



PASEO MASTER ASSOCIATION, INC

October/November 2020

The Board of Directors:

Mike Pawielski	President
John Lines	Treasurer
Patty Stanton	Secretary
Ron Bendell	Vice President
Dave Cabell	Director



Presented By KW Property Management:

Adam Radler	General Manager
Tracy Duhaney	District Manager
Andy Kalikas	Vice President
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Engineering:

Two additional variable frequency drives are in process of being installed. Several more to be installed as they arrive from the supplier. We still have the original two that will need to be replaced eventually.

Geothermal for the lap pool went down on Wednesday. Symbiont was able to come out yesterday and make a simple repair. Lap pool is back to its set temp.

Carlos (KW District Manager of Engineering for SWFL) and Chris will be meeting with the maintenance committee next week to discuss the Preventative maintenance program and any possible improvements or enhancements to the system.

As mentioned, Down to Earth Landscaping will be out next week to make some adjustments to the drain system to ensure proper flow.

Spin room AC is currently down. The vendor has been out a couple of days this week and have identified the issue. The vendor is out again today to correct the issue

Grout magnificent was out this week to deep clean the men's and ladies locker rooms floors along with the unisex bathroom in the breezeway

Pressure washing project at tennis continues. We have authorized Tim to handle pressure washing at the pickle ball/lifestyle park area. That should be all completed by next week.

The team did an excellent job of prepping for the storm this week, despite the impact of it actually happening several days later.

Fresh Mulch and a new batch of annuals have been installed at the village center.



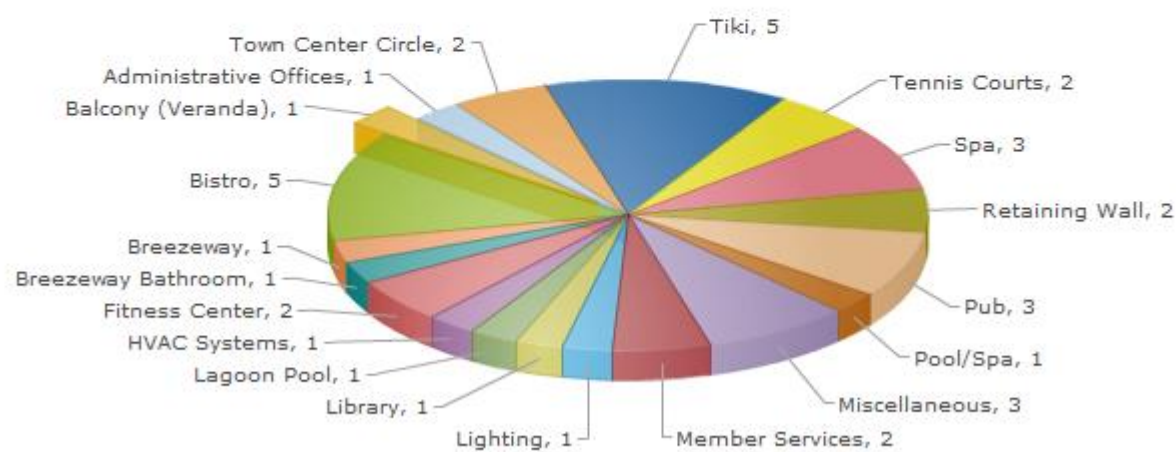
While the lift was out we handled some high reach cleaning projects, including a deep clean of the bistro AC vents.



WORK ORDERS: 10/20 to 11/16

45 completed

Work Orders Report
From: 10/20/2020 - To: 11/16/2020



Operations/Admin:

We’ve been able to fill a couple of positions in the past week. Sarah returns back to us as our hostess slash part time food runner. Duken has re applied for the seasonal dishwasher position and we are moving him through the hiring process. We have a candidate for member services that we hope works out. Still needing cooks and servers and one amenity attendant.

I will be working with Richard to submit the notice of NON Auto Renew to Crawford for the landscaping contract. Crawford requires a 60 day notice so we will be having the notice expediated to Crawford before Nov 1st.

As well I have been in discussions with Richard about virtual meetings once the governors state of emergency expires in Nov. This could be renewed by the Governor, but I would rather understand what our options are before that could happen

As previously mentioned, I am working on our call for candidates’ documents and I am working on preliminary dates for all the pieces leading up to the annual meeting in Jan.



New workstation has arrived and have been installed in the Exec offices.

Our new storage room (previous rec office) has worked out great. We were able to store all of the excess Pub furniture in there and several pieces of bistro furniture.

Sheila is working on having the bistro show and use ready. This should be completed today.

Sheila's persistence with our Christmas decoration vendor has paid off. Most of the decorations were installed last week. Only a handful of items are left.

KB Patio showed up and dropped off the new pollywood on late Friday. But because we didn't know they were coming, no one was here to show them the broken bench. We are working with them to have this rectified.

We have been working on the staff's annual reviews over the past several weeks. We are just about complete.

As seen, I have been working on the call for candidates eblast. This will go out this weekend.

The landscape committee took a tour this week of properties serviced by the proposed vendors. Landscaping vendor recommendations will be made to the Board at the upcoming Board meeting.

Tuuci's approximate ship date is 12/2/20. KB patio will be in contact for expected arrival.

Lifestyle/Recreation/Member Services:

Sheila has begun working with our holiday decorations vendor to ensure a timely install. We asked to have our property moved to the top of this list year considering how late they were to finish the install last year.

As mentioned, the new ice cream freezer has arrived and has been installed.



The team has begun the assembly of the outdoor move screen. Some slight modifications are still required.



Neill has been working on quotes to have the wind screens replaced at the tennis center. This project should be finalized and completed over the next several weeks.

Neill has been working on gathering quotes for various fencing solutions for the practice pickle ball court. I should have a quote for review at the upcoming Board meeting.

New pool table lights have been installed.



New lighting has been installed in the spin room.





F&B:

New tiki menu has been rolled out this week.

We have been playing with an Aloha app called pulse. This app gives you real time sales data, shows open tickets, server comps, and several other real time data points. We think this will be a useful tool to have and will begin downloading the apps to our phones.

Our Thanksgiving to Go has been a tremendous success, way more than I had anticipated. At this point we will be serving enough to go orders for 150 covers, which is more than the last two inside Thanksgiving Dinning events. I am concerned for the kitchen to be able the handle that kind of volume AND the tiki running food. In years past, food at the tiki has not produced much revenue. I may propose to the Board a scaled down tiki operation for Thanksgiving Day.

We have begun selling NYE tickets, interest has been hit or miss with not that many signed up to date. Loree is keeping an eye on the counts daily.

