

# MAMMOTH RESERVATION BUREAU

PO Box 1608, Mammoth Lakes, CA 93546 (800) 462-5571 [www.mammothreservationbureau.com](http://www.mammothreservationbureau.com)

## MAMMOTH POINT

### Property Management Report

As of February 28, 2011

#### BUILDINGS:

1. Since our last meeting, remodel of the manager's unit was completed by Boyd Shepler Construction. Recently installed by High Country Lumber was the final upgrade, new counter tops for the kitchen. In January Shepler relocated the interior office wall to create more space for daily operations and for the relief manager to spend a snowy night if necessary.
2. Roof snow shoveling was needed after the December's 209- inch snowfall. The bill was \$8640, consuming about 60% of the Association's 2011 snow removal budget. There was no significant snowfall in January, but we did receive more snow during the second half of February, requiring ground shovelers. Labor costs have not yet been calculated.
3. Resident manager Dustin Osborne was astute about inspecting units for frozen pipes, snow loads causing doors and sliders to stick and roof leaks. The dry and sunny month of January resulted in snow melting on roofs in the later part of the month. Two leaks were discovered in units and Kuppens Roofing had to be employed to perform both shoveling and patching on the roofs above units 115 and 117. The cost was \$900. Other roof leaks occurred from ice dams that developed above the eaves of units 101, 109, 125, 127, 131 and 134. Shovelers were employed to remove the ice dams to facilitate drainage.
4. During a sub-zero cold spell in January, the toilet in the men's bathroom froze and cracked while thawing. Robert Anderson Plumbing was engaged to replace the toilet. The cost was \$519.
5. Other building related tasks that Dustin completed including thoroughly cleaning and reorganizing the storage garage and storage workshop behind the office, repaired unit entry hand rails, hung spa area signage after painting, minor plumbing for the common area washer/ dryer room and much more.

#### GROUNDS AND LOADER:

1. Black Gold Asphalt created a ramp leading to the side spa entry, using the existing walkway, from which the spa area can be accessed by a wheelchair for ADA compliance. Management kept the walkway cleared in the first part of the winter, but it has since become buried under many feet of snow.

2. The loader has been running well since our early season fiasco relating to coagulated fuel. Dustin had a problem recently with the loader not starting. After discussion with the Case people in Reno as well as Villar Construction's mechanic, two new batteries were purchased and installed. The loader started right up and has been running normally. This incident happened during a snowstorm. Tom from Timber Ridge made a pass through our parking lot and allowed Dustin to use his loader to clean up the lot in advance of a busy weekend.
3. Walkways to units have been kept wide, free of berms and nicely cleared of snow and ice. Dustin has done an excellent job of keeping our parking lots plowed, with the majority of snow properly ramped and stored across John Muir Road.

ADMINISTRATIVE:

1. Management was finally able to facilitate a rate reduction in our cost of propane in accordance with the contract that we signed last fall. Amerigas still owes us an adjustment to several months of billings. Management will continue to submit copies of our past bills and contract renewal until we receive the appropriate credit.
2. MRB has incurred an increase in our State Unemployment Tax and Workers Comp. Insurance Premiums, effective January 1, 2011. As a result it will be necessary to increase our monthly property management fee to \$5684, up \$139 from \$5545, retroactive to January 1. A contract renewal letter will be presented at the Board meeting. Thank you.

Respectfully submitted,

Steve Black  
President, MRB  
Mammoth Point Property Management