
- B, C cabanas and staircase roof permit is still in progress.
- Work with Spado and the city in the change of electrical contractor for “A” pool.
- Started the process for B pool construction with Blue Coast and Spado. (drawings, permits, etc)
- Bought maintenance materials, tools and equipment.
- Set zoom meetings for Association and B Building.
- Organized the rental parking files, we have a few parking available for rent in A and B buildings.
- Coordinated with Spado the next step: waterproof “A” pool.

Maintenance Items:

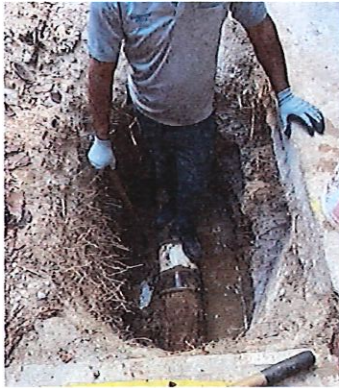
- The tree trimming company was working in B building under Jonathan’s supervision.
- “A” Cabana roof is being replaced, the roof company found few wood planks damaged, and they replaced it.



- The new metal roof is here, it will be installed Monday and Tuesday.



- Our maintenance team with Jonathan installed a cleanout by B north parking to facilitate the cleaning and lining of the pipes.



- A lot of damage electrical pipes and boxes in the parking has been replaced



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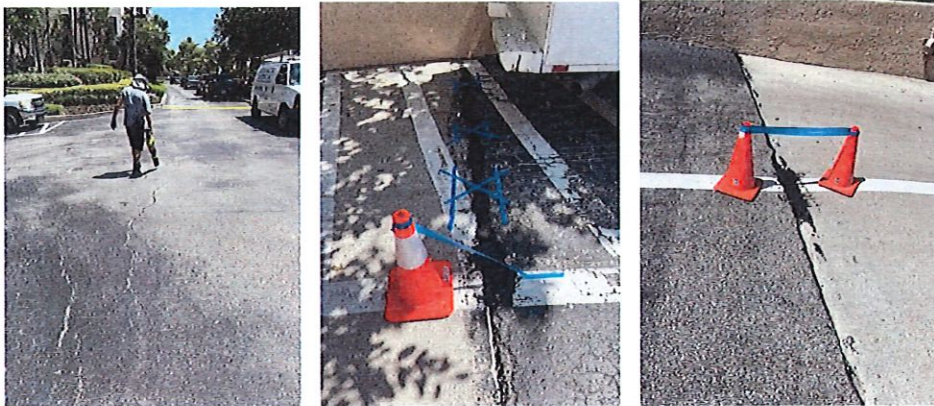
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- Our landscaping crew is working on the new annuals around the property.



- Filling the cracks in the asphalt around the complex



- Every week we repair between 1 and 4 umbrellas, please close the umbrella when you leave the area and open it a 100% so it will work better and prevent the crack of the ribs.

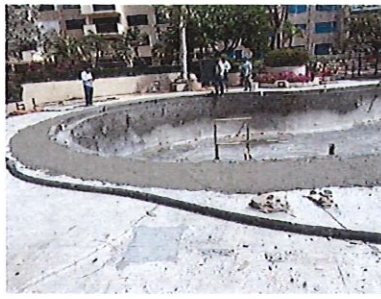


- “A” pool deck was poured on Monday.

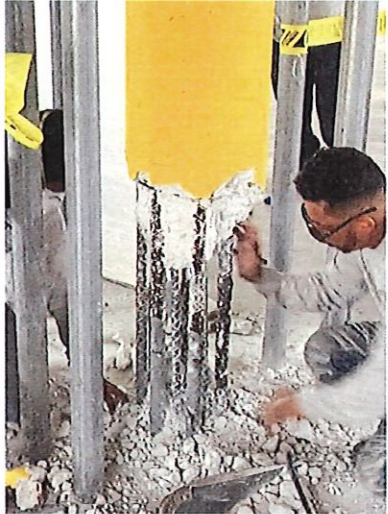
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- The column in “A” lower garage by the pool was cut and pour back today



- The fence by B NW area was installed.



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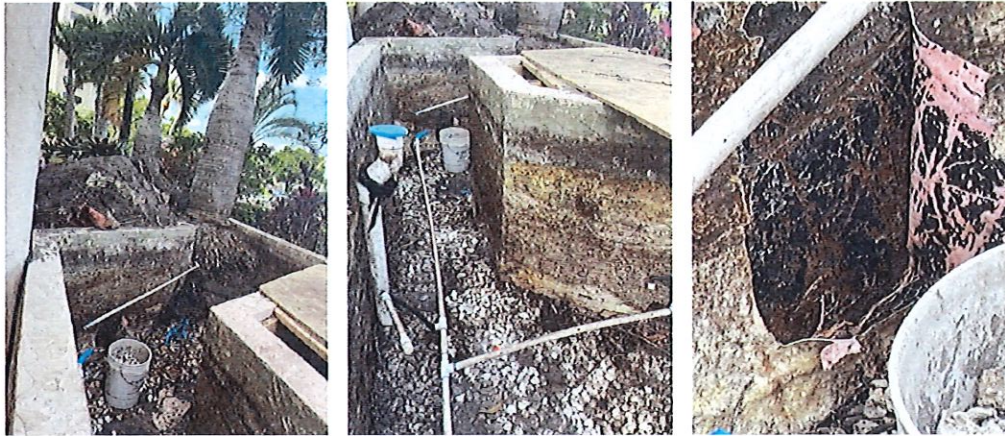
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- Blue Coast started the concrete restoration in front of B building. We are working to solve the problem with the leak in the front of the building



Management Meetings:

- Met with a few owners for different reasons.
- Met with Blue Coast electrician many times, we found a lot of electrical problem in B building parking and we are working to solve the problems.
- Met with Maintenance supervisor a few times to coordinate maintenance work.
- Attended Association Board meeting on Monday.
- Met with Val Prophet (First Service)
- Met with Billy Coleman (First Services)
- Met with Blue Coast and the expansion Joint supplier.
- Met with ACG to check all the damaged concrete under B cabana.
-

WEEKLY ACTIVITY REPORT

SEA RANCH CLUB ASSOCIATION

Contributors:

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



Week Ending: May 17th , 2024

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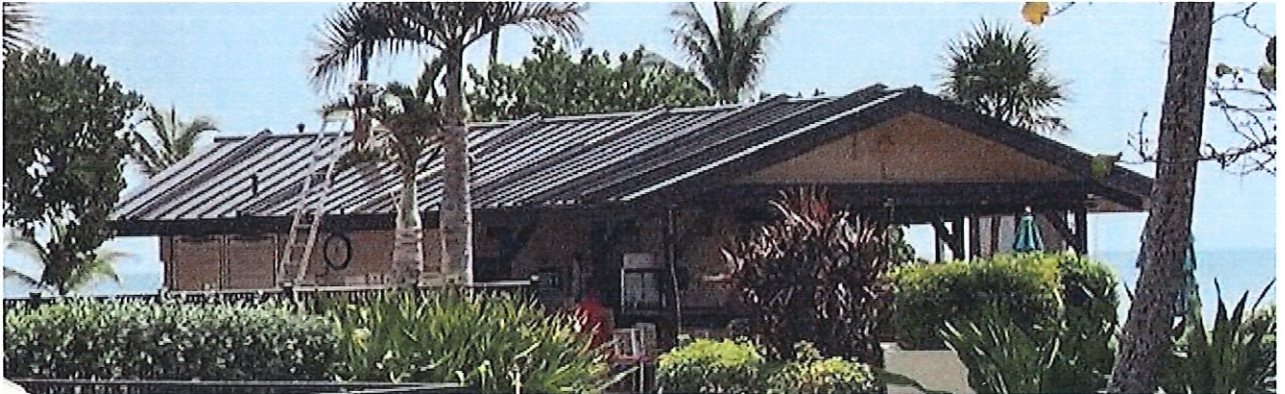
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Administrative Items:

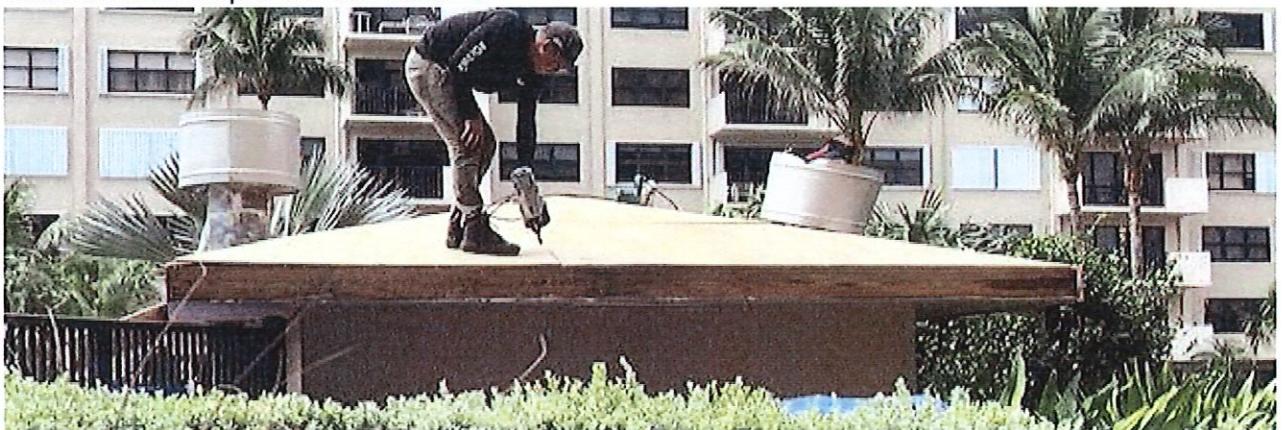
- C pool got the approval, and it is OPEN
- A cabana roof was done today.
- The roof company is working on the staircase roof, will be ready for the first inspection on Monday.
- C cabana will start to replace the roof on Monday
- Concrete restoration on C cabana will start on Monday
- Sewer pipes replacement will start at C cabana on Monday
- Bought maintenance materials, tools and equipment.

Maintenance Items:

- "A" Cabana roof is replaced.



- Staircase roof replacement started.



- More electrical pipes replaced



Management Meetings:

- Met with a few owners for different reasons.
- Attended association Board meeting on Wednesday
- Met with Blue Coast electrician many times, we found a lot of electrical problem in B building parking and we are working to solve the problems.
- Met with Maintenance supervisor a few times to coordinate maintenance work.
- Met with Billy Coleman and Gaby Marmolejo (First Services)
- Met with Blue Coast rep to program next two weeks work (C cabana)

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WEEKLY ACTIVITY REPORT

SEA RANCH CLUB ASSOCIATION

Contributors:

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



Week Ending: May 24th , 2024

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Important Information

C cabana will be open Saturday, Sunday, and Monday so owners can enjoy the new pool and the cabana.

We are going to continue with the concrete restoration, sewer pipes replacement and roof replacement on Tuesday.

Administrative Items:

- "A" cabana roof passed the final inspection, permit is closed.
- The Stairwell roof passed the final inspection, and the permit is closed.
- C cabana will be done next week but we stopped the work during the Memorial's Day weekend.
- Concrete restoration on C cabana will continue Tuesday.
- Our maintenance team is doing the C cabana sewer pipes replacement, the work will continue Tuesday.
- Van Kirk turned over the C pool to our pool company (Crizabella) last Tuesday.
- The fence company finished the fence around A pool. We need the inspection to close the permit.
- The electrician keeps working on the B parking electricity.
- Preparing Association information for First Service.
- Worked with Blue Coast invoices, schedule, etc.
- We received the pavers to continue working on "A" tennis deck.
- Bought maintenance materials, tools and equipment.



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Maintenance Items:

- Our maintenance team is working on the sewer replacement under C Cabana. Work in progress....



- A few umbrellas were repaired this week.



- Maintenance work in the mats, making sure are level and properly installed.

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Management Meetings:

- Met with a few owners for different reasons.
- Met with electrical inspector, it was a mistake, and I took him to C building
- Met with Blue Coast electrician many times, we found a lot of electrical problem in B building parking and we are working to solve the problems.
- Met with Maintenance supervisor a few times to coordinate maintenance work.
- Met with Billy Coleman (First Services) and Laura Prado
- Met with Blue Coast, Spado pool, Laura Prado and Jeff Dale to have an update in the projects.
- Met with Crizabella technician to verify the C pool levels and chemistry.

WEEKLY ACTIVITY REPORT

SEA RANCH CLUB ASSOCIATION

Contributors:

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



Week Ending: May 31st , 2024

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IMPORTANT INFORMATION:

B Cabana will be closed from Monday June 3rd to Friday June 14th. We will do the roof replacement, sewer pipes replacement, concrete restoration, bathroom tile replacement.

Administrative Items:

- C cabana roof is done and passed the inspection.
- Concrete restoration on C cabana is almost done but the cabana is open to the public.

There are only small areas closed, Blue coast is installing back the pavers.

- Blue Coast started moving the pavers to the tennis deck to finish the deck.



- Preparing Association information for First Service.
- Worked with Blue Coast invoices, schedule, etc.
- Bought maintenance materials, tools, and equipment.
- Worked with all vendors invoices.

Maintenance Items:

- A few umbrellas were repaired this week.
- All 5 lamps by the beach area in A building were replaced. The old ones were vandalized a few weeks ago.

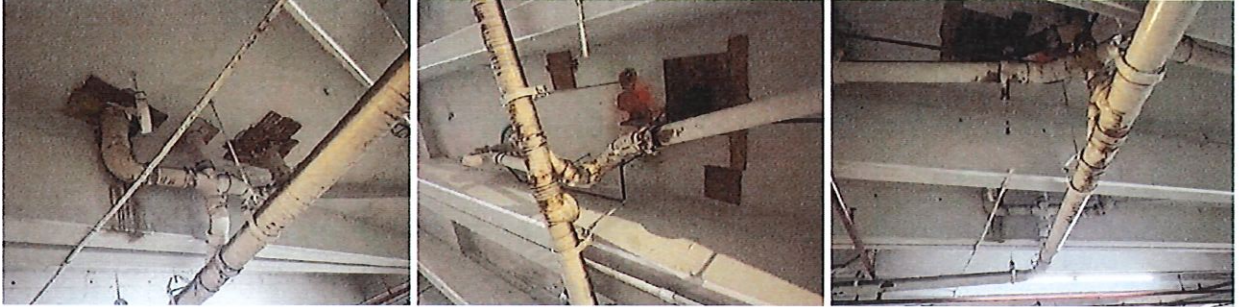
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- Leveled a few pavers around the walkways.
- Maintenance work in the mats, making sure are level and properly installed.
- Installed new cover in C pool handrail.
- The C cabana sewer pipes replacement is done.

Before



After



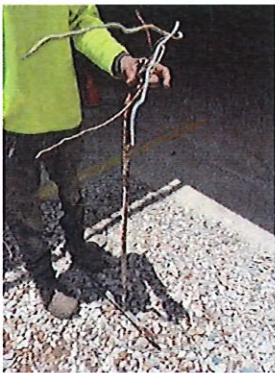
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- The electrician keeps working on the B parking electricity.



Management Meetings:

- Met with a few owners for different reasons.
- Met with Blue Coast electrician many times, we found a lot of electrical problem in B building parking and we are working to solve the problems.
- Met with Maintenance supervisor a few times to coordinate maintenance work.
- Met with Blue Coast, ACG to have an update in the projects.
- Met with Crizabella technician to verify the C pool levels and chemistry and the pool heaters installation.

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