

SUMMER MAINTENANCE PROJECTS REPORT
2017

PROJECT #	TASK	COMPLETION DATE	STATUS	Remarks
2017-001	Clean and store excess pool chairs	5/16/17	COMPLETED	
2017-002	Rat bait boxes cleaned and reset			
2017-003	Clean and store excess blue and yellow recycling bins	5/16/17	COMPLETED	
2017-004	Clean and seal pavers at East pool deck			
2017-005	Install mango net over motorcycle pad		n/a	4/20/17 Tree trimmed as part of hurricane prep – all mangos removed from tree at that time.
2017-006	Paint the club house pool deck			
2017-007	Check support posts on B units			
2017-008	Painting of Railing and balcony railings per program			
2017-009	Cleaning and painting of stairways of A & B Units (per list) including entrance to unit area and tops of stairs			
2017-010	Replace yellowed bulbs	4/12/2017	COMPLETE	Globes changed within budget allowance
2017-011	Paint club house door			
2017-012	Pressure wash the gazebos and pergola and apply protectant			
2017-013	Clean recessed areas of townhouse buildings			
2017-014	Repaint white all circular stone grass bumpers			
2017-015	Paint steel benches – black (use sprayer?)			
2017-016	Pressure Wash/Clean Paver wall by dumpster parking			
2017-017	Pressure Wash/Clean Paver wall by drain #46-23			
2017-018	Repaint Curb under hedge in front of dumpster (white)			
2017-019	Trim all reachable dying palm fronds		On going	

2017-020	Clean gutters on mail kiosk	5/2017	COMPLETED	*Outer gutters need to be painted
2017-021	Paint curb along retention pond at North end by pool and south end in front of bldg. 14.			
2017-022	Trim plants and trees back from buildings to be painted			
2017-023	Check hardware on swings for any loose bolts	5/2017	COMPLETED	
2017-024	Paint lampposts and lamppost bases as needed			
2017-025	Level pavers on sides of entry ways to C and D units			
2017-026	Verify that awning hardware is all secured properly	4/2017	COMPLETED	
2017-027	Repaint yellow speed bumps and manhole covers			
2017-028	Paint fence (gold) at corner of Miner and US1 after installation of cones			
2017-029	Update landscaping photo book with typed planted descriptions and new photos (OFFICE)			
2017-030	Install courtyard lampposts (Bldg 30) Per diagram locations (Use inside of storage)			
2017-031	Paint slabs under pergolas to be determined			
2017-032	Paint slabs in gazebos with plain concrete floors to be determined			
2017-033	Paint Swings and wood benches to be determined			
2017-034	Paint slab under swings to be determined			
2017-035	Clean inside and surrounding shop			
2017-036	Paint entrance gate		In progress	5/3/17 painting started on exit side swing gates and surrounding fence
2017-037	Clean eureka palms by retention pond/railroad tracks	4/7/2017	Complete	Work done by landscaping crew
2017-038	Repair larger asphalt cracks			Material test done
2017-039	Repair smaller asphalt cracks			Material test being done
2017-040	Fire Extinguisher Inspection to be done prior to annual Fire Extinguisher retagging. (Office)			
2017-041	Inspect pool chairs for repairs or ones to be replaced			
2017-042	Service main generator (oil and filter)	4/2017	COMPLETED	

CONTRACTORS WORK
2017

PROJECT #	TASK	<u>COMPLETION DATE</u>	<u>STATUS</u>	<u>CONTRACTOR/NOTES</u>
2017-C-001	Painting program – Buildings per schedule - #11, 12 & 20			
2017-C-002	Install decorative foam elements on buildings painted			
2017-C-003	Replace awnings on bldgs. painted			
2017-C-004	Large Tree pruning in preparation for Hurricane season	4/20/2017	COMPLETED	ALL TREES SCHEDULED COMPLETED BETWEEN 4/7/2017 – 4/20/2017
2017-C-005	Mulch Installation			
2017-C-006	Leveling of sidewalks and sidewalk ramps per plan			
2017-C-007	Fabricate and install column cone caps at Minter and US1		In progress	Fabrication being done by Affordable Welding.