



AQUARIUS CONDOMINIUM ASSOCIATION, INC

Weekly Management Report

Week of April 4th, 2016

Administrative:

- a. Budget Meeting: The meeting was held this Tuesday, and by a vote of 140 to 11 Reserves were waived for 2016.
- b. Valet Deck Fees. In line with this Board directive, Management contacted Southern parking who informed management that they collect no revenue from the \$2.00 fee, as this is given to valet staff to retain them. Management requested an estimate of the total monthly income from those receipts, and asked for a report on the current market rate is for parking in our area. Update: Southern Parking did provide a survey of Fees charged in neighborhood:

<u>Hallmark</u>		<u>Alexander Towers</u>		<u>Sea Air Towers</u>	
Daily	3	Daily	2	Daily	4
O/N	5	O/N	4	O/N	5

<u>The Residence</u>		<u>OMYC</u>		<u>Parker Dorado</u>	
Daily	4	Daily	2	Daily	2
O/N	5	O/N	5	O/N	3

- c. Parking Reset Campaign: Study complete. Presented to Board 4.1.16. Management posted the revised list today. Manage will revise as needed from any discrepancies reports next week by membership. Management will then present the final list at the April 21st Board meeting. Afterwards a new decal system will be instituted.
- d. Restaurant Tenant: Status of lease in review by Legal Committee.
- e. Integration Software systems. Board gave approval of Vertilinc Live this week. Signed contract sent to vendor 4.8.16. Management will meet with Vendor to begin introduction of system.
- f. Material Alteration Issue. Management waiting on survey tasked to Committees (Construction and Finance?), to begin membership inquiry regarding what items to include on Agenda for a Special Membership Meeting on Material Alterations. Action Item, we have received no reports. Update- No Change. Action Item: Management recommends restating the mandate given to these Committees as there has been no progress on this reported for two months.
- g. Committee Reports: Note to all Committee Heads. Please submit all items in one Email or Word document entitled Committee Report (i.e. "Construction Committee Report). Deadline to be included in weekly Management report is Thursday. Deadline for Monthly meetings is the Friday before the meeting (i.e., April 15th for the April 21st meeting). Action Item: So far we have no reports for this Month's meeting. If you are expecting any please advise your Chairs to submit to Management by next Thursday (4.14.16)

- h. Front Desk Personnel/Services. Lobby and Valet opened as scheduled, April 4th. Board approved moving all services listed below to Front Desk. As per Board's mandate, in addition to Office Staff/Concierge, management will train some of security on some of new service that will be offered. Currently the Front desk is offering all the following services:
- All Applications, Including:
 - Sale/ Leases
 - Construction
 - Guest Registration
 - Fobs/Parking
 - Payments
 - Elevator Reservations
 - General Assistance

Financial:

- a. February Financials complete & delivered to Board for review.
- b. 2015 Audit. Three proposals were presented to Board this month. Management filed for an extension to give Board time to deliberate. Update: BOD Decision Pending. Will be placed on April Meeting Agenda
- c. Delinquencies. This Month's Ages owner balances were reviewed and sent to Treasurer for approval to send to collections.

Operations:

- a. Project Update: (See Project Update below for all major projects)
- b. Landscaping Contract Amendment Signed. This week Pineda Landscaping began providing additional services under the Amended contract, including all new landscaping on Valet and West Pool, including fertilization four times a year. Watering 1/week also done by Pineda (Tuesday) with them supervising Staff in watering for remainder of week. Option to increase Pineda to twice a week if needed during dry months.
- c. Review of Housekeeping, Maintenance and Landscaping duties: Underway. Management and Maintenance Supervisor are reviewing current and historic duties in order adjust to opening of Lobby and Valet deck. On completion a report will be issued.Status: Postponed until all project issues with Lobby, Front Desk and Valet Deck are resolved.
- d. Miscellaneous.
 - a. East Pool Heaters burnt out. In prior week's Management Contacted All About Pools (AAP) and requested they look into repair and replacement. Their Analysis was Heater I had a defective 20-year-old gas regulator, broken flow switch and display panel. Heater II had overheated and melted down and was a total loss. Heater I was repaired two weeks ago, allowing the pool temperature to be brought up 15+/- degrees. Unfortunately Heater II was not under warranty and required replacement. AAP provided a quote for another Hayward heater, and alternate (recommended) commercial grade ASME Heavy duty Brass heater. AAP reported as an alternate Hayward could offer an 'At cost' concession replacement based on either of same. The Hayward representative contacted the Association Thursday and presented the offer. Board resolved to go with more suitable ASME type heater. Bids were:, same model as above
 - AAP Bid - Hayward H Series ASME 400,000 BTU \$3,134.00+Tax

- Hayward “Concession Offer|: **\$1,599.00+ Tax**
- Board accepted Hayward’s offer and management relayed acceptance.
With request to expedite order. Delivery from their factory in California in 1-2 weeks
- b. In addition to AAPs report Management received a report from Hayward which further documented the cause. See Vendor & Misc. reports below for all email correspondence on this item.
- c. Deficiencies in Pavers on West Pool Deck; Other vendors to be engaged and repairs made.
- d. New Pool Service Proposal. All About Pools (AAP) proposals was received and placed on agenda as exploratory bid. RFP was also sent out to Membership.
- e. Elevator Inspections: Completed.
- f. West Parking- No Jaywalking. As per Security’s recommendations Management requeste estimate on new signs. Proofs to be presented to Security and Board.
Status: Postponed until wrapup of current projects.

Project Update Report

Week of April 4th, 2016

▪ Valet Deck:

- General Contractor (GC): Construction Specialists Incorporated (CSI).
- Engineer: ACG Engineering Services (ACG).
- Landscape Architect: Michael Pirich.
- **Status: Valet Deck Opened Monday, April 4th.** CSI received payment on the two last invoices and will inform Association of final inspection after closeout of Lighting.
- Leak by space 108 was found to be caused by electrical outlet box on stairs to West Pool and out of CSI's scope. Management corrected.
- Management made a request for all plans and documents to ACG. Their response was to demand payment all invoices up to 3.15.16. Management reply was we will hold those invoices as a retainage until all the documents are tendered (Standard engineering practice is to provide these documents over course of project, not hold all until completion. Update: A Second Request was made this week.
- Other Outstanding Items:
 - Additional drains: Completed 4.1.16.
 - Four additional traffic/handicapped parking signs at 7' height were required in inspection at beginning of week, and installed by 3.31.16. Note these signs and several 'Valet Only' signs will be removed, or modified following the closeout of permit.
 - Parking Bumpers: Completed.
 - Electrical Lighting: Status: Tau Beta's Original closing of Valet Deck was delayed in earlier in March due to City's finding the lighting was too bright for Code and contrary to State Law Light Restrictions (Sea Turtles). New light will take several weeks to arrive. Work on Garage lighting progressed smoothly. Report on Inspection results of garage pending from Tau Beta.
 - Fountain Leak Maintenance informed Management today there was a possible leak from the Valet Deck Fountain. Management contacted CSI about this, plus several loose drain grates, mesh on pedestrian door and flagpole. Requesting all be remedied when flagpole is installed.
 - Post Permit Modifications being considered. Removal of superfluous signage (Valet Only on unit owner spaces). Install of 5MPH speeding sign, Weight limit and 'No Trucks or Ambulances' sign on Ramp, Traffic arrows, Install of secondary ramps to allow wheelchair access direct to front door, install of awnings over handicapped ramps now exposed to weather. Sign pole over curbs prone to being bumped.

▪ Lobby Renovation:

- General Contractor (GC): OAK Group, Inc. (DBA Imagine Repair & Renovations).
- Interior Decorator: Nadine Greenstein.
- Mechanical Contractor: VMech Mechanical Contractors
- Plumbing Contractor: Herman's Plumbing
- Security Cameras: Alarm One
- Desk Install: D&B
- Front Desk/Lobby Infrastructure Mobilization: Ideal Tech Solutions
- Marble: Classic Marble

- Sliding Door Repair: Commercial Door & Gate.
- Sound System: Beta Tau Electric
 - **Status: Lobby Opened Monday, April 4th** Oak Group reported permits closed. But failed to finish out revised punch list. Retainage shall be held until punch list is complete. (For Punch List See Last' Weeks Report)
 - Front Desk. Complete & Mobilized
 - Intercom System; excepting the beach access (Partially functional), all of originally reported system is complete. **Note: Management discovered there had been a system in gym, if board wished to incur the expense this could be added.**
 - Lobby Access Doors and Fob Readers. Ideal Tech Solutions and our Locksmith were employed. All exterior access doors secure. South Tower Lobby entrance and Fob now operational. North Tower mechanical to be replaced by Commercial Door and Gate Next Tuesday. If required, Ideal Tech will be engaged to finish N. Tower Fob.
 - New Access Software. Galaxy is already installed in servers and being introduced incrementally. Ideal Tech Solutions Proposal on full install of Galaxy software was received late 3.31.16 and reviewed by IT and Board and found to lack sufficient detail. Ideal Tech was asked to appear at this Week's Construction Committee meeting, to give a full report, but was unable to appear (Will reschedule). Management is already working with Ideal Tech to lower cost of proposal; most of issues are with South Tower. Once review finished it will be represented. Galaxy is fully compatible with the Vertilinc software that was approved this week.
 - Painting Billiard and hallways. On Hold
 - Billiard Room's Tables. Billiard Table Companies Bids received for breakdown, moving and rebalancing of billiard table after room is completed. Tables to be moved before carpet and Ac install
 - Bar Area Renovation: Complete.
 - Security Cameras:
 - Original work (Phase I) Completed. Final Payment processed.
 - Additional Cameras (Phase II) Management received amended proposal. In Feb 18 Meeting BOD approved notice of membership meeting regarding material change, where the unit owners will vote to approve. Management awaiting study and evaluation by Committee tasked with spearheading the project. Pending report from Hollywood Police Department in all likelihood will be used as main guideline, including additional cameras in west parking area. **Status: No Change. See Material Change in Managers report supra.**
 - Sound System Installation: Contract executed and deposit on work being processed.
 - Billiard Room Air Conditioning System: Bid from VMech for \$4,000 was approved. Project reactivated.
- **Air Conditioning Upgrade:**
 - Vendor: VMech Mechanical Contractors
 - Engineer: Don M Austin
 - Status; Deposit to be tendered Thursday. Equipment on Order. Project underway
 - Contract Execution on January 7th.
 - Kickoff Scheduled 1/11/16 (Complete)
 - Submittals completed week of 1/18/16
 - Final Mechanical Approval (Complete)

- Permit Fee paid on receipt of Deposit. Tentative Project Schedule from VMech presented.
 - Proposed Isolation Valves South Tower was done at same time as Condenser Water Pump retrofit project in late February. **Update:** North Tower isolation valve was installed this week.
 - Equipment Delivery **Update:** VMech reported projected date for delivery of air handlers on/about May 26th, and condensers late May, early June.
 - Roof Install (Exact date pending)
 - Completion Date: Approximately 18 weeks, Exact date pending.
 - Hall HVAC Projected down time during installation 2-4 weeks. VMech tasked to present alternate proposals; 1) For portable AC for use in down period 2) proposal to employ crane to port system up to roof and minimize down time to less than a week.
 - Met with Engineer Don Austin 3.25.16 to review his role as our consultant, discuss need for crane and temporary A/C unit, confirmed his prior role in project and continued role to inspect work. Don said down time would be limited (1 week) and we would not require a crane. Don will also prepare a proposal to reconsider the layout of the Tower water pumps to allow a back to be installed. He will also do a proposal on sound deadening measures to lower vibrations and noise reported on top floors. No change this week.
 - Vendor Recommends Crane. VMech presented verbal offer they desire using crane, to save time and decrease possible exposure. Offer to share cost of crane with Association. Sharing a crane with another nearby VMech project will only result in a cost of \$14,000-16,000. Management will present their proposal to share costs when received.
- **Gym Bathroom Project:**
 - Engineer: S&D Engineering & Construction
 - GC:TBD
 - Status: S&D presented their 'As-Built' plans to Construction Committee. S&D will prepare a draft of proposed modifications by end of next week for review, and inclusion in this Month's Board meeting.
- **Gym Roof Project:**
 - Engineer: S&D Engineering & Construction
 - GC:TBD
 - Status: Gym Roof Replacement: S&D presented specifications for presentation to Board. After review new specifications specs will be presented to roofing vendor for new bids.
- **Forty Year Recertification**
 - Status. Final Presentations of three Engineering Finalists, (Hillman Engineering, M2E and S&D Engineering) done on April 5th 2016. Board decision On Primary Secondary and Tertiary Candidate pending.

- **Polish/Restoration of Lobby and Hallway Floors.**
 - Status: Second round of bidders presented and reviewed (2 discarded and 4 presented) Bid awarded to Ocean Construction. For \$16,700. Of significance in decision was fact that Ocean Construction did work at a nearby Atlantic Pacific Sister Property, the Wave (2 building north). The flooring at this property was found to be beautifully done, despite report that the Wave's flooring was originally in worse shape than Aquarius'. See Vendor & Misc. Report Supplement below for Management Summary.)
- **Painting of Hallway Walls & Ceilings.**
 - Repainting of N & S tower hallways off lobby. Tabled
- **South Tower HVAC VFD Replacement.**
 - Board Approved the Bid from VMech based on same brand as Debonair with the 5 year warranty. Vendor presented contract for signature at end of week issues were found and Management asked Vendor to clarify. Once resolved. Order will be placed with 2 week delivery window for beginning of project.
- **New Issues with Garage Entrance Door installs.**
 - When current Management took over last year, door replacement project by Automatic Doors project was already underway. After install repeated issues were common, but were temporarily remedied, recently new issues developed, including the overheating of the door motor, which led to Current Management issuing a demand directly to principal of the company, to have all problems immediately resolved. Management informed owner of management change and Aquarius' new relationship with Atlantic/Pacific and repairs pledged within 24 hours. Management will monitor until successfully resolved. See Vendor & Mish report Below for email.
- **Miscellaneous Projects:**
 - East Pool Deck Entrance Doors: Project date, TBD.
 - City of Hollywood Beautification Subsidy:
 - May be pursued in conjunction with repainting of building in 2017.
- **General Maintenance/Repair:**
 - Current Projects underway or scheduled include:
 - Power spraying and touch up East Pool Deck. Power spraying concluded. Touch up of light polls is in progress. Painting of planters and railing cancelled due to upcoming 40 Year Recertification Project.
 - Tower Lobby Cleaning/Touch up. North Lobby complete- South Lobby TBD.
 - Touchup painting of residential hallways and doors. TBD
 - Elevators: Malfunction of N. tower service elevator. Repair of phone approved vendor scheduled.
 - Lobby Furniture: Initial purchase on order
 - Future Project Under consideration include:
 - Sand, wire brush and paint all association piping. TBD
 - Valet Deck Fountain 'Aquarius' sign: (at completion of Valet project)
 - Laminate walls, gym elevator: TBD

Vendor & Misc. Reports

April 4th, 2016

VENDOR REPORTS

VALET DECK – Closeout of Permit Anticipated after Lighting project is completed

- **CSI-N/A This Week**
- **ACG-N/A This Week**

LOBBY - Closeout of Permit Completed

- **OAK GROUP REPORT – No reply received on punch list**
- **NADINE GREENSTEIN INTERIORS – N/A THIS WEEK**
- **ASSOCIATION REPLY TO OAK GROUP'S PUNCH LIST REPORT**
- **MANAGEMENT REPORT ON OUTSTANDING ITEMS FROM PRESIDENT'S CHECK LIST**

Lobby Fountain ready and running; **completed**

Moving a long table into Board's conference room along with 8 chairs; **completed.**

Having floor mats for entry doors; **Vendor Contacted. Management will follow-up next week.**

Valet personnel ready for serving guests arriving Monday; **Valet phone purchase early in week along with replacement chairs for office. Charis arrived today, Phone early next week.**

Posting a notice announcing that a formal celebration will be held in next two weeks following final close out. **Management will review with Board next week.**

HVAC PROJECT

- **VMECH– SYSTEM ON ORDER -NO FORMAL REPORT THIS WEEK**

EMAILS ON POOL HEATER REPLACEMENT

- **HAYWARD REPRESENTATIVE 4.7.16**

Hi Mr. Slavin,

Good speaking with you this afternoon. Accept my apologies if you find my reply to your question a bit lengthy. And as explained in an earlier conversation with John @ All About Pools. see below.

In layman's terms; There is a heat exchanger (radiator) built into the top of a swimming pool gas heater for the purpose of transferring the heat that's created within the heater (beneath the heat exchanger, from flames burning upward from burner tubes similar to the way it works inside a bar-b-que grill) to the proper amount of pool water that should be flowing through the heat exchanger above the minimum flow rate at all times in the direction it was designed for. When there is no pool water or not enough pool water "flowing through" the heat exchanger to absorb that heat to take away, the heat exchanger (radiator) can overheat to the extent it no longer has the ability of transferring the heat even if the pool water flow through it has been corrected. Some terms often used for describing the heat exchanger's inability to transfer the heat is it has cooked, overheated or burned up.

Some common causes for lack of and/or inadequate pool water flowing through the gas heater:

- external water by-pass valve in wrong position, too open, open fully
- dirty filter reduces water flow to extent existing heater by-pass valve position no longer diverts enough water through heater to safely operate it
- circulation pump inop and/or off and water pressure from gravity weight of the pool water above the system allows heater to still operate
- etc... other possibilities unique to it's location

As found in the installation manual that comes with each gas heater, it should have been determined if the heater's water pressure safety switch needed to be adjusted to compensate for the gravity weight of the pool water located above it to be sure it disables the heater from operating and if it was determined that the heater's water pressure safety switch adjustment could not compensate for the gravity weight of the water, then the proper water flow switch (UHXFSW1930) should have been installed in conjunction, in series with the heater's existing water safety circuit. Due to the various possible combinations that could cause a no water flow and/or low water flow condition, it is recommended a flow switch kit (UHXFSW1930) be installed as an added layer of protection on each gas heater in a commercial application to help us possibly avoid these type of situations.

Regarding gas heater's ventilation; The Hayward Universal Forced Draft gas heaters are fan assisted gas heaters which require a different set of standards then that of earlier model swimming pool gas heaters that are considered naturally venting gas heaters (not fan assisted). In layman's terms, the fan assisted gas heater vs. a natural venting gas heater could possibly be compared to a car engine that has a super charger (fan assist) vs a conventional engine (naturally aspirated) with no intake fan (super charger) assist. Fan assisted "venting" in addition to the swimming pool fan assisted gas heater also present an added layer of possible issues that should also be taken into consideration. When combining the venting of more then one fan assisted swimming pool gas heater becomes complicated, it is recommended that they simply be vented independently of each other or a licensed mechanical contractor (aka Mechanical AC contractor) be involved and/or consulted. Due to the numerous venting complications that may be presented when installing more then one fan assisted swimming pool gas heater, we would recommend each heater be vented independently of each other. The various venting complications not only present a possible issue for the proper operation of the swimming pool gas heater(s) but we MUST also take into consideration that the carbon monoxide exhaust of each heater(s) only vents safely outside of the habitat whether one and/or all of the gas heaters are operating at the same time.

We thank you for choosing Hayward swimming pool gas heaters. We realize this is an awkward situation for all involved. Unfortunately under the circumstances the overheated heat exchanger and damage to the rest of the heater because of it would not be considered a manufacturing defect and therefore not covered under warranty. With that said, we do not want you to feel abandoned. We would like to offer Aquarius Condominium a one-time concession price for a new heater. \$1199 plus tax for like model H400FDN you currently have Or \$1599 plus tax for the ASME commercially approved model heater H400FDNASME, both are 400,000 btu model gas heaters. No extra charge for shipping although it may take a week or so to arrive, it ships through a third party freight carrier, typically Averitt or Old Dominion.

Please feel free to call me if anyone has any questions.

Thanks,

Charlie Chansen

Hayward Pool Products

District Field Technical Manager

Southern Florida

On Thu, Apr 7, 2016 at 1:52 PM, David Slavin <d> wrote:

Dear Charlie,

As per our conversation here is Adam's email. Please forward the Concession price proposal.

Also so I can explain to our membership. please give us the explanation of what happened in laymen's terms.

Thank you,

David Slavin, LCAM

Property Manager

Email to Automatic Entrance on door problems;

Dear Mr. Fowler,

I am the manager of this association and I work for Atlantic-Pacific Management. Copied on this email mail is my regional Manager, William Coleman.

My predecessor and last year's Board contracted for installation of several doors to our towers. (two each for north and south towers). We have had problems since their installation and we continue to have problems, months after the install. Now my Maintenance Supervisor reports the north tower north entrance door motor is overheating and the locks and mechanisms on the other doors continue giving us repeated problems.

I have called Robert Zaffino numerous times about this and he has been unable to resolve. As the principal of Automatic Entrances we require your reply on how you are finally going to resolve these problems.

Please be advised that our company manages numerous properties in Hollywood and throughout South Florida and we hope you will finally assist us in resolving these issues.

Thank you for your Assistance.

David Slavin, LCAM

Property Manager

Aquarius Condominium Association, Inc.

Emails on Room Names

Bill,

I like your recommendation to identify the several rooms.

Here a list: not all of them need tags

1. Billiards Room (snooker, cards, ping-pong)
2. Storage Room (old library)
3. Conference Room (old Board Room)
4. Lobby - including hallways - no tag needed
5. Aquarius Room (former Green Room)
6. Cascade Room
7. Lounge (adjacent Cascade before Media Room)
8. Media Room (library, TV, Video and computer activities)
9. Aquarius Bar (sometimes called kitchen)
10. Beauty Parlor
11. Aquarius Restaurant (not Etna)

Maybe 7, 8 and 9 need a directional tag at the entrance

Other issues: Directions

From time to time somebody ask me how to get to the West Deck Pool,
To get to the Restaurant is not as hard but it may deserve a directional tag.
Best Regards

Cecilio-Augusto Berndsen

REPORT FROM VP AND IT COMMITTEE'S RECOMMENDATION ON VERTILINC

○ REPORT FROM VICE PRESIDENT:

Members of the Board, IT Committee and Management

Yesterday 4/4/16 Arkady C. and Sam S. visited another property that uses Vertilinc from Unified Technologies. The Property Manager at 400 Sunny Islands spent sometime with us and Jorge Jimenez from UTG describing how they use the software. The previous visit was at The Wave, our building neighbor that is an A/P managed property.

- The main concern in this property, in the eyes of the manager, is the vetting of contractors. They are properly vetted at the Mgt. Office and they admission is strictly controlled. Vertilinc has been very useful for this activity.

- At the reception two functions are helped by Vertilinc: Visitors (including contractors and service personnel) access control and packaged reception and delivery. Again Vertilinc is vital for the Concierge activity. All other activities are conducted at the Management Office of the building.

- Parking and Valet Services: Vertilinc integrates with a specific software that is provided by the Valet services concession. The integration is seamless. Vertilinc has a Parking and Valet Services module that is not being used because the Valet contractor prefers his own software. Vertilinc had no problem to integrate this software. Valet service is free. Tips voluntary, like in the Diplomat.

- Residents support: All services provided by the Property management or by them coordinated are electronically accessible. Residents that do not own a computer or smart phone receive an iPad and training.

- Interesting: The 400 Sunny Islands Manager described a new resident (foreign, little English, 80+ years old) that had never used a computer before. After a brief training in the tablet he was fine with ordering the shuttle to the beach, receive notifications of packages (ordered by the grand kids, of course) received and other services. This illustrates the user friendliness of Vertilinc.

Some personal observations:

- Vertilinc is provided in the cloud. Aquarius will not need acquire any hardware, except scanners etc offered in the contract.

- Vertilinc has full integration with TOPS. Tops is a management software used the Atlantic Pacific mainly for accounting purposes. Although many functions provided by TOPS are also provided by Vertilinc it seems that the ease of use is a better Vertilinc feature.

- Vertilinc also integrates well with Galaxy an access control software that has been installed in Aquarius. Although the full implementation of Galaxy has not been approved it is positive to know if this option prospers the integration should be effortless.

Procurement procedure:

Vertilinc has been recommended by Atlantic Pacific has seen the software adopted in a few of the properties they manage. Their testimonial is very positive.

Vertilinc is likely to help the work of Atlantic Pacific.

Vertilinc has not been recommended in a open broad competitive process, but the Information Committee has conducted a serious selective process involving 3 software providers as point out by Sam S. in the attached message.

Vertilinc adoption does not represent an increase of expense since its cost is very close to what we pay AtHome software - the presen host of Aquariuscondo.net.

The members of the Board have voted for its adoption with exception of the President that wants to include the changeover as a Board Meeting item. Being this a service (bid dispensed by Florida Law) and being this less than \$ 4000.00 a year, being this a no increase in expenses I would say we have the votes and we should proceed immediately.

Adoption items:

In the case the adoption of Vertilinc prospers I would caution to the following caveats

- The software will work well if the core data base is well managed in the daily activities.

- Fields like Unit, Owner, Occupants, parking Space number, parking space stickers numbers, telephone, alternate address and many others can not be left to a random update. The update must be rigorous and complete. All the benefits of the software will be lost if the present practices are maintained.

- Document management is another difficult aspect. The present software AtHome has a very comprehensive classification of documents. Unfortunately the posting of such documents does not conform to any pattern. For example I could not find the BOD minutes of February 2016
!!!!!!

- The use of one single resident information must be universal. If secondary dababases using the same fields are established and are not synchronized the benefits of a software such Vertilinc will be lost.

- A serious study of the assets at the AtHome and digital documents available at the Management Office must be priority. The transition should be able to absorb all material considered relevant to populate the new software.

- Training is a factor that should help much in the transition and maintenance of the software. Flexibility in rules application, lax filing of the proper data will result in a serious reduction of the usefulness of the software.

In sum more important than the acquisition of the software is it's policy of implementation, training and the daily careful provision of new data and required alterations like new owners, new vehicles, new rules, new documents.

Last year Arkady C. and Sam S. spent several weeks building a Aquarius Resident Directory. The laborious effort was as complete as it could be with the information that was made available to them. Now, one year later, the directory is very much out of date. There was not effort to maintain it and the proliferation of lists, spreadsheets, special items impedes and makes difficult Aquarius management. Accounting uses one list, the Office another, in the aquariuscondo.net there is another and more than 100 apartments have no email? (I am not the owner of my apartment anymore and I live in Virginia in a house I sold in 2013!?!?!), parking assignments are a mystery Detective Billy is trying to solve, frequently I get emails to my alternate email and regular mail old address, recently a car was towed away and sold and the keys were at the office - in defense of Aquarius it did not have a blue sticker)

Just to give another example Atlantic Pacific tells me that since January they are trying to put together a single and reliable list of parking spaces and assigned apartments. Last August all authorized cars received new blue stickers. These stickers were granted provided the owner produced a registration document with car id and tag. It is fair to expect that this effort would had given us a solid base. Unfortunately the data was not properly kept. It was not digitized and the updates did not follow a standard procedure. Atlantic Pacific decided to engage in a telephone survey in an attempt to build a more complete and accurate list. Had the "Blue Stickers" effort been seriously maintained the construction of such a list would be **instantaneous**, accurate and reliable.

○ **REPORT FROM IT COMMITTEE: RECOMMENDATION ON VERTILINC**

Dear BOD members,

The Website software from AtHomeNet, that we have been using for the last 5 years, no longer meets the today's standards. It handles only one aspect of Aquarius Association activity, that is communication of BOD with Owners (email bulletins, storage of and access to the Association Documents).

Today's the state-of-the-art software can integrate many services around the single data base which is kept up-to-date by well defined coordinated efforts of all the involved parties:

- Owners
- Management Office
- Security

- Concierge service (packages)
- Valet Parking .

The IT Committee and Association Management identified three (3) potential providers of an integration package:

1. **AtHomeNet** with its recent introduction of “Front Desk Services”. Once finished, that service would replace / augment current website software for total price **\$275 /mo**
2. **BuildingLink.com** from an established New York company with experience of integrating large buildings, complexes, enterprises. Price **\$540 /mo**
3. **VertiLinc Live!** From United Technology Group (UTG), a local company with good implementation list, excellent service by local people, and reasonable price of **\$270 /mo**

Following its meetings with representatives, studies of the proposals, and visits to the neighboring buildings (like “The Wave” where integration implemented by UTG), the IT Committee decided to recommend signing a contract with UTG for implementing its **VertiLinc Live!** integration and providing the full service.

The ITG proposal is now in the hands of our President, and a copy of it is also with the Vice-President.

We, at IT Committee, believe that it is very important right now, while the Lobby, the public rooms and the front desk are being finished, to start with no delay integrating all the services into one unified functional system.

Samson Schmuter,
IT Committee Chair

POLISH/RESTORATION OF LOBBY & HALLWAY FLOORS

o Management Bid Summary:

Dear Members of the Board,

Please kindly review the attached four proposals on the Marble Floors:

- | | | |
|---|---|--|
| - | *Ocean Construction (AP Referral - Wave) Baseboards etc.) + \$1000 (Fountain Shine Polish). | \$13,500 + \$2,200 (Shine Polish Option Restoration of walls and pillars- \$5,500 |
| - | Rossi Marble (Our vendor- ASI Subsidiary) | \$11,400 + \$3000 (Baseboards) |
| - | Floor Masters (AP Referral - Residence) (Estimated value \$4500) | \$18,750 - Includes Walls and Pillars |
| - | JJ Marble (Committee referral) (Not recommended by Vendor) + Walls \$3,500 | \$9,375 - <u>Not</u> Include Crystallization |

Some qualifiers, one vendor (JJ) did not recommend Crystallization, another (Ocean) strongly disagreed. I have asked for an opinion from others and will send if received. One who we have worked with recently, Ocean Construction, who did the Wave, which reportedly had floors in worse condition than ours. Ocean can also start with 48 hours' notice. We also referred Floor Masters who did the Residences. If you wish we can go over to the Wave, or Residence, and take a look at their work. I can also talk with them or any other you prefer about sharpening their pencil.

Please review and if you have further questions I look forward to your call.