

MAMMOTH RESERVATION BUREAU

Property Management Division

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MAMMOTH POINT Property Management Report As of November 27, 2012

BUILDINGS:

1. Shepler Construction completed reconstruction of entry decks for Units 105-06, 107-08, 109-10, 111-12.
2. Window blinds have been purchased for the manager's unit and office. Total cost was \$937. Dustin installed them.
3. Kuppens Roofing repaired four roofing areas where plywood was lifting. The work consisted of removing old shingles; securing the plywood sub-roof with screws; applying "Ice and Water Shield" to exposed areas; installing new shingles. In addition, Kuppens modified and sealed eleven sections of gutters to facilitate water flow. Total cost was \$4800.
4. Dustin rebuilt certain wood frames in the spa area that support the windscreen and installed new windscreen that John S. purchased in Southern California.

EQUIPMENT MAINTENANCE:

1. A new blade for the loader bucket was purchased from Case Equipment and installed by them. The cost was \$995.
2. Case performed an annual service on the loader, including changing fluids, lubrication of various parts, inspection of hoses, etc. Cost was \$802. These invoices were submitted for payment in November and will appear in the November 30 financial report from Butner HOA Services.

GROUNDS:

1. Dustin performed several tasks to winterize the irrigation system and grounds, including:
 - a. Installed snow stakes and parking control signs.
 - b. Purged irrigation system.
 - c. Removed and stored backflow preventer.
 - d. Removed and stored irrigation controllers.
 - e. Reorganized the storage room and maintenance garage.

ADMINISTRATION:

1. As a result of signing a new contract with Amerigas, Mammoth Point's propane rate decreased to \$1.90 per gallon for September consumption and \$1.88 for October. The price will increase during winter months in proportion to the vendor's "local market index", which is a combination of their beginning inventory cost, current propane purchases and freight costs. We will have to sign a renewal contract in August, 2013, to prevent the rate from spiking again.
2. Eastern Sierra Tree Service submitted a proposal for removing a 34 inch diameter pine tree adjacent to the balcony of Unit 133, in the amount of \$1453. Discussion is agendized for Saturday's meeting.
3. Telephone service to Mammoth Point's land line has been discontinued. It is replaced by mobile service to the Association's cell phone, which is always in the possession of management personnel, along with email. Dustin made all arrangements with the phone companies. The Association may save over \$1000 per year from this change.
4. The owner of #109 requested moving the recycling container to another location. During winter months the current location is the most practical, as it does not take up parking area nor does it block snow storage areas. The container can be relocated in the summer.

Respectfully submitted,

Steve Black
President, MRB
Mammoth Point Property Management