

1. Delinquency letters sent out.
2. WO sent for spraying of wasps/yellow jackets around property and mailbox kiosks.
3. Cabana reservation form received for 3 days, along with deposit check
4. Order sent for alarm batteries to be replaced in the 4 remaining buildings, batteries to be changed tomorrow between 10am and 12pm building 2,3,4,5 as building 1 was already replaced.
5. One owner reported dryer vent cover missing, did walk around and found more. Cleaning company wont install covers back on for liability without cleaning, the vents were just cleaned last year not due until next year, Board to discuss
6. Water damage reported in 311- made contact with 311,321,331, sounds like it is damage from leaking supply line of #331. WO sent for repairs
7. Escrow form completed for #511
8. Questionnaire completed for #431
9. Repairs completed to spa, fingers crossed.
10. Unit owner of #315 sent in updated contact number, much appreciated.
11. Cabana reservation check returned from Sept 15 reservation.
12. Stair repair completed on building 5
13. Resale Certificate ordered for #511
14. Owner requested master policy certificate.
15. Sent follow up email for audits, waiting to hear back, should have a list of questions by end of week, normal audit procedures.
16. WO sent to replace the crawl space cover by unit #511
17. Sent email to landscapers asking to blow out stairwells not down into the stairwells.
18. Sent email to landscapers to remind them they are to maintain the entrance area now, no more volunteers
19. Fire Alarm annual inspection scheduled for **December 5th, 2018, starting at 8am**
20. Please remember Emergency line is for Emergencies ONLY.
21. To report shopping carts send email to me directly with date and time or file online at www.cityoffederalway.com

Delinquencies as of today:
Under 90 Days: \$ 3,205.00
At Attorney: \$ 25,837.47
Total: \$ 29,042.47