DBR COA Project Tracking

PROJECT PLAN LAST UPDATED: 2/14/2024 **NEXT REPORTING DATE: 3/31/24**

NAME:	Carolyn Marquis, Project Manager
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MILESTONE STATUS

ROOF	On time
SEAWALL	Critical Delays
Hallway AC Units	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		Getting Bank products in presentation format from Vystar and Synovous			capitalproductions@yahoo.com	Yes
2									
3									No
ROOF					Present and Next Steps				Yes
1	COA Approval Needed	Board Member:	10/26/23	2/25/24	COA Authorized Quotes on Temp Solution	$47,000.00	$55,000.00	capitalproductions@yahoo.com	Yes
2	Contract - Owner Portal	Nathan Wade	11/27/23	Incomplete					
3	Waiting on Parts and/or Estimates from Vendor	Natasha Herndon	1/1/24	12/28/23	Coordinate Quotes	$1,200.00	$1,000.00		No
4	COA Board Meeting Needed	Nathan Wade	2/1/24	3/4/24	Add Extreme Roofing Contract to Owner Portal	$0.00	$550.00		No
5	Tomoka Resources Needed	Kimberly Thomplison	3/9/24		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	Code Hearing 2/14/24	Carolyn Marquis	2/21/24		Fast Track for fencing & trap bags				
7									
GARAGE					Present and Next Steps				

1	Code Hearing 1/9/24	Carolyn Marquis	1/8/24	1/9/24	Many Owners Attending		
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		GARAGE FIXES WALK THROUGH		
4							
5							
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	Tomoka Resources Needed	Nathan Wade	2/12/23		Nothing being done by Board		
4							
5							
6							
7	Governmental Expertise Needed	Volusia County	4/5/24	2/5/24	Get Clarification		Yes
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		Board paid $9,000 for trap bags but no install scheduled 4/3 code hearing		
4							
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	$71,500.00	
5							
6							
7							
YEAR END AUDIT							
1	Tomoka Resources Needed	Nathan Wade	3/9/24		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					
ELEVATORS				Present and Next Steps	
1	Professional Deisgn Resources Needed	COA	2/4/24	Bid packages went out and designs submitted to elevator consultant	$1,500,000.00
2	Coordination Needed	Judy Lairabee	3/9/24	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	SA for Seawall 1 million moved to **Elevators**	Board FB Post	2/11/24		
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
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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	$1,200.00
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 is ready??? FB	
5					
6					
7					
CAM				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	Suggestion to Explore from Dick Burke	
6					

7					
Communication Plan				Present and Next Steps	
1	Coordination Needed	Roger Kubly	12/5/23		
2	Newsletter by email	Carolyn Marquis	1/8/24	Completed	
3	Floor Captains	Carolyn Marquis	12/28/23	Onsite Meeting & Tour	
4	Social Activity Needed	Carolyn Marquis	1/19/24	Big Tuna Meet&Mingle Candidates Running 2024	
5	Consultant Consortium	Dick Burke	1/22/24	Analysis of Visioning Surveys	
6	Coordination Needed	COA Board	3/2/24	Changed Parking Policy from DBR II not communicated to owners many towed Bike Week	
7					
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.	
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6					
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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	
4					
5					
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				
5				
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	David Marquis	3/1/24	Checking with adjacent lot for extension
5				
6				
7				
8				
Contractual Reviews				
1	Coordination Needed	Legal		
2		CAM		
3		Cleaning		
4		Security		
5		Landscaping		
6		HVAC		
7		Elevator Maintenance		
8		Trash Mgt		
9		Plumbing		
10				
11				
12		Security		
Bylaws Review				
1	Coordination Needed	Carolyn Marquis		
2				
3				
4				

TOTALS	$3,269,600.00	$1,307,150.00	

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	52 296-4636	
5	Ricky and Susan		
6	Linda Turkowski	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