

Palladian Condominium at Rockville Town Square
MANAGEMENT REPORT
April 16, 2009

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Prepared by:
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Palladian Condominium at Rockville Town Square
MANAGEMENT REPORT
April 16, 2009

I. MINUTES

Approval of minutes of Board of Directors Meeting of March 9, 2009 are attached for review and approval. **(Encl. P1-P3)**

II. FINANCIAL

Financial reports March were not available during preparation of this report. They will be available before the Board of Directors Meeting.

As of 4/10/09 – 9 units were on the delinquency listing. Five of which were for parking spaces fees and have indicated they will submit payment immediately.

The account with ING Direct was opened and funded. Currently accounts are held with the following:

Wachovia Bank: Operating
ING Direct: Reserves

III. MISCELLANEOUS

- A. Letter to Mr. Levy, requesting reimbursement of expense for staff during after hours emergency on January 17, 2009. **(Encl. P4)**
- B. Letter from Ms. Gonzalez, Facilities Maintenance Spec. responding to The Palladian for request of reimbursement. **(Encl. P5)**
- C. Non-emergency Security Contact Information **(Encl P6)**
- D. Summary of Master Board meeting held March 11, 2009. **(Encl. P7)**

IV. CONTRACTED SERVICES

A. Alarm Monitoring/Sprinkler Testing
No notable activity.

B. Cable TV – Comcast Cable
(Anniversary Date: February 2016)
No notable activity.

C. Elevator - Kone Elevator
(Anniversary Date: November 20, 2012)

Inspection certificates have not yet been provided by the State to The Palladian.

- D. **Emergency Generator**
No notable activity.
- E. **Exterminating- Western Pest**
(Anniversary Date: month-to-month)
No notable activity.
- F. **Fire Extinguishers**
(Anniversary Date: February 1, 2009)
Are scheduled for service and testing this month.
- G. **Fitness Equipment – Heartline Fitness**
(Anniversary Date: November 21, 2009)
No notable activity.
- H. **Garage Door – Overhead Door**
(Anniversary Date: October 31, 2009)
No notable activity.
- I. **HVAC – Common Area - Densel**
(Anniversary Date: January 24, 2009)
A meeting is being scheduled with Densel and site management to review the contract and determine if the best possible use of the maintenance agreement is being used or if a modification to the contract is necessary. This meeting has carried into March.
- J. **HVAC – Residential**
(Anniversary Date: TBD)
The residential units are serviced and maintained by Danny and they are all in working order.
- K. **Janitorial – Beltway Cleaning Services**
(Anniversary Date: March 2, 2009)

Site Manager is evaluating services provided as well as reviewing proposals received from two alternative contractors.
- L. **Refuse – Waste Management**
(Anniversary Date: February 22, 2010)
No notable activity.
- M. **Utilities – Studabakers Submetering**
(Anniversary Date: February 22, 2010)

Studabakers has agreed their fee of \$6.00 plus postage per month on the utility billing. Residents should be receiving their next series of bills with the correct billing fee. Any credits will be applied to the balance.

Management has completed a review of the Midway Services billing. The association has received income in the amount of \$9651.08 that has not been billed for. There is also \$8,317.03 in checks they claim to have paid The Palladian that have not been received. Midway is reviewing their bank records to validate. Management has also billed 63 residents for their late fees and outstanding utility fees. The total of the billing is \$4244.40. (Encl. P8)

V. PROFESSIONAL SERVICES

A. Management

(Anniversary Date: November 30, 2009)

On site Management meetings were held with the General Manager and Building Engineer.

Proposals were received using the modified scope of work for the Engineering Study. The proposals are included for review and consideration.

Miller Dodson - (Encl. P9-P24)

Property Diagnostics - (Encl. P25-41)

Thomas Downey, LTD (Encl. P42-P48)

B. Insurance – John Manougian

(Anniversary Date: February 26, 2009)

Proposals have been submitted which are in line with those from last year.

The Master Association will approve and certificates will be provided to site.

Philadelphia Insurance

Building Value \$46,876,053.

Personal Property \$500,000. (\$5,000 deductible)

General Liability \$1 Million per occurrence/ 2 Million aggregate

American Guarantee & Liability/Zurich

Umbrella \$25 Million

Travelers Insurance

D&O Liability \$1 Million

Fidelity \$250,000.

Norguard Insurance

Workmans Comp.

C. Legal –

Counsel continues to assist with collection of two delinquent units. (Report will be emailed to the BOD)

VI. MAINTENANCE & ADMINISTRATIVE

A. Maintenance

Prepared and provided by Vicki Meyers. (Encl. P49-P54)

B. Administrative

- **Committee Recommendations** – There were no reports submitted for review and consideration.
- Task List – Attached. (Encl. P55-P56)
- Annual Calendar – Attached (Encl. P57-P60)

C. Engineering Report – Zalco Engineering conducted the annual inspection and reviewed with the Manager. A copy of the report is attached for review. (Encl. P.60-P76)