



Manager's Report

September 9, 2021

Completed for the September 11, 2021 Board Meeting

1) Office Changes

The office is 100% Association as of September 1st. Michael and I understand there will be some growing pains with this transition and will try to help any owners who has questions concerning owner guests/scheduling cleans and proper procedures now. Michael has a new email address – office@errolbythesea.com. Please use this email address for him going forward.

2) Upcoming Property Projects

In September and October, we have some big projects planned! Starting next week, we will begin three of these projects. Monday, all A/Cs and A/C brackets will be inspected. I will send notices out to units that require service on these items. Tuesday, Stairwells will be sanded and painted, and the building will be pressure washed. The stairwells and pressure washing projects will take approximately two weeks. In October, we will be tackling the storage closets. Please remember to properly mark your belongings in those spaces and remove the items that will not fit in your designated space.

3) Preventative Maintenance October

October is all about preventative maintenance for our property! Please take the time to put new batteries in smoke alarms, change A/C filters, and change any plastic supply lines to metal supply lines. I am now adding getting any issues with you're A/C units taken care of during this time, especially if I send you a notice concerning the brackets. As a good neighbor and homeowner, please replace all toilet, and appliance hoses with metal hoses. This will decrease the change of you, and everyone in the stack below you will have a water related issue in the future.

October is our slowest month and is the perfect time to get these items taken care of.

Respectfully Submitted,

Kerri Gallagher, CAM