

**SUMMER MAINTENANCE PROJECTS REPORT**  
**2015**

<b>PROJECT #</b>	<b>TASK</b>	<b>COMPLETION DATE</b>	<b>STATUS</b>	<b>Remarks</b>
2015-001	Clean and store excess pool chairs	4/23/15	COMPLETED	
2015-002	Rat bait boxes cleaned and reset		On Going	3/7/15, 4/6/15
2015-003	Clean and store excess blue and yellow recycling bins	4/16/15	COMPLETED	
2015-004	Clean and seal pavers at East pool deck	8/12/15	COMPLETED	8/11 – 8/12 paver deck cleaned and sealed.
2015-005	Paint the club house pool deck	6//17/15	COMPLETED	Scheduled for 6/17 to be done while pool is closed for the light repairs. 6/16/15 pressure washed. 6/17/15 painted.
2015-006	Check support posts on B units	6/25/15	COMPLETED	4/14/15 surveyed posts and made list of units requiring repair. 6/24/15 made repairs, ground off rust, prepped for painting. 6/25/15 Painted all repaired posts.
2015-007	Patch small holes in parking lots	6/1/15	COMPLETED	
2015-008	Cleaning and painting of stairways of A & B Units including entrance to unit area and tops of stairs		COMPLETED	7/2/15 Bldgs 42, 43, 8 25, completed. 40, 34, 35, 36, 41, 38, 39, 1, 2, 3,4, 5,6,8 27, 28, 29, 30, 37, 9, 44 and 45s
2015-009	Pressure cleaning of sidewalks inclusive of slabs between buildings 12, 18 and 20		IN PROGRESS, SECOND VERIFICATION NEEDED	Some courtyards done 9/9 park done, 9/7 walkways between west pool & 38/45, courtyard between 38 & 39 done, 11, 21 done
2015-010	Replace yellowed bulbs		IN PROGRESS	4/8/15 – started, cleaning most globes instead of replacing.
2015-011	Lightly power wash white part only of car stops	6/5/15	COMPLETED	6/3/15 Area on west side of 42 – 45 completed. Area on in front of 30 to 34 completed
2015-012	Repaint white side curbs, either white or black	6/10/15	COMPLETED	4/10/15 two islands on entrance road completed. 5/14/15 island around gate painted.5/20/15 front island around guard house and all curbs in entry and exit area completed. 6/10/15 curbs around center

				fountain completed.
2015-013	Pressure wash the gazebos and apply protectant	6/3/15 10/5/15	COMPLETED	
2015-014	Clean recessed areas of townhouse buildings		In progress	7/27/15 all done but 15 and 17
2015-015	Repaint white all circular stone grass bumpers	4/7/15	COMPLETED	
2015-016	Move all planters off of ledges on Bldgs. 16, 18 and 19 before painting starts.	7/24/15	COMPLETED	
2015-017	Paint steel benches – black (use sprayer?)			
2015-018	Pressure Wash/Clean Paver wall by dumpster parking	4/16/15	COMPLETED	
2015-019	Repaint Curb under hedge in front of dumpster (white)	4/16/15	COMPLETED	
2015-020	Trim all dying palm fronds		COMPLETED	4/27/15, 6/3/15
2015-021	Remove branches/debris on south side of property that belongs to Boynton Beach. Cut and throw to our side for disposal.	4/28/15	COMPLETED	
2015-022	Apply weed killer to Miner Road North land		COMPLETED	3/25/5, 4/6/15, 6/2/15, 8/4/15, 9/8/15
2015-023	Trim plants and trees back from buildings to be painted	7/22/15	COMPLETED	Started 7/20/15, building 19 done, building 16 done except for north side.
2015-024	Paint new swing by bldg. 14 (September)		COMPLETED	9/30/15 first coat done
2015-025	Paint new swing by bldg. 43 (September)		COMPLETED	9/30/15 first coat done
2015-026	Remove dead bushes per list	7/22/15	COMPLETED	Started 7/7/15
2015-027	Check hardware on swings for any loose bolts	4/23/15	COMPLETED	
2015-028	Review site for lamppost bases that need to be painted			
2015-029	Level pavers on sides of entry ways to C and D units		In progress	5/29/15 started – Building 15 complete
2015-030	Verify that awning hardware is all secured properly	6/24/15	COMPLETED	
2015-031	Clean and repaint side of stairways and balcony edges on B units			
2015-032	Repaint yellow speed bumps and manhole covers	4/22/15		4/22/15 manhole covers completed
2015-033	Determine asphalt areas that require a new protective coating or do work ourselves	October 2015	In progress	All work done by contractor completed 10/20/15. Small areas to be done by staff on going.

2015-034	Determine area for new lamp post	<b>4/3/15</b>	<b>COMPLETED</b>	Area's determined
2015-035	Paint fence (gold) at corner of Miner and US1			
2015-036	Update landscaping photo book with typed planted descriptions and new photos (OFFICE)		<b>In progress</b>	Typing plant name listings started 5/5/15
2015-37	Repair/replace 30' section of fencing along the SE property line – remove all necessary debris/small trees	<b>5/15/15</b>	<b>COMPLETED</b>	5/7/15 posts installed for new fencing. 5/15/15 working on fence installation.
2015-38	Install 3 courtyard lampposts (Bldg 33, 30 and 27) Per diagram locations		<b>In progress</b>	6/29/15 Poured concrete base, dug and installed pipe and wiring for light at bldg. 33. 6/30/15 Light fixture installed and electricity hooked up. Bldg 33 completed.
2015-39	Clean and paint sidewalks to office.	<b>5/18/15</b>	<b>COMPLETED</b>	
2015-40	Paint slab around mail kiosk (except 2 previously ground down) Paint sidewalk to clubhouse and library entrance walkway.	<b>9/3/15</b>	<b>COMPLETED</b>	9/2/15 All walkways and slab pressure cleaned. 9/3/15 All walkways and slab painted.
2015-41	Paint slabs under pergolas			
2015-42	Paint slabs in gazebos with plain concrete floors			
2015-43	Pressure clean and paint curb along the retention pond white.	<b>9/22/15</b>	<b>COMPLETED</b>	Started 8/19 at south end. Worked on again on 8/20. Approximately ½ way down length of retention pond is done.
2015-44	Modify fence in SW corner of property to create an emergency exit/entrance to the community. (SEPTEMBER)			

**CONTRACTORS WORK**

<b>PROJECT #</b>	<b>TASK</b>	<b><u>COMPLETION DATE</u></b>	<b><u>STATUS</u></b>	<b><u>CONTRACTOR/NOTES</u></b>
2015-C-001	Painting program – buildings 16, 18 and 19		<b>COMPLETED</b>	Painting started on Bldg 19 on 7/27/15. Building 19 completed 8/7/15. Bldg 18 started 8/7/15. Bldg 18 completed 8/14/15. Bldg 16 started 8/14/14. Bldg 16 completed 8/21/15. 8/24/15 only touch up work remains to be done. 8/28/15 all completed and trailer removed from property.
2015-C-002	Install decorative foam elements on buildings 16, 18 and 19		<b>In progress</b>	Received quote from Miami Foam 9/4/15. Foam details ordered. Work being done by M. Denis.
2015-C-003	Replace or reuse good awnings on bldgs. 16, 18 and 19	<b>9/5/15</b>	<b>COMPLETED</b>	Awarded to Tropical Awning – Bldg 19 awnings removed 7/23/15. Bldg 18 awnings removed 8/4/15. Bldg 16 awnings removed 8/12/15. Bldg. 19 awnings installed 8/25 and 8/26. Bldg 18 awnings up on 8/27 & 8/31. Bldg 16 awnings up on 8/31 and 9/5. All completed by 9/5/15
2015-C-004	Large Tree pruning in preparation for Hurricane season	<b>5/4/15</b>	<b>COMPLETED</b>	Contract awarded to Novo Arbor – work to be done in late April/early May
2015-C-005	Repairs to arch on south side of building 16	<b>7/2015</b>	<b>COMPLETED</b>	Awarded to Mario Denis
2015-C-006	Remove lattice elements from Buildings 16, 18 and 19 and repair stucco	<b>6/12/15</b>	<b>COMPLETED</b>	Awarded to Mario Denis 6/10/15 Removal complete at 19 and started on 18. 6/11/15 Removal completed on 18 and 16. Stucco repairs completed on 19 and 18, in progress on 16. 6/12/15 Completed bldg. 16.

2015-C-007	Window casing repairs and caulking (5 windows on bldgs. 16, 18 and 19)	<b>7/20/15</b>	<b>COMPLETED</b>	Awarded to Mario Denis
2015-C-008	Repairs to arch on west side of bldg. 18	<b>7/16/15</b>	<b>COMPLETED</b>	Awarded to Mario Denis
2015-C-009	Repairs to NW arch on bldg. 19	<b>6/16/15</b>	<b>COMPLETED</b>	Awarded to Mario Denis
2015-C-010	Repairs to the wall in the men's bathroom at the East pool	<b>6/17/15</b>	<b>COMPLETED</b>	Awarded to Mario Denis 6/11/15 started.
2015-C-011	Mulch Installation			Work to be done by Tropic Green in mid October. First order of 16 pallets of mulch delivered on 10/5/15
2015-C-012	Architectural design of Provence Alley	<b>9/17/15</b>	<b>COMPLETED</b>	Awarded to Frank Sneadaker, 5/4/15 received schematic drawings. 6/12/15 meeting with Sneadaker and contractor on revisions and modifications to be made to drawings. 6/18/15 received revised drawings. 6/30/15 requested some additional revisions. 7/1/15 received revised drawings with requested changes. 7/6/15 provided drawings to homeowners on the Alley for review. Received approval from the owners. 7/17/15 emailed architect to go ahead with final drawings "as is". 7/28/15 rec'd email from architect expects to have final drawings by 8/4/15. Final drawings received and submitted to town building dept. Permit issued 9/23/15
2015-C-013	Renovation of Provence Alley			Awarded to R&T Construction (John Parke) 9/24/15 Pavers selected and ordered. 10/28/15 demolition of area started.
2015-C-14	Feasibility Study for Clubhouse			Awarded to Slattery & Associates 6/11/15 received rough drawings on each location. Need to arrange conference call. Conference call scheduled for 6/23/15. Results of conference call, architect to meet with town and Water management district about building

				requirements.7/27/15 Email from Slattery, town and Water Management District have find no issue with bldg. over the retention based on preliminary drawings and discussions.10/1/15 Meeting with Slattery to discuss the conceptual ideas for preliminary drawings for the 2 possible locations. 10/27/15 received preliminary drawings.
2015-C-15	Repairs to drywall in library	<b>6/24/15</b>	<b>COMPLETED</b>	Awarded to Mario Denis. 6/11/15 started
2015-C-16	Termite fumigation/tenting of Building 28	<b>6/12/15</b>	<b>COMPLETED</b>	Awarded to South Eastern Pest Control 6/10/15 Tent installed on building. 6/12/15 tent removed in am. 6/12/15 All clear giving on bldg. at 5:30 pm.
2015-C-17	Replace all wall vents on building 16	<b>8/4/15</b>	<b>COMPLETED</b>	Awarded to Mario Denis