

Bells & Whistles Report November 2023

1. Turned heat tape on
2. Put all salt outside stairwells
3. Replaced 103D light bulb
4. Installed new hot tub pumps
5. Coordinated with 304 E re: garage repair
6. Filled all salt buckets
7. Fertilized turf
8. 104 D garage door left open - called owner and coordinated repair
9. 202 F complaint of fumes inside unit. Checked garages.
10. Checked property for fumes
11. Identified 304F garage as the culprit for fumes in 202F and all of F stack
12. Spoke to independent management company re: fumes in 304 F GARAGE
13. Met garage company at 304E garage for garage repair
14. Referred 301 D a plumber and cleaner
15. Responded to Emergency Flood in Building B (see summary email for more detail)
16. Fire Watch for flood 11/27/23 as follows:
 1. Fire Watch Lake Forest 11/27/23 Units 304,204,104 B
 2. 1:00pm met fire department
 3. 1:00 pm Fire watch begun
 4. 1:05pm water to fire sprinkler to 304B shutoff
 5. 1:30pm fire watch walkthrough all B units
 6. 2:00pm Fire watch walkthrough all B units
 7. 2:30pm fire watch walkthrough all B units
 8. 3:00pm fire watch walkthrough
 9. 3:30pm off fire watch
 10. 4:37 went home
17. Provided board with footage and photos of flood incident in building B
18. Provided board with all information/summary regrading flood in building B
19. 16. Called homeowners of 304, 204, 104 B to report damaged units
20. 17. Provided flood homeowners with all videos/text regarding the flooding of their units
21. 18. Followed up all 304, 204, 104 B homeowners to make sure they had everything they needed for insurance
22. 19. Met flood/ water mitigation contractors on site to verify damage
23. 20. Met unit 304 B homeowners at their unit to help discuss the action plan
24. 21. Followed up with unit 204B homeowner to provide support in cleaning up
25. 22. Followed up with 104B to verify they have all the information they needed for flood mitigation.
26. 23. Emptied trash at dog stations (weekly)
27. 24. Cleaned trash room (as needed)
28. 25. Monitored progress of flood mitigation in units 304, 204, 104 B (as needed)
29. 26. Retained sprinkler head (suspect of flood) from Western States and gave to Board.
30. 27. Called sprinkler sub-contractors to provide insight on the potential cause of the flood in building B.

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31. Spoke to Western States on behalf of the board to verify that previous work done in building B was still under warranty
32. Followed up with status of water damage mitigation
33. Provided access to all units flooded 304, 204, 104 B
34. Verified all new hot tub pumps are in working condition
35. Provided receipts for all new hot tub pumps