DBR COA Project Tracking

PROJECT PLAN LAST UPDATED: 8/3/2024 **NEXT REPORTING DATE: 9/21/24**

NAME: Carolyn Marquis, Project Manager

EMAIL: chesbrewco@yahoo.com

CATEGORY

NEXT 30 DAY PRIORITIES: Roof Seawall Garage Insurance Pooldeck Hallway AC Year End Audits Elevators 5th Floor Tomoka Windows/ Doors Security Landscaping Parking Unit Access SIRS IceMachines

MILESTONE STATUS

ROOF	On time
SEAWALL	Critical Delays
LEGAL: Arbitration	Critical Delays
INDOOR AMENITIES	Critical Delays
YEAR END AUDIT	Critical Delays
ELEVATOR MAINTENANCE	On time
STORM INSURANCE	Critical Delays
5th FLOOR CEILING	Challenges
TOMOKA OWNER PORTAL	Challenges

TASK	DESCRIPTION	POC/Point of Contact	DUE DATE	ACTUAL DATE	Task Detail	ESTIMATES	ACTUALS	Notes	Followup
BANKING									Yes
1	Need Sweep Account	Nathan Wade	6/1/24		Getting Bank products on Sweep options presentation format from Vystar and Synovous			Confirm 2% increase or higher	No
2	Coordination Needed	Dick Burke	8/1/24		Financial Committee & Synovous Presentation				Yes
3									No
ROOF					Present and Next Steps				Yes
1	COA Approval Needed	Board Member:	6/19/23	7/11/23	COA Authorized Quotes on Temp Solution	$147,000.00			Yes
2	Contract - Owner Portal	Nathan Wade	5/16/24	5/10/24	5th Floor contract not in portal as of 8/23	$4,700.00			
3	Waiting on Parts and/or Estimates from Vendor	Natasha Herndon	6/20/24	6/16/24	Coordinate Quotes	$1,200.00	$1,000.00		No
4	COA Board Meeting Needed	Nathan Wade	7/21/24	8/22/24	Add Extreme Roofing Contract to Owner Portal	$0.00	$550.00		No
5	Insurance Needed	Kimberly Thomplison	4/13/24		**Status of Pursuing Claim?**	$2,000,000.00			Yes
6	Tomoka Resources Needed	Kimberly Thomplison	8/28/24						
7									Yes
SEAWALL					Present and Next Steps				
1	COA Board Meeting Needed	COA	6/1/23		Insur Atty retained	$1,500,000.00	$1,250,600.00		
2	Funding Needed	DBR LLC	7/1/23		Spec Assess Passed				
3	Contact Vendor - Estimate or Performance	DBR LLC	7/16/23		Turtle nests present				
4	Referred to Legal for recommendation	COA	8/4/23		Emerg Mot for Injunction			Denied	
5	Paid Zmax $9,000 Trap Bags 12/23	COA	2/19/24		No contract and no Trap Bags	Need Refund			
6	Code Hearing 1/9/24	Carolyn Marquis	1/8/24	1/9/24	Many Owners Attending				
7	Code Hearing 2/14/24	Carolyn Marquis	2/21/24		Fast Track for fencing & trap bags				

8	Code Hearing 4/17/24	Carolyn Marquis			Fast Track for fencing & trap bags	DBR LLC fined $1,000 per day	
9	County Code Hearing 6/17	FWB			Orange fencing removed and remove COA from violation		
10	Paid GC Contractors $9,000 Trap Bags 6/22/24	Renata			GC Contracters applied for permit day of 6/17 hearing; Work to begin 7/8/2024		Owners Paid 18,000 to GC and 9,000 to Zmax
11							
12							
19							
GARAGE					Present and Next Steps		
1	Code Hearing 1/9/24	Carolyn Marquis	1/8/24	1/9/24			
2	Code Hearing 2/14/24	Carolyn Marquis	2/21/24		Fast Track for Cosmetic fixes		
3	Code & attorneys with Developer meeting on site	On Site	2/15/24				
4	Code Hearing 4/9/24	Carolyn Marquis	4/9/24		Fines are put in place $1,000 daily		
5	Code Hearing 8/15/24	Carolyn Marquis	4/9/24		Fines are put in place $500 daily		
INSURANCE POLICY					Present and Next Steps		
3	Tomoka Resources Needed	Nathan Wade	2/12/23		New Prop&Cas Policy 750k purchased 4/30/24		
4	Tomoka Resources Needed	Nathan Wade	11/12/24		Begin Discussions on New Prop&Cas Policy 750k purchased 4/30/24		
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9							
POOL DECK							
1	DBR LLC Approval Needed	Developer abandonment	12/5/23		Code Enforcement Inspections		
2	Referred to Legal for recommendation	COA Attorney	12/11/23		COA filed Emerg Injunct denied		
3	DBR LLC Approval Needed	Developer abandonment	12/11/23				
4	DBR LLC Approval Needed	Developer and COA Mediation	3/28/24				
5							
Hallway AC Units					Present and Next Steps		
1	COA Approval Needed	Judy Lairabee	7/26/23		Board was notified		
2	Contact Vendor - Estimate or Performance	Judy Lairabee	9/1/23		Need estimates from vendors		
3	COA Approval Needed	Kimberly Thomplison	12/28/23				
4	COA Board Meeting Needed	Bonnie Laslo	12/28/23		12/30 Bonnie Posted delivery of 13 COMPLETED		$71,500.00

5	Tomoka Resources Needed	Kimberly Thomplison	8/20/24	Need hallway controls moved inside utility closet each floor	
6					
7					
YEAR END AUDIT					
1	Tomoka Resources Needed	Nathan Wade	8/27/24	Need accountant per contract for 2021 and 2022	
2	COA Board Meeting Needed	Nathan Wade	12/30/23	Lawsuit filed/Owners requested next steps	
3	Tomoka Resources Needed	Bonnie Laslo	1/3/24	Bonnie posted complete by end of Jan	
4	Other Needed	Bonnie Laslo	2/27/24	Firm hired and paid $4,000 to do 21,22,23	
5	COA Approval Needed	Bonnie Laslo	4/4/24	Update Promised at Board Meeting	
6	Long term reconciliation needed	Dick Burke & Nathan Wade	6/18/24	CPA hired; stopped due to missing Jan 2021 Bank Statement $$	
7	COA Approval Needed	Renata	8/20/24	Requested solution added for vote to BOD 8/29 Meeting	
8					
9					
ELEVATORS				Present and Next Steps	
1	Professional Deisgn Resources Needed	COA	7/24/24	Bid packages went out and designs submitted to elevator consultant	$1,500,000.00
2	Coordination Needed	Judy Lairabee	8/27/24	Modernization Recommended by vendor	
3	Elevator clutches fixed	Bonnie FB Post	12/28/23	Modernization in process	
4	Elevator repairs in progress	Bonnie FB Post	12/28/23	Modernization in process	
5	SA for Seawall 1 million moved to **Elevators**	Board FB Post	2/11/24	Modernization in process	
6	SA for Seawall 1 million moved to **Elevators**	Board FB Post	4/4/24	Modernization in process	
7	Tomoka Resources Needed	Nathan Wade	7/5/24	**Elevator bids, contracts are missing from portal**	
PIGEON & PEST				Present and Next Steps	
1	Waiting on Parts and/or Estimates from Vendor	Judy Lairabee	9/1/23	Estimate forwarded to COA	$80,000.00
2					
3					
5th Floor Ceiling				Present and Next Steps	
1	COA Approval Needed		5/12/23	Get Estimates after calls	$4,700.00
2	Contact Vendor - Estimate or Performance	Judy Lairabee	8/14/23	Have vendor fix	$4,700.00
3	Tomoka Resources Needed	Kimberly Thomplison	11/16/23	Need vendor Extreme Roofing to return & fix	
4	Tomoka Resources Needed	Kimberly Thomplison	3/1/24	Bonnie posted a new temporary roof install would include 5th floor fix??? FB	$22,000.00
5	Tomoka Resources Needed	Kimberly Thomplison	5/24/24	Kimberly is working with Extreme Roof to begin work on 8/20/24	$45,000.00

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CAM Resources Management				Present and Next Steps	
1	Tomoka Resources Needed	Nathan Wade	5/17/23	Owner Request Made per statute to update	
2	Tomoka Resources Needed	Nathan Wade	6/15/23	Owner Request Made per statute to update	
3	Tomoka Resources Needed	Nathan Wade	8/28/203	Owner Request Made per statute to update	
4	Tomoka Resources Needed	Nathan Wade	9/15/23	Owner Request Made per statute to update	
5	CAM development in-house	Unsure	3/1/24	Current Contract expires 9/30/24	
6	COA Approval Needed	Patrick O'Donnel	6/17/24	Board President suggests performance measures for new contract 24-25	
7	Maintenance & Vendor Committee	Carolyn Marquis	8/12/24	Committee reviewed contract, put feedback together so did Renata and forwarded to Tomoka	
8	Coordination Needed	Nathan Wade	8/14/24	Requested Tomoka availability to negotiate and Nathan setting meeting by 9/1/2024	
9					
10					
Communication Plan				Present and Next Steps	
1	Committees Setup	Carolyn Marquis	12/5/23	Have volunteers; Need Board Approval	
2	Owner Portal Audit	Carolyn Marquis	6/8/24	Completed	
3	Floor Captains	Carolyn Marquis	12/28/23	Onsite Meeting & Tour	
4	Social Activity Needed	Carolyn Marquis	1/19/24	Big Tuna Monthly Meet&Mingle Candidates Running 2024	
5	COA Approval Needed	COA Board	7/30/24	Board approves Committees	
6	Communication Committee first meeting	Carolyn Marquis	8/5/24	Discussion on purpose, upcoming key events and dates, how to reach all owners.	
7	COA Approval Needed	COA Board	8/20/24	Minutes, Newsletter and Committee purpose submitted to BOD for 8/29/ Mtg approval	
8					
Windows/Doors					
1	COA Approval Needed	Rober Kubly	12/11/23	Windows and Doors being fixed	$64,000.00
2	COA Approval Needed	Bonnie Laslo	12/28/23	FB List that Windows & Doors in progress	
3	COA Approval Needed	Kimberly Thomplison	2/1/24	Board Mtg Update 3 more windows done	
4	Tomoka Resources Needed	Kimberly Thomplison	2/18/24	Roger continues to meet with Kimberly but many windows and doors are special order. We need better organization and prioritization.	
5	COA Approval Needed	Kimberly Thomplison	4/1/24	Update Promised at 4/4/24 Board Meeting	
6	Tomoka Resources Needed	Kimberly Thomplison	6/11/24	**Need to scrub portal list against Omega Glass list**	$40,000.00
7					

Property Security				
1	COA Approval Needed	Kimberly Thomplison	12/16/23	Need additional Security with homeless in Bldg
2	COA Approval Needed	DBR Board	2/14/24	Requested additional security and ignored
3	COA Approval Needed	DBR Board	2/27/24	Late notification Bike Week multiple tows and altercations - Bike Week Kim off Sat/Sun and left early Mon plus off Tues & Wed; Many towed
4	COA Approval Needed	DBR Board	4/4/24	Board increased Budget for Security from 10 to 12 hours with increased regular assessment to 733 monthly but no 24/7 security has been put in place as of 4/16 NEED CONTRACT IN PORTAL
5	Tomoka Resources Needed	Kimberly Thomplison	6/27/24	Kimberly is out for long weekend Thurs-Sun and we need Tomoka to provide onsite backup
6	Tomoka Resources Needed	Kimberly Thomplison	8/9/24	Need to plan coverage for holidays with security
7	COA Approval Needed	DBR Board	8/22/24	Approval needed for additional security submitted
8				
Landscaping				
1	COA Approval Needed	Kimberly Thomplison	12/16/23	Roger requested Board act on quotes given
2	Social Activity Needed	Roger Kubly	2/10/24	Angie Russel and Donna Kinnett coordinated a mulch party
3	Social Activity Needed	Roger Kubly	2/16/24	Roger Kubly and Dave Marquis coordinated a mulch Party
4	COA Approval Needed	Bonnie Lalso	4/4/24	Broke out line items on budget approved
5	Tomoka Resources Needed	Kimberly Thomlinson	8/11/24	Get all inclusive quotes for palm trees in front and fraun removals
Parking Lease				
1	Coordination Needed	Bonnie Lalso	12/16/23	FB announced contract extended until 6/30/24
2	COA Approval Needed	Roger Kubly	3/1/24	Checking with Dennys for back area?
3	COA Approval Needed	Carolyn Marquis	3/1/24	Checking with Alfred on Tshirt price?
4	COA Approval Needed	Renata	3/1/24	Lease extended through Sept 30, 2024; NEED LEASE IN PORTAL
5	COA Approval Needed	Patrick	8/13/24	Requested to discuss with owner
6				
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8				
Legal Resources Management				

1	Magistrate Hearing 1	Legal Committee	1/9/24	22Owners/71online - 30 days for trap bags and fence and fines will begin
2	Magistrate Hearing 2	Legal Committee	2/14/24	H wants walk garage walkthrough, Magistrate finds H as owner; 30 days then fines
3	Magistrate Hearing 3	Legal Committee	3/1/24	Hearing on Garage and Balconies
3	Mediation #3	Board	3/28/24	Demonized NDA; nothing shared. Details worked next 30 days - Maybe share with owners?
4	Magistrate Hearing 3	Legal Committee	4/9/24	Fines to H 1,000daily. Trap bags and fence order
5	Mediation #4	Board	4/11/24	Details were to be worked out; by 4/22 nothing to share with owners; additional mtg #5 6/27
6	Volusia Circuit Court Hearing on 14th Floor	Joel Attorney	4/23/24	Procedural Motions Hearing
7	Volusia Circuit Court Marquis vs. COA	Joel Attorney	5/9/24	Both Parties Agree Dismissal except COA entered $13,000 in attorney fee award
8	Magistrate Hearing 4	Legal Committee	6/5/24	Garage Hearing Fine Assessed $1,000 per day
9	County Code Hearing 6/17 Seawall	Board	6/28/24	Had to remove COA from Case
10	Lawfirm Engagement Contract?	Legal Committee	1/1/24	**NEED CONTRACT IN PORTAL; requested multiple times**
11	Mediation #6	Board	7/5/24	Details were to be worked out; by 7/15 nothing to share with owners; Need Plate survey
12	Mediation #7	Board	7/12/24	Everything remain unanswered: Need Plate survey
13	Mediation #8	Board	8/18/24	Sun. 9am Discrepancy with submitted property Survey and invoice for same
14				
15				

UNIT ACCESS				
1	Coordination Needed	Kimberly Thomplison	6/25/24	We need to scrub owner list of access on every room and verify ; Carolyn Marquis has agreed to assist
2	Maintenance & Vendor Committee	kimberly Thomplison	8/20/24	Carolyn and Kimberly Meeting to go over list and draft mailer
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STORM INSURANCE				Present and Next Steps
1	Insurance Needed	Hire the Insurance Adjuster Attorney for	1/5/23	Board has refused to hire expert
2	Referred to Legal for recommendation	COA Attorney	1/11/23	Board continues to do nothing on Insurance
3	COA Approval Needed	Nathan Wade	2/12/23	Need Public Adjuster hired; but we are named insured and Developer owns policy
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FirePump Proposal				Present and Next Steps
1	S.A.F.E.	Kimberly Thomplison	6/28/24	Proposal sent to Kim; need two additional?
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STRUCTURAL RESERVE STUDY				
1	COA Approval Needed	Kimberly Thomplison	12/16/23	Was introduced as priority for 2024 at Board mtg
2	COA Approval Needed	DBR Board	2/14/24	Patrick requested Nathan get quotes for same
3	COA Approval Needed	DBR Board	5/5/24	Nath forwards 1 quote from 2/27/2024 that has expired
4	COA Approval Needed	DBR Board	6/17/24	Nathan forwards 3 quotes 6/5/24 for SIRS; Board agreed and had someone on property 6/19
5	Tomoka Resources Needed	Nathan Wade	7/28/24	Carolyn requested results; Nathan said 1-2 months
6	Tomoka Resources Needed	Nathan Wade	8/13/24	8/22 Second inspection scheduled on property
7				
8				

Ice Machines				Present and Next Steps
1	Vendor Quotes Needed	Kimberly Thomplison	6/28/24	Need estimates for commercial ice machines CM called Pioneer Appliance, American Appliance, Allens Appliance Service, Mark Appliance & Refrigerator Repair : Appliance is $59.00 to diagnose that can be applied to overall costs if you go with his proposal
2	Maintenance & Vendor Committee	Carolyn Marquis	8/12/24	Committee is collecting quotes
3				
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7				

DBR Rules & Fines

PROJECT PLAN LAST UPDATED: 8/3/2024



CHAIRPERSON

RENATA GOZDZIAK

Dave Hirosky

Christianne Nahkla

Billy Martin

Frank Scaggs

CATEGORIES	INCIDENT	FEE
UNIT 465		
1		
2		
3		
UNIT 1211		
1		6/19/23
2		5/16/24
3		6/20/24

NEXT REPORTING DATE:				

CAM NOT 1	CAM NOT 2	CURRENT BALANCE		Followup
				Yes
				No
				No
				Yes
7/11/23		$2,000.00		Yes
5/10/24				
6/16/24		$1,000.00		No

DBR FINANCE

PROJECT PLAN LAST UPDATED: 8/23/2024

MEMBERS

CHAIRPERSON

DICK BURKE

CATEGORIES	INCIDENT	FEE
JULY MONTHLY STATEMENT		
1		
2		
3		
AUDITOR		
1		6/19/23
2		5/16/24
3		6/20/24

NEXT REPORTING DATE:

Sub Team Members

CAM NOT 1	CAM NOT 2	CURRENT BALANCE		Followup
				Yes
				No
				No
				Yes
7/11/23		$2,000.00		Yes
5/10/24				
6/16/24		$1,000.00		No

DBR COMMUNICATION

PROJECT PLAN LAST UPDATED: 8/23/2024

	Karen Fanning
CHAIRPERSON	Peggy Defiglio
CAROLYN MARQUIS	Angie Thuli
	Connie Vanhouten
	Mary Turman

DATE	STATUS	DATE
Newsletter		
1	Submitted for BOD Approval	8/20/24
2		
3		
1		6/19/23
2		5/16/24
3		6/20/24

NEXT REPORTING DATE:	**9/20/24**			

APPROVED	TASK OWNER	COST		Followup
				Yes
	Carolyn			No
				No
				Yes
7/11/23		$2,000.00		Yes
5/10/24				
6/16/24		$1,000.00		No

DBR Maintenance & Vendor

PROJECT PLAN LAST UPDATED: 8/23/2024

	Roger Kubly
CHAIRPERSON	David Marquis
CAROLYN MARQUIS	Rob Maladono
	Greg Cole
	Lisa Baxter

DATE	STATUS	DATE
M request form		
1	Submitted for BOD Approval	8/20/24
2		
3		
Palm Trees		
1	Submitted to Kimberly	8/13/24
2		5/16/24
3		6/20/24
Ice Machines		
1	Lisa Baxter Researching	8/6/24
2		5/16/24
3		6/20/24

	Security Firms		
	1	Submitted to Kimberly	8/19/24
	2		
	3		
	Tomoka Contract		
	1	Submitted to Nathan Wade for review	8/16/24
	2	Scheduling a meeting to negotiate	8/22/24
	3		

NEXT REPORTING DATE:		9/20/24		

APPROVED	TASK OWNER	COST		Followup
				Yes
	Carolyn			No
				No
				Yes
6/30/24	Roger	$2,000.00		Yes
5/10/24				
6/16/24				No
				Yes
	Lisa	$2,000.00		Yes
5/10/24				
6/16/24				No

				Yes
6/30/24	Carolyn	$17,000.00		Yes
5/10/24				
6/16/24				
		$168,000.00		Yes

FLOOR AT DBR	NAMES	NUMBER	
1	Carolyn and David Marquis	240 298-1195	
2			
3	Mary and Larry Thurman	386 301-0963	
4	Karen Fanning	502 296-4636	
5	Ricky and Susan / Sammy & Tracy	813 246-0046	
6	Linda Turkowski/ Mae	608 931-9486	
7	Roger and Martha Kubly	608 628-2068	
8			
9			
10	Jill and Joe	386 843-3194	
11			
12	Vita and Allen		
13			
14			
Kimberly Thomplison		386 463-0204	
Tomoka Property		386 387-2010	
Security			

Resource Needed

Click on the Resources description to update the project plant for the Description type and hit 'enter'

Resources Needed
COA Approval Needed
DBR LLC Approval Needed
Vendor Quotes Needed
Tomoka Resources Needed
Insurance Needed
Coordination Needed
Funding Needed
Waiting on Parts and/or Estimates from Vendor
Referred to Legal for recommendation
Law Enforcement Needed
Governmental Expertise Needed
Social Activity Needed
Other Needed