

PROPERTY MANAGEMENT REPORT

> Exterior Property Inspections / General Maintenance:

- On-site much more than the 1 x per month off season and weekly in season. Upkeep of grounds, responsive to needs as they arose and communicated: i.e., timers, moving of signs, garbage areas, smoke detector issues, boardwalks etc.
- Inspected walkways start and end of seasons - emergent repairs as needed throughout year when seen or upon request.
- Very good communications around Landscaping emphasis – i.e., SLW significant work to clean up lots of old overgrowth to clear out for parking, upper parking areas, walkways, around grills, lights etc.; while keeping natural/rural feel.
- Responded to individual area requests – on-going. Important folks communicate that to Liz/Toby /or MG to discuss with Tony.
- Will upkeep work that's been done - and new emphasis on CH parking areas within our easement.
- Laid RR ties, etc. to designate parking areas (SLW), buried needed electric/cable wires, etc.
- Responded promptly to needs of new lock/latch on water pit, etc.
- There have been NO ADDITIONAL CHARGES for these areas of emphasis, small non-routine items , or off cycle/weekend hours etc.

> Storms / Wind events:

- Responsive to several high wind events last fall, and this spring. Decision to not put grills out until mid-May due to high April winds.
- Contacted and did emergency clean-up and repairs for several owners as needed. Communicated promptly with Prop. Mgt team.

> **Communications:** Responsive and proactive with communications in person, phone, text, email if/when needed

> Special Projects:

- Timely and quality completion of removal of old and custom-built walkway in front of storage room.
- Walked grounds w/ Prop Mgt team, looking at all points of emphasis for potential projects, giving input and estimated when/if needed.
- Will continue to coordinate and keep up evaluating areas of concern, and/or get approval before completing anything beyond routine maintenance / emphasis areas (i.e.: future walkways, storage room window, brush under beach staircase. MG will coordinate

with Tony to get best available shutters on storage room lower level before I refurbish/clean up and paint them.)

> **Opening / Closing:**

- Successful coordination at closing and opening (Susan & Liz designated trustees).
- Communicated with owners for minor opening issues and successfully dealt with most issues on site or within timely manner.
- For second opening in a row - least amount of extra opening charges to association (most minor issues resolved in moment - no extra charges.)
- Helped coordinate needed replacement of a main valve shut off.
- Discussed some things happening earlier in April/early may (clotheslines, signs, landscaping for parking etc.) and other things – i.e. grills out, a bit later in May.
- Communicated & coordinated with owners around their timelines of leaving their cottages, etc.