

# NEWSLETTER

Volume 7, Issue 3

May 1, 2011



*Professionally Managed by Action Property Management*

## **BOARD OF DIRECTORS:**

Cal Zissel, President  
Mark Guitarini, Vice President  
Jim Linna, Secretary  
Dennis Gerardi, Treasurer  
Vic Bianchini, Director

## **NEXT BOARD MEETING:**

May 19, 2011, 6:00P.M.  
In the Lounge

## **MONTHLY COMMITTEE MEETINGS:**

Social: 1<sup>st</sup> Thursday @ 4:30P.M.  
Building: 2<sup>nd</sup> Friday @ 8:00A.M.  
Landscape: 4<sup>th</sup> Thursday (every 2 months) @ 4:00P.M.

## **UPCOMING EVENTS:**

Cheeseburger in Paradise Poolside  
*Saturday, June 18th*

2nd Annual Martini Party Poolside  
*Friday, August 19th*

Christmas Party  
*Saturday, December 10th*

## **BOARD MEETING HIGHLIGHTS:**

### *HVAC & REFRIGERATOR COIL SERVICE CONTRACT*

The Board was presented with proposals from three service providers to provide in-unit service to the HVAC units and clean the refrigerator coils. Please see "In-Unit HVAC and Refrigerator Servicing" on the next page for further information.

### *TRAIN STATION TRELIS MAINTENANCE*

You may remember the large center pergola in our front driveway being refinished this past year. It is now time to also wash, stain and treat the lower wood trellis that runs along the train tracks behind The Grande South.

The Board was presented with three proposals for the service and approved the contract from Pro-Tech Painting. This project is expected to commence within the next several weeks.

### *CENTER ISLAND FOUNTAIN CLEANING & SEALING*

As our front fountain is showing signs of weathering and hard water deposit buildup, the Board was presented with three proposals to clean, polish and seal the granite in the center island. A proposal from Pellegrino Stone Care was accepted and the work is expected to commence the week of May 9<sup>th</sup>, 2011.

### *LATE FEE ZERO TOLERANCE POLICY*

Please be reminded that the association has a zero tolerance policy on late fees; please keep this in mind when scheduling your assessment payments.

*Please contact Devon Miller if you would like a copy of the Minutes sent to you via e-mail.*

*Continued on page 2*

## **IN THIS ISSUE**

- 1 Board Meeting Business
- 2 Fire Sprinkler Inspection
- 2 In-Unit HVAC & Refrigerator Servicing
- 2 Dryer Vent Maintenance/ Cleaning
- 2 BBQ Repair
- 2 How to Submit a Work Order to Management
- 2 Management Contact Information

## **FIRE SPRINKLER INSPECTION**

The mandatory annual fire sprinkler inspections have resulted in some necessary repairs to the sprinkler heads in a number of units.

The fire sprinkler system is a LIFE SAFETY component of living in a condominium high-rise. Please take every precaution when it comes to painting your unit, moving furniture around, etc. Damage for any reason to the fire sprinkler heads is an expense borne by the unit owner. Please use caution and avoid these unnecessary expenses and repairs.

## **IN- UNIT HVAC & REFRIGERATOR SERVICING**

We are in the process of scheduling the HVAC servicing of your individual units to include filter changes and general maintenance. As a service to our owners, the cost of this general maintenance and filter change is included in your assessments. A report will be left for you in your unit if any repairs would be needed to your individual HVAC unit. Repairs and related costs would be the responsibility of each individual owner.

Also included in this service for the first time, we will be cleaning your individual refrigerator coils. *Please notify the front desk if you do NOT want this service for any reason*, such as upgraded refrigerator, etc. Please watch for individual notices announcing the schedule for this service.

## **DRYER VENT MAINTENANCE/ CLEANING**

You may have noticed that the lint screens in most of the external dryer vents are not being reinstalled. Based on discussions and directions from the SB800 assigned engineer, we have chosen to remove the vent screens from all vents that have an internal working "flapper" in the vent. The internal flapper opens when the vents are in use and then closes when the vent is off to prevent birds from accessing the vent. This process is being monitored as closely as possible and we appreciate all the feedback we are receiving.

Please be reminded to clean your dryer vent trap in your laundry closet regularly. This will reduce the possibility of vent clogging.

## **BARBEQUE REPAIR**

Many of you are aware that the performance of the BBQ's has been lacking in the recent past. We have had extensive testing performed followed by the appropriate repairs and their function is now greatly improved if not at peak performance.

We hope you are all able to enjoy the use of these amenities and take advantage of being outside in the beautiful San Diego weather. Should you notice the diminishing performance of any of the facilities here at The Grande South, please be sure to bring it to the attention of management as soon as you notice the problem so that we may address the repair as quickly as possible.

## **HOW TO SUBMIT A WORK ORDER**

From time to time, you will inevitably notice a problem or small maintenance item that needs to be repaired in the common area of the building. As a reminder, the building engineer, Brad Kichas, is not the person to report the problems to. Even if Brad will be the one repairing the issue, it must first be added to his work order list by management or the front desk.

The most efficient ways to report these issues and seek a resolution are as follows.

*-Report to management:* For urgent and/or important work order requests, e-mail or call your managers using the contact information below. Please explain the issue and any other pertinent information. Tom Freeley and Devon Miller are regularly in the building between the hours of 8:00a.m.- 5:30p.m., M-F. If your request requires more immediate assistance, please contact the front desk.

*-Report to the front desk:* For all work order requests, specifically small repairs such as burnt out lights, the front desk is available to record concerns and report them to the appropriate party from 7:00a.m.-11:00p.m., seven days a week. The front desk contact information is below. Whoever is working at the time will respond to your request.

*-Submit a work order request through The Grande South website (address below):* Simply go to the web address, select the 'Management' tab and select 'Submit Work Order' from list. This may be done anytime, 24 hours a day. Your request will be sent directly to management and will be addressed as soon as possible. Please note that while the request may be submitted anytime, it will be received and addressed during 8:00a.m. - 5:30p.m., M-F.

### **MANAGEMENT CONTACT INFORMATION**

The Grande South website:

[www.thegrandesd.org](http://www.thegrandesd.org)

Tom Freeley, General Manager:

[tfreeley@actionlife.com](mailto:tfreeley@actionlife.com)

Devon Miller, Assistant Manager:

[dmiller@actionlife.com](mailto:dmiller@actionlife.com)

Front Desk:

[frontdeskstaff@thegrandesd.org](mailto:frontdeskstaff@thegrandesd.org)

Front Desk & Management Office:

Phone (619) 236-1122

Fax (619) 236-1436

*Written and edited by:*

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