

# PINEAPPLE PLANTATION POA

## MONTHLY MANAGEMENT REPORT

May 24<sup>th</sup> , 2023

MANAGER: KEVIN BEERS, LCAM

<u>DISTRIBUTION:</u>	<u>TITLE</u>	<u>METHOD</u>
Karl Chalupa	President	(E)(H)
Kevin Sullivan	Vice President	(E)(H)
Ron Marcucci	Treasurer	(E)(H)
Bill Wah	Secretary	(E)(H)
Greg Timmer	Director	(E)(H)

**Method of distribution:** Fax (F), E-mail (E), Mail (M), Hand Delivered (H)

**I. ADMINISTRATION:**

- Respond to Residents email & calls, provide information requested.
- Updated 9 residents' emails on TOPSONE to receive emails.
- Website Updates and Postings

**II. Meetings:**

- **Board Introduction/TOPS Training**
  - Organized and attended a TOPS training meeting with Kevin S. Ron and Bill
  - The Advantage team and I went over how to use the various functions within TOPS.
- **Advantage Property Management service level review**
  - Met With Ron Following the TOPS training and introduced every team member assigned to PPPOA.
  - Went over the items on Mr. Marcucci's list.

**III. BIDS AND PROPOSALS:**

- **Lake & Preserve Maintenance**
  - Met with a rep from Aquagenix and did a full drive through the POA so he could put together a proposal and I am currently waiting for a response, and I will be reaching out to two other companies such as Solitude & the Lake Doctors.
- **Playground Security**
  - Contacted Bartlett Brothers security to schedule a meeting to quote a camera system to oversee the playground.

**Recommendations for Board Review:**

- TOPS approval for issuing checks.

**IV. CURRENT OUTSTANDING ISSUES:**

- Playground Equipment:
  - Corresponded with board and residents accordingly regarding request for information.

**V. REPORT ON ITEMS OF IMPORTANCE:**

**Property Inspection/Onsite:**

- Did drive throughs with Ryan Wood to issue roof, driveway, & parking violations

**Maintenance:**

- Coordinated with Coastal Irrigation regarding pump issues and scheduled service with Hoover.

