

Management Update October 15, 2021

Management:

- Buildium: Acting GM, Maintenance Director and Maintenance Admin. Assistant held a meeting to discuss the ongoing complaints with Buildium. It was concluded that the Maintenance Director would meet with each Crew Chief to discuss the Buildium complaints and explain the accountability for properly updating and closing task. Maintenance Admin. Assistance will pull a weekly task report for each Crew Chief to assist.
- Dumpsters: On-call/attendant will spot check on Saturday, and Sunday from 12-2:00pm ensuring that unwanted items are not placed in the trash compactor or removed immediately.

Administrative:

- Bike inspections have completed, and bikes found without current 2021 stickers have been pulled.

Building 942 Fire Update:

- Unit 1605 Preston final cleaning complete. Homeowner has moved back in.
- Unit 1603 Preston, kitchen cabinets on back order but should arrive next week. Minkoff awaiting unit owner's section on kitchen and bathroom finishing's.

Property Operations ongoing:

- Roof repairs are ongoing. Ruff Roofers completed 37 roofing tasks / 1 gutter tasks / 2 flashing replacement task.
- September (Crawlspace Remediation) 543 and 905 Complete. Scheduled for October: 502, 503, 504, 506, 507
- PEX installations: 539, 525, 544 Complete.
- Replaced collapsed storm drain between bldg. 822-824

Maintenance Update:

- September Staff level down 2 maintenance positions, one plumber crew helper and one landscape helper. Reviewing applications.
- Replaced damaged split rail fencing on Quaker Lane.
- Lyons Lane - Dominion Energy completed underground cabling repairs Street lights are currently back online.
- Bldg. 958/Stairwell Lighting – Replaced damaged conduit. Lights are currently back online.
- Plumbers including the following common area repairs/inspections:
 - 14 tasks entered.
 - 51 completed.
 - 0 in progress.

- Carpenters:
 - 105 tasks entered.
 - 10 tasks completed.
 - 20 in progress.
- Painters:
 - 42 tasks entered.
 - 59 completed.
 - 43 in progress.
- Exterior Crew:
 - 60 tasks entered.
 - 27 completed.
 - 11 in progress.
- Landscaping PKFX Staff:
 - 115 tasks entered.
 - 57 completed.
 - 19 in progress