

**PASEO MASTER ASSOCIATION, INC**

January/February 2020

**The Board of Directors:**

Grant Belanger  
Mike Pawielski  
John Lines  
Patty Stanton  
Ron Bendell

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Vice President  
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**Presented By  
KW Property Management:**

Adam Radler  
Rob Arent  
Zuly Maribona

General Manager  
District Manager  
Regional Director



## Engineering:

Joey's first day was Jan 27<sup>th</sup> and has hit the ground running. He has begun spearheading several projects and has met with our maintenance committee to go over pending projects. An eblast welcoming Joey to Paseo with a brief Bio will be sent to the community.

ABC Fire equipment, at our request did a property wide exit light and emergency light inspection. The number of non-functioning fixtures was pretty high. We are looking to replace all down fixtures vs just replacing batteries on some due the age of the fixtures and their charging components. We are working with Mike on potential replacement fixtures.

A locksmith was onsite to work on various outstanding issues, including installing our new door lock for the pool equipment room. Old hardware has been removed for the door and a fresh coat of paint will go on soon.

I have authorized down to earth landscape lighting to repair any outstanding pool deck lighting issues. Project to take place in the next two weeks.

Joey, Dustin from Crawford, and myself did a landscape walk through from tennis, bocce, parking lots, front of the village center to the pool decks, identifying areas that need attention, whether trimming or replacement. A proposal was sent this week from Dustin to address the areas that were missing material or need improvements. Proposal was authorized and work is to take place in the next two weeks.

Slab pre pour inspection for the storage shed passed last week. Home Alter as well has completed the form layout for the pathway from the tennis shed. Concrete pour will take place next week, date TBD (small chance it gets completed today). I as well confirmed this week with Eversafe buildings the color choices for the shed, these colors will match the CDD shed. Finally, part of our landscape walkthrough was to layout the Calusia hedge that is needed to create more privacy for our homeowner who borders the tennis facility. This will be completed with the other landscape plantings.

Our electrician was out this week to address several tennis lights that were out.

Our gate vendor has received their deposit check. We are unfortunately still a couple of weeks out from the third party vendor completing the manufacturing of the gate. Once complete the install can take place, with coordination from our IT vendor to handle the locking system.

The accordion door for the kitchen arrived and was installed this week. It does a solid job of keeping the kitchen noise out of the Bistro.

Round a bout pressure washing to take place February 10<sup>th</sup> and 11<sup>th</sup>.

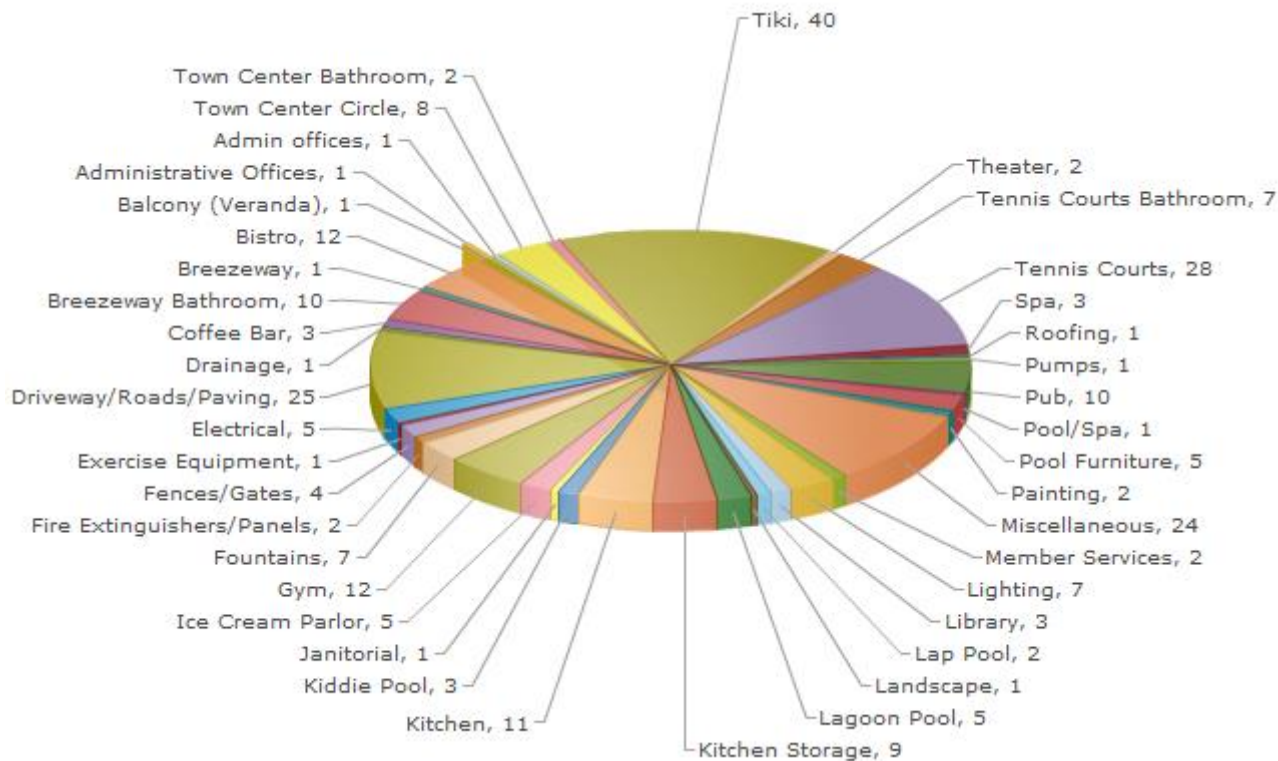
I met with my paver vendor to take a look at the area that is puddling at the front of the round about at the village center. They are coming back with some more equipment so they can take some measurements and elevation readings to gauge the slope. Once I have a scope of work I will pass along to the Board.



The smaller decorative water fall feature on the pool deck is finally back up and running. Rebuilt pump has been installed.

WORK ORDERS: 01-21 to 2-13

132 completed



**Operations/Admin:**

Pool and tiki furniture samples are shipping out today, with an expected arrival to Paseo early next week.

Joey and I met with my security camera vendor this week to go over the initial layout/plan of the project. While the proposed layout was a start, he had some different ideas where the number of cameras can be reduced by supplying a better product. He will be returning next week to inspect attic access and current wiring configuration.

Artwork acoustic panel were ordered on Jan 24th, with an expected ship date of February the 17<sup>th</sup>.





Firepit contractor has successfully completed their vendor packet, deposit check is being processed.

Signed approval for the firepit has been sent to Outdoor Kitchens. As well the agreement with Thompson Gas has been finalized.

We have begun our 2019 audit process. I have been in correspondence with David Stauffer with GRG Public Accountants, working on the audit questionnaire and providing the 2019 December financials.

We monitored the pool and spa temperatures over the past several days to see how our geothermals would keep up with temps dipping into the low 40s and high 30s. Wednesday Morning Temps read as follows, Lap Pool 80, Resort Pool 82, Spa 102.

### **Lifestyle/Recreation/Member Services:**

Received a quote from NIDY sports construction for lining the basketball court for pickle ball. I approved the proposal and we have set this contractor up as a vendor. They are working with Joey on an application date, once I have one I will forward.

Deposit check for strength equipment has been delivered to our vendor. Commercial Fitness says they are about 5 weeks out from delivery. Once a date is pinpointed, we will coordinate with the onsite team and inform the community.

We identified a need for a second phone at member services. Hotwire was out within a week of the request to install the additional phone. This additional phone is making things much easier on the team.

Wayfair is processing the return of the damaged items with the next desk and the delivery of the center piece. Hope to have this wrapped up in the next couple of weeks.

Our new Rec Manager has started, please welcome Neill to the team.

Victoria is our new lead supervisor for member services

### **F&B:**

I have reviewed and approved the new Tiki and Pub menus. The tentative roll out date is the 19<sup>th</sup> of February.

Our team did an exceptional job with our first Prime and Pasta night last Friday. Lots of praise came rolling in via email and Chef and his team got a standing ovation at the event. We are planning on continuing these for the next several months, with the last Friday of each month being our target day.



We finally have progress on the inventory program. While we completed January via our normal spreadsheet, we as well inputted the same data into the program. We as well found a couple of items missing from the program that Chef is currently adding into the system. Next step is to create the menu cards for each item, this is a necessary step to track the products as they get rung up through Aloha.

Chef has approached me about replacing two additional pieces in the pub kitchen. The meat slicer is in poor shape and their cold line table is having trouble holding temp. Chef is working on providing me these quotes

While our vendor did come to install the hip printers, it was discovered the incorrect printers were ordered and thus could not be installed. The vendor is scrambling to provide us with the correct printers.

