

# June 11, 2022 Manager Report

## 1) Readiness of Facility for Season

- a. Outdoor Pool Opened May 20
  - i. Neuman Pools will be scheduling our opening inspection shortly
  - ii. Minor repairs on outside filter tank (small leak), scheduled June 14
  - iii. Neuman Pools will be giving us a two year look into the future regarding coming repairs, maintenance, and our ability to meet code changes:
    - 1. Auto Chemical Feeder Towers both indoors and outdoors
    - 2. Glass Filters for indoor hot tub/pool
    - 3. Pricing for replastering indoor and outdoor pools/spa
    - 4. Correct sizing of main drain grates in future
    - 5. Removing water from outside underwater pool lights
    - 6. Weighing value of replacing a loose Bromine Feeder Tower or to wait for the replacement of the feeder system as a whole
    - 7. Looking into how long the current water heater system for the outdoor pool will last
  
- b. Public Restroom Repairs/Upgrades:
  - i. New Cultured Marble vanity tops with recessed bowl sinks
  - ii. New Kohler Toilets/Elongated Seats
  - iii. New Delta Stainless Single-Handle Faucets
  - iv. Painted walls light gray
  - v. Upgraded and painted all baseboard and door trim white
  - vi. Painted all exposed wood supporting vanity white
  - vii. New satin stainless toilet paper dispensers
  - viii. Installed new door stops to avoid wall damage
  - ix. Removed old wall mount cupboard, diaper station and wall art
  - x. Took chemical cleaners out of the room for child safety
  - xi. Installed new faux wood vinyl flooring (gray/blue hue)
  - xii. (Yet to do): Purchase wicker paper goods supply box under vanity
  - xiii. (Yet to do): Install mirrors with white trim to match look – currently using old mirrors
  
- c. Laundry Room:
  - i. New faux wood vinyl flooring
  - ii. (Yet to do): Finish wall painting and new baseboards (in fall)
  
- d. Front entryway: New tiling with main water resistant all-weather carpeting fitted so we can change it out with a backup spare when cleaning. Doors now close, and major eyesore is gone.

- e. Indoor Pool Shower
  - i. New wraparound shower installed
  - ii. New plumbing on shower head installation
  - iii. No door will be installed – this is not a private shower
    - 1. Less maintenance
    - 2. Used only with bathing wear on
    - 3. Awareness of facility being used in case of injury
  - iv. (Yet to do): Complete baseboard tile installation overall in pool room, but using 4 tiles now to patch the job until September.
  
- f. 3 cracked windows have been replaced – no more cloudy windows!
  
- g. Forced air fans in HVAC room repaired – better temperature control with AC/Heat throughout building at this time. Maintenance on outdoor condenser units completed by Synergy Company.
  
- h. All Bryant Units inspected and cleaned by Wulf Bros. Refrigerant leak discovered in Unit 217
  
- i. Spring landscaping completed with mulch, gardens on front 2/3 of property. Fresh mulch from Dave’s Tree Service and fresh topsoil from Hockers helping us fill in the gaps around the property after a long, harsh winter.
  - i. Continuing to create even rock border around entire building
  - ii. Replacing 9 bushes in firepit area – with boxwoods which do exceptionally well here
  - iii. Back of property will get a “haircut” and make sure it’s under control for the season. Last fall’s cleanup made it much easier to keep a handle on the back property.
  - iv. 4 trees will be removed from the very front rock wall area near the firepit area. WPS will cut them back to avoid power line entanglement, and then we’ll have Pro Tree Services come out to finish the job. 3 dead ash trees and a very overgrown and sickly spruce.
  
- j. Lighting on Front Entryway Sign, main entry valance lights, overhead entryway spotlight now all on photo electric power on entire entryway area on timers for evening only.
  - i. (Yet to do): Install Downlighting on Main A-Frame. Measurements have been taken and installation is scheduled
  
- k. New Electrical Work on property
  - i. Installed outlet tower near front entryway
  - ii. Repaired non-functioning outdoor outlet on pool window side
  - iii. Repaired non-functioning outdoor outlet on Great Room Window back side

## 2) Staffing:

- a. Housekeeping:
  - i. Jordan: Head Housekeeper (Full Time)
  - ii. Andrew: Split between housekeeping & maintenance (Full Time)
  - iii. Dana: (Part Time)
  - iv. Emily: (Full Time)
  - v. Makayla (Full Time)
  - vi. McKayleigh (Full Time)
  - vii. Olivia (Full Time)
  - viii. Sam (Split between multiple duties – intern)
  
- b. Front Desk:
  - i. Jenna (Full Time)
  - ii. Ron (Part Time off hours)
  - iii. Sam (Split between multiple duties – intern)
  - iv. Emily (Sundays 2-9 when not on housekeeping)
  - v. Chuck (as needed for covering for illness or vacation days)
  
- c. Maintenance:
  - i. Nate: (Full Time)
  - ii. Andrew: Split between housekeeping & maintenance (Full Time)
  - iii. Robby's last day with us was June 4<sup>th</sup>, 2022

## 3) Financials:

- a. We continue to outpace advance reservations for any other year in existence. (See Chart Provided)
- b. As we get our financials completed for the month of May, we enter real numbers into our budget spreadsheets through the month of May to see how accurate our 2022 budget projections were.

## 4) Owner Replacement Schedule

- a. **Replacing all frying pans and cooking pots in July** – which will show up on October QMF
- b. **We will continue to replace items as needed based on the recommendations of the kitchen committee, while still leaving room on our credit card for necessary bill paying and purchasing of maintenance items.**
- c. Have replaced to date:
  - i. Glassware (beverage and high ball)
  - ii. Wine Glasses
  - iii. Coffee Cups
  - iv. Dinner Plates
  - v. Salad Plates
  - vi. Cereal Bowls

- vii. Pizza Pans (as needed)
- viii. Cookie Sheets (as needed)
- ix. Wine Cork Openers (as needed)
- x. Can Openers (as needed)
- xi. Bottle Openers (as needed)
- xii. All flatware (knives, dinner forks, salad forks, teaspoons, table spoons, soup spoons, steak knives)

## **5) Visibility to the market:**

- a. We continue to upgrade photography on all our online locations. This is a work in progress as we get better seasonal photos of the property looking great on sunny days, and get our property lighting and upgrades/repairs in place.
- b. We'll be reshooting all the room interiors for potential guests to truly see the room amenities and differences between each style (S1, S2, D1, D2).
- c. If anyone has been scouring the various websites out there looking for descriptions, information, hours, etc, please pass along anything you find to Chuck.