

# Management Update August 19, 2020

## Property Operations ongoing:

- Recent storms have caused several roof leaks. Staff has been coordinating with the residents, the roofers and our painters to facilitate timely repairs.
- Pkfx staff has several landscape erosion projects underway. Rear of 117, 948 and 110. Other work will be done at the rear of 514 and front and side of 912.
- Our staff continues to use the necessary PPE including masks, gloves, boot covers and Tyvek suits (where needed) to reduce any risk of cross contamination.
- Stoop repairs have begun. 2 were completed in July and 2 more are currently underway 3103/05 MC.
- Crawl space remediation has now been pushed back until September due to city permitting backlog.
- PEX installations will began and are continunig. Notices to affected buildings have been delivered.
- Ward 5 painting began on Thursday July 23<sup>rd</sup>. Notices to affected buildings have been delivered.
- Door painting began last week. PKFX staff is in control of all keys and are with Palmer when this work is done.

## Maintenance Update:

- July: Maintenance staff short 1 due to illness. That staff member is currently on short term disability. We are awaiting update on possible return to work date.
- Plumbers completed 86 tasks and the following common area repairs/inspections:
  - Storm drain repairs: Buildings 801 snake, 542 snake, 803 drain in boiler room stairwell
  - Check all Plumbing section storm drains and deliver sandbags
  - Sanitary jetting: 304, 544 and 905
  - Sewer line repairs: 527
  - 4 new hydrant installations
  - Sealed pipe chases buildings: 105, 717, 806, 921 and 963
  - Checking on hydrants/spigot repairs made at: 549,822 and 922
  - Boiler Room inspections daily
  - Sump pump inspections: installed new pumps: 803 and 542
  - Boiler room Repairs: 542 reinsulate pipe, 944 snake drain
  - Crawlspace inspections: 201, 521, 530, 803, 921 and 934
  - Hot water heater repairs: 107, 110, 518,810, 828 and 843
  - Building 526, excavate and run new 15 ft of cold-water main line into building.
  - 4 tub waste replacements, 2 toilet sweep flanges
  - 28 Water Shut offs
  - 4 Cable assists
  - Light fixture repairs: Valley Drive Tennis Courts
- Carpenters:
  - 33 tasks completed
- Painters:
  - 44 tasks completed
- Landscaping:
  - 49 tasks completed
- Outside Contractors:
  - CLS continuing with tree work, both pruning and removals. CLS mowing as needed.
  - Shrub work and bed clean ups
  - Almo completed additional tuck pointing to chimneys at buildings: 725 and 843.
  - Avon continuing settlement work at building 527 on Martha Custis Drive
  - NV Roofing completed 6 roof tickets
  - Ruff Roofing completed 8 roof tickets

## Administrative Update:

- With Belinda Jones now moved up to admin replacing Serena Wills, we have hired 2 new staff members, who both started work Monday the 10<sup>th</sup>. Patricia Willets is the new service coordinator and Ronette McMurray is our new receptionist. Both have prior condominium experience. Both are currently being cross trained on our systems. This fully staffs the downstairs.