

Ocean East Resort Club  
 Director Update and Status Report  
 June 2, 2010

FACILITIES

Status and  
 Target Date

Reserve Projects for 2010:

Guest Washers & Dryers	COMPLETE
Pool Interior & Tile	COMPLETE
Unit Carpet – 2 <sup>nd</sup> Floor	COMPLETE
Unit Sliding Glass Doors – 7 units	COMPLETE
Sofas – 1 <sup>st</sup> & 2 <sup>nd</sup> Floor Studios	COMPLETE
Unit Furniture – 1 <sup>st</sup> & 2 <sup>nd</sup> Floor Studios (Chairs, end tables, lamps, pictures & ottoman coffee tables)	JUNE 2010
Dining Room Tables – 1 <sup>st</sup> & 2 <sup>nd</sup> Floor Studios	JULY 2010
Air Conditioning – 21 units	NOV 2010
Unit Mattresses - As needed	NOV 2010
Unit Refrigerators – 10 units	NOV 2010
Unit Ranges – 7 units	NOV 2010
Unit Microwave Ovens – 10 units	NOV 2010
Televisions – 7 units	NOV 2010
Drapes & Sheers – As needed	NOV 2010
Pool Furniture – As needed	NOV 2010
Bathroom Remodel – Tile & fixtures in 5 units	NOV 2010
Dining Room Remodel – Lights in two bedroom units	NOV 2010
Kitchen Remodel – Cabinets & counter tops	NOV 2010

UNIT DRAPES & SHEERS – A 2009 PROJECT

New drapes have been installed in the 8 units identified during maintenance weeks last year. This 2009 project is complete. Of course, drapes will continue to be replaced during the year as necessary as part of our 2010 reserve plan.

COMPLETE

UNIT CARPET – 2<sup>nd</sup> FLOOR

Since the last report, we have installed new carpet in the last 5 units. We now have new carpet in all 30 units on the second floor. This project is complete.

COMPLETE

UNIT SLIDING GLASS DOORS

Since the last report, our new sliding glass doors were received and installed in the 12 units as planned. This project is complete.

COMPLETE

UNIT SOFAS – 1<sup>st</sup> & 2<sup>nd</sup> FLOOR STUDIOS

The new sofas have been received and installed in all 35 studios on the first and second floors. This project is complete.

COMPLETE

#### UNIT FURNITURE – 1<sup>st</sup> & 2<sup>nd</sup> FLOOR STUDIOS

##### CHAIRS, END TABLES, LAMPS & OTTOMAN COFFEE TABLES

The new furniture for the first and second floor studios has been received and set up in all 35 units since the last report except the ottoman coffee tables. We expect the coffee tables to be delivered soon and then placed in the units as quickly as possible. We expect the project to be complete in early June.

JUNE 2010

#### UNIT DINING ROOM TABLES – 1<sup>st</sup> & 2<sup>nd</sup> FLOOR STUDIOS

The new dining room tables approved by the Board in April have been ordered. No delivery date has been scheduled yet but we do expect to complete this project by the end of July.

JULY 2010

#### AIR CONDITIONING

The plan is to replace air conditioners on an as needed basis. Since the last report, we have replaced 1 air conditioner (unit 3024). So far this year, we have replaced a total of 7 air conditioners.

NOV 2010

#### OTHER RESERVE PROJECTS

The plan for many reserve projects is to repair or replace as needed. Since the last report, we have purchased 6 umbrella frames, 2 kitchen cabinets, 2 refrigerators and 2 microwave ovens. These items will be placed in inventory until a repair or replacement is necessary.

NOV 2010

### **OPERATIONS**

#### TURTLE SEASON STARTS

We wanted to remind everyone that the “Turtle Season” started May 1<sup>st</sup> requiring the resort to turn off or redirect any light which can be seen from the beach at night. These regulations affect our exterior building, balcony, pool deck and parking lot lights.

#### HOSPITALITY WIFI INSTALLED

I am very pleased to report the new wifi system approved by the Board at the April meeting has already been installed. The work was started on May 17<sup>th</sup> and completed on May 19<sup>th</sup>. Brenda reports the new system seems to be working well.

#### HOT WATER HEATER REPLACED

Our second hot water heater was replaced in May as planned. This time the contractor used a crane to get the hot water heater up to the roof and as a result the installation was much easier than the first. This project is complete.

#### EXPANSION OF MAIN ENTRANCE PATIO

At the April meeting the Board approved enlarging the main entrance patio. The work began on this project in early May but quickly came to a standstill as underground utility lines were discovered. Despite the delay while these lines were identified and removed, this project was completed by the end of May.

#### OTHER ACHIEVEMENTS:

- Received new shirts for the housekeeping and recreation staff.
- Placed non skid tape (instead of a mat) in front of the public ice machine.
- Installed electric hand dryers in both pool deck restrooms.
- Installed new lights outside the main lobby entrance.
- Repaired leaking pipes in the Beach Bucket ceiling.
- Replaced the last of our three gas grills.
- Testing a new environmentally – safe spray to control the pigeons.
- Testing safe trapping and relocating pigeons.
- Installed ice machine and rest rooms signs on the hallway door.
- Beach Bucket deck repairs are planned to replace warped or damaged boards.
- Repaired or replaced thermostat sensors in 18 units.
- Purchased 12 new thermostats to be used as a replacement when necessary.

#### PERSONNEL

Please welcome David Ingram to maintenance, Susan Colon, Jadie Hancock, and Tiffaney Inghram to housekeeping and Courtney Young to recreation. A complete list of employees is attached for your convenience.

#### BUSINESS OFFICE

The audited financial statements, which were approved by the Board in April, have been issue. Copies will be distributed to all directors at the June meeting. Copies have also been filed with the State of Florida as required.

The annual tax receipts & disbursement schedule has been filed with the Florida Department of Revenue. This form reports the property taxes collected by Ocean East and remitted to the County for the year.

The summer issue of the Ocean East Tidings along with the resale flyer was mailed to all owners in May as scheduled.

The fourth quarter maintenance fee invoices were prepared and mailed on June 1<sup>st</sup> as scheduled. In addition, our normal collection activities have continued in accordance with our policies and procedures.

The 2010 maintenance fee invoices for both restaurant tenants have been prepared and mailed in accordance with our normal billing schedule.

The Ocean East web site was updated after the April meeting with the following information:

- The Director Update & Status Report for April
- The Summer Edition of the Ocean East Tidings
- The Summer Resale Flyer Dated May 2010
- The Minutes of the January 30, 2010 Board Meeting

The business office calculates the value of our property each year. The valuation is based on the actual resale prices of all units sold during the prior year (2009). This information may be considered by the County in determining our property tax assessment for the year. A complete report on this year's valuation will be presented at the Finance Committee Meeting.

#### OTHER ACHIEVEMENTS

Surveyed local banks and purchased 3 certificates of deposit.

Completed a new director plaque for the lobby.

Distributed new and revised employee handbook policies to all staff.

Ordered and received the 2010 insurance appraisals from GAB Robins.

Checked Bankers Employer Services references as the Board requested.

Conducted our annual wage and benefits survey of area resorts.