DBR COA Project Tracking

PROJECT PLAN LAST UPDATED: 1/3/2024 **NEXT REPORTING DATE: 2/28/24**

NAME:	Carolyn Marquis, Project Manager
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MILESTONE STATUS

ROOF	On time
SEAWALL	Critical Delays
SECURITY	Challenges
INDOOR AMENITIES	Critical Delays
YEAR END AUDIT	Critical Delays
ELEVATOR MAINTENANCE	On time
PIGEONS	Challenges
5th FLOOR CEILING	Challenges
TOMOKA OWNER PORTAL	Critical Delays

TASK	DESCRIPTION	POC/Point of Contact	DUE DATE	ACTUAL DATE	Task Detail	Estimated price	TOTALS RAISED	Notes	Photo
BANKING									Yes
1	Vendor Quotes Needed	David Marquis	2/1/24		Collecting banking information on Condo Products now			capitalproductions@yahoo.com	Yes
2									
3									No
ROOF					Present and Next Steps				Yes
1	COA Approval Needed	Board Member:	9/29/23	1/29/24	COA Authorized Quotes on Temp Solution	$47,000.00	$55,000.00	capitalproductions@yahoo.com	Yes
2	Contract - Owner Portal	Judy	10/31/23	Incomplete					
3	Waiting on Parts and/or Estimates from Vendor	Natasha	12/5/23	12/1/23	Coordinate Quotes	$1,200.00	$1,000.00		No
4	COA Board Meeting Needed	Nathan Wade	1/5/24	2/6/24	Add Extreme Roofing Contract to Owner Portal	$0.00	$550.00		No
5	Tomoka Resources Needed	Kimberly Thomplison	2/11/24		Status Insurance that Roofing Company Pursing?				No
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	Code Hearing 1/9/24	Carolyn Marquis	1/8/24	1/9/24	Many Owners Attending				
6									
7									

5	Governmental Expertise Needed	Volusia County	3/9/24	1/9/24	Get Clarification			Yes
POOL DECK					Present and Next Steps			
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								
Hallway AC Units					Present and Next Steps			
1	COA Approval Needed	Judy Lairabee	7/26/23		Board was notified		jlairabee@tomokapm.com	
2	Contact Vendor - Estimate or Performance	Judy Lairabee	9/1/23		Need estimates from vendors		jlairabee@tomokapm.com	
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	$71,500.00		
YEAR END AUDIT					Present and Next Steps			
1	Tomoka Resources Needed	Nathan Wade	2/11/24		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								
ELEVATOR MAINTENANCE					Present and Next Steps			
1	Professional Deisgn Resources Needed	COA	1/8/24			$1,500,000.00		
2	Coordination Needed	Judy Lairabee	2/11/24		Modernization Recommended by vendor			
3	Elevator clutches fixed	Bonnie FB Post	12/28/23					
4	Elevator repairs in progress	Bonnie FB Post	12/28/23					
5								
UTILITIES TRACKING					Present and Next Steps			
1	Pull water monthly data fro last 12 months.	Roger Kubly	5/11/24			$1,500,000.00		
2	Coordination Needed	Kimberly Thomplison	5/11/24		Modernization Recommended by vendor			
3	Schedule Unit Checks	Kimberly Thomplison	4/28/23					
4								
6								
7								
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	capitalproductions@yahoo.com
2	Contact Vendor - Estimate or Performance	Judy Lairabee	8/14/23	Have vendor fix	$1,200.00	jlairabee@tomokapm.com
3	Tomoka Resources Needed	Kimberly Thomplison	11/16/23	Need vendor Extreme Roofing to return & fix		
4						
5						
Tomoka Owner Portal				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						
6						
Communication Plan				Present and Next Steps		
1	Membership Items	Roger Kubly	12/5/23	Developing List to Review with Team		
2	Newsletter by email	Carolyn Marquis	1/8/24	In draft form slated for deliver 1/31/24		
3	Floor Captains	Carolyn Marquis	12/28/23	Onsite Meeting & Tour		
4	Social Activity Needed	Carolyn Marquis	1/1/24	Big Tuna Meet&Mingle Candidates Running 2024 Scheduled 1/19/24		
5	DBR Workshops	Dick Burke	1/24/24	Developing Consultant Consortium		
6	Website Design	Dick Burke	1/20/24	In design and planning phase		
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						
4						

Property Security				
1	COA Approval Needed	Kimberly Thomplison	12/16/23	Need additional Security with homeless in Bldg
2				
3				
4				
Landscaping				
1	COA Approval Needed	Kimberly Thomplison	12/16/23	Roger requested Board act on quotes given
2				
3				
4				
Parking Lease				
1	Coordination Needed	Bonnie Lalso	12/16/23	FB announced contract extended until 6/30/24
2				
3				
4				
Contractual Reviews				
1	Coordination Needed	Legal		
2		CAM		
3		Cleaning		
4		Security		
Bylaws Review				
1	Coordination Needed			
2				
3				
4				

	TOTALS	$4,769,600.00	$1,307,150.00

On Site Days	In	out	total
8/28/23	9:30	1:30	4
8/29/23	9		
8/30/23	9		
9/4/23			
9/5/23			
9/6/23			
9/11/23			
9/12/23			
9/13/23			
9/18/23			
9/19/23			
9/20/23			
9/25/23			
9/26/23			
9/27/23			

Employee Initials
Had doctors appointment

Description Options

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