



Manager's Report

Completed for the July 9, 2022 Board Meeting

1) Staff Projects

The staff have many upcoming projects. The biggest of them being the bike room clean out and the laundry room conversions. With the bike room clean outs, many owners have already gotten their new bike stickers. If anyone still needs to get those new stickers on their bikes, please remember to get that taken care of by July 25th. The walkways will be pressure washed soon and we will be asking everyone to put any doormats that are out into their units during that time. It's a good time to get old doormats replaced! Some owners have started getting new doors put in. This is a great time to also get those rusting and corroded hinges, doorknobs, and deadbolts replaced.

2) Office Items

I wanted to touch on a couple of items concerning the office:

- The office is closed on the weekends. All emails from the weekend are seen and replied to on Monday. The main office number is not answered on the weekend. There is no longer a need for an answering service, so all voicemails are screened by me afterhours and during the weekends for emergencies, which mean items like leaks and fire. Otherwise, on Saturdays and Sundays the maintenance staff carry the office cell phone while they are on property during the day. The number for that cellphone is 386-314-4869. During the week, I may be out of the office on rounds around the property, in a meeting off property, going to the bank, or other minor errands. If I am not in the office, myself or a staff member carries the office cellphone and will come right to the office if someone calls.
- If I have someone in the office or am I on the other line, your call will go to voicemail. It doesn't mean I am not in the office; I am just not able to get to the phone right then. I will call back as soon as I am able. The best way to reach me is by email. With the number of calls and visitors there have been, I am having a hard time getting out of the office to do my property rounds, which I feel is a very important part of my job.

Respectfully Submitted,

Kerri Gallagher, CAM