

MANAGERS REPORT JUN 08

- Carpets cleaned throughout building on May 13-15. They have asked that we contact them immediately with any large stains so they can be removed before they set.
- Lock repaired on back gate and on the level 2 back entrance and door. A door length astragal has been ordered and will be installed to keep it burglar proof.
- Windows were washed May 19-23.
- The roof and all the roof drains were cleaned May 23.
- The ballast went out on 4th floor elevator lobby light. When these lights burn out they cause the ballast to shut down and they must be reset. Scott Haines from Suhrco came over to show us how to reset these so we can do it ourselves in the future.
- Our P3 storage unit was burglarized on Memorial Day Weekend. We are working on having the repairs done and getting the locks replaced.
- We were tagged with graffiti again on May 27th! A Big thanks to the crew next door for removing it by sanding the concrete. This is another of the many problems that this crew has helped us with. We sent them pizzas on the 30th as our way of thanking them.
- Met with Rob from Ingersol-Rand Security Division on May 28th to discuss new locks for the building.
- A reminder to residents to be careful that you do not use too much laundry detergent in your washing machines. These machines are not large capacity and

some of the new detergents are double or triple strength causing excess bubbles to back up on the 2nd floor drains.

- All six of our Backflow Water Systems were tested on June 5th.
- Cigarette butts are becoming a problem again on the backside of the building. Notices were sent out to the residents in three stacks as a reminder since we are not sure exactly where they are coming from.
- Friday June 6th Jim Sweeney with Pacific Ridge began installing our security camera system. It should be completed by this weekend.
- Units 205 and 306 closed and the new residents moved in. Unit 312 is scheduled to close Thursday and the new owner will be moving in Friday.
- Unit 517 and 212 are newly listed.
- Unit 405 and 519 both studios are still for sale.