

May 2020

MAINTENANCE MANAGEMENT REPORT



Management Update June 12, 2020

Property Operations ongoing in conjunction with Phase II:

- The main office is back to the regular daily schedule on Monday 8:00am to 5:00pm.
- Staff has been reaching out to units that have backlogged interior work that needs completion.
- However, for safety reasons to facilitate these work orders we will ask that residents either separate themselves inside from our staff or if possible, leave the unit while the work is done until we reach Phase II
- Our staff will have necessary PPE including masks, gloves, boot covers and Tyvek suits (where needed) to reduce any risk of cross contamination.
- Sidewalk, curb, and stoop repairs have begun.
- Crawl space remediation and PEX installations will begin the first week of July. Notices to affected buildings will be delivered next week
- Ward 5 painting will tentatively begin as scheduled in July. Notices to affected buildings will go out beginning next week in advance of the work beginning.
- The tennis courts are open, a new composite practice backboard was installed at the Martha Custis courts and the Martha Custis courts are being pressure washed beginning today and the Valley Drive courts will be done in the next 2 weeks. Please practice safe social distancing.
- The basketball and volleyball courts are open. Please remember to practice social distancing.

Maintenance Update:

From March 31st through May the 11th, we operated with a limited maintenance staff. Plumbing Crew Chief Danny Raiford, Asst Crew Chief Wisdom Amenuvor, plumber helpers Luis Escobar, Kevah Conoway and USP Mechanic Marquis Morning handled all related property issues including that all hot water heaters were online and operating efficiently, handle any sewer back ups or issues and make any needed repairs that arose. They also repaired/replaced several toilet and tub sweeps, overflows and completed a full sewer line replacement in the crawlspace of building 923 which alleviated the ongoing pitch issues which required monthly jetting. Storm drain work was completed at building 919. Staff also maintained the yard dumpster areas daily. During this time both of our cleaning crew staff members, Crew Chief Akosa Adu and helper Gloria Lemus increased the cleaning and checking of our laundry rooms more frequently.

Beginning on May 12th, they focused on hose bibs repairs and replacements and replaced 1 hot water heater in boiler room at building 307 and 1 in boiler room in building 542. They continued doing all service inspections with the limited crew until Monday May the 18th when we had the rest of the staff return to duty. Staff then was able to ramp up and as of yesterday they completed storm drain repairs replacement projects at buildings 916, 834-836 and are in the process of completing both drain and landscape repairs in the rear of 948 which will alleviate flooding. The landscape crew completed the slope restoration project from previously preform sewer line replacement at building 704. They also installed new shrubs and planting from areas where CLS had removed dead, dying or diseased plantings previously. This is still ongoing.

Administrative Update:

The office operated with Assistant GM/Covenants Director Dana Cross, Service Coordinator Belinda Jones and myself from March 31st until May 18th when Guy Andrews returned. Admin Assistant Serena Wills is out via the CARES ACT until June the 25th and Miranda Harrington returned on June 1st. At present we have cross trained Belinda Jones on the Yardi invoicing system to help in processing AP. We are currently working on an updated staffing chart to identify our current and future staffing needs.

June 2020

Anniversaries- Walt Mead 6/1 (10 yrs. '20)
Annual Evaluations/Pay Increases per CBA
Bikes in Laundry Rooms- non decaled bikes posted and impounded
Building Condition Assessments
Carpentry replacements Ward 5 Property Wide
Employee Driver's License Check
FCC License Renewal (every 5 yrs.) next in 2022
Fire Extinguisher- Annual Test and recharge in 2020
Fire hydrants Annual Flushing (rebuilt 2022)
Fiscal Year begins (FY21), June 1
Gas Annual Contracted Inspections **2020**
Gas Leak Survey/Pipeline Patrol 2019 (req'd each 3 yrs.) next due 2022
Gas Odorant Inspection
Management Report 6th
Newsletter 6th
Painting Ward 5- non-contracted
Painting Ward 5- Supervise contracted
Painting non warranty Property Wide
Painting Warranty Work (Ward 2) Contracted
Paving repairs contracted
Pools Supervise Contractor
Respiratory exams- Schedule annual exams
Retirement Plan 401k open enrollment
Storage Room cleaning (ea. 4 months)
Sidewalk replacements in-house
Sidewalk replacements Contracted
Sill Cocks Replacements- freeze less wall hydrants
Sign Inspection (traffic signs) inspection & replacement list for in-house
Stoop Replacements- Contracted
Storm Drain Renovation continue
Sewer line Replacement continue

Monthly Contractor Work Calendar AA

May 2020

NORTHERN VA. ROOFING

718 / 3214 Gunston Road – replaced missing roof tile left rear side of building, 707 / 3503 Valley Drive – replaced crack tile on front side of building, 807 / 1618 Preston Road - secured roofing tile(s) front of building above, 1626/1628 Preston Road, 842 / 1611 Preston Road - broken roof tiles rear side of building, 402 / 1413 Martha Custis Drive – replaced broken roof tiles in the front of building, 535 / 3735 Lyons Lane - replaced stack pipe collar on front as well as the flashing to damage wall on rear side of building, 302 / 1809 Preston Road – replaced broken/missing roof tiles on side and front of building, 945 / 1557 Mount Eagle Place - replaced broken/missing roof tiles on side and front of building, 968 / 3417 Martha Custis Drive – replaced several missing/cracked tiles in rear of Building, 215 / 3328 Martha Custis Drive – replaced copper flashing over front door, 312 / 3526 Martha Custis Drive - replaced missing/broken roof tiles front, 848 / 3209 Martha Custis Drive - replaced broken roof tiles front of building, 805 / 3324 Coryell Lane - replaced broken roof tiles rear of building, 739 / 3370 Gunston Road – replaced caulked tile and flashing, 734 / 3342 Gunston Road - replaced broken roof tiles rear side of building, 510 / 3712 Holmes Lane – replaced cracked tiles and stack collar, 971 / 1628 Mount Eagle Place - replaced broken roof tile(s) along building, 739 / 3374 Gunston Road - replaced broken roof tiles rear of building, 701 / 3248 Martha Custis Drive – replaced falling roof tiles at the rear of building.

INDUSTRIAL DISPOSAL SERVICE Maint. Yard

Ongoing: Trash and brush dumpster removal services continue at the Maintenance Yard

E & G LLC

No Report

CAPITOL TRASH SERVICE

Ongoing: Property wide residential door to door trash removal.

ALMO CONSTRUCTION

Building 819: Tuck point, Building 513/1216: Tuck point, Building 961: Sika Patch, Building 501/3748: Tuck point,

WASTE MANAGEMENT

Ongoing: Recycle collections continue to be very successful...currently dumping 8 yd. containers twice weekly, brush and metal on as needed basis.

BB

6/11/2020