

## SUMMER MAINTENANCE PROJECTS REPORT 2018

PROJECT #	TASK	COMPLETION DATE	STATUS	Remarks
2018-001	Clean and store excess pool chairs	4/30/2018	COMPLETED	Cleaned and stored in clubhouse.
2018-002	Rat bait boxes cleaned and reset			
2018-003	Clean and store excess blue and yellow recycling bins	5/2/2018	COMPLETED	
2018-004	Clean and seal pavers at East pool deck			
2018-005	Install mango net over motorcycle pad			Tree scheduled for trimming – will review after trimming to see if necessary
2018-006	Paint the club house pool deck			
2018-007	Painting of Railing and balcony railings per program		In process	3/2018 Determination done and report created. Test railings underway. 4/15/2018 – As of today 18 units completed 4/21/2018 – As of today 28 units completed. 5/2/2018 As of today 36 units completed. 5/15/2018 As of today 48 units completed.
2018-008	Cleaning and painting of stairways of A & B Units (per list) including entrance to unit area and tops of stairs			
2018-009	Paint club house door			Determine if required
2018-010	Pressure wash the gazebos and pergola and apply protectant	4/16/2018	First cleaning done	4/16/18 All gazebos pressure cleaned
2018-011	Clean recessed areas of townhouse buildings & paint (as needed)			
2018-012	Repaint white all circular stone grass bumpers			Some need to be replaced
2018-013	Paint steel benches – black			After hurricane season
2018-014	Pressure Wash/Clean Paver wall by dumpster parking			

2018-015	Pressure Wash/Clean Paver wall by drain #46-23			
2018-016	Repaint Curb under hedge in front of dumpster (white)			Need to determine – 4/12/18 – Curb will need to be painted.
2018-017	Clean gutters on mail kiosk			*Outer gutters need to be painted
2018-018	Paint curb along retention pond at North end by pool and south end in front of bldg. 14			
2018-019	Check hardware on swings for any loose bolts			
2018-020	Paint lampposts and lamppost bases as needed			
2018-021	Level pavers on sides of entry ways to C and D units			
2018-022	Verify that awning hardware is all secured properly			
2018-023	Repaint yellow speed bumps and manhole covers			After hurricane season
2018-024	Paint fence (gold) at corner of Miner and US1 after installation of cones			Grind and seal before
2018-025	Update landscaping photo book with typed planted descriptions and new photos (OFFICE)			
2018-026	Paint slabs under pergolas			To be determined – 5/11/2018 1 to be cleaned and 1 to be cleaned and painted.
2018-027	Paint slabs in gazebos with plain concrete floors			To be determined – 5/11/2018 some to be cleaned and painted. Detailed list will be given to maintenance.
2018-028	Paint Swings and wood benches			Some need to be repaired & treated lumber
2018-029	Paint slab under swings			To be determined – 5/11/2018 some in need of cleaning and some in need of cleaning and painting. Detailed list will be given to maintenance.
2018-030	Clean inside and surrounding shop		In process	
2018-031	Clean areca palms by retention pond/railroad tracks			Work to be done by landscaping crew
2018-032	Repair larger asphalt cracks			
2018-033	Fire Extinguisher Inspection to be done prior to annual Fire Extinguisher retagging. (Office)			
2018-034	Inspect pool chairs for repairs or ones to be replaced	4/30/2018	Complete	Stored away for repairs in September

2018-035	Service main generator (oil and filter)	4/18/2018	Complete	
2018-036	Pump out all A/C drain lines		In process	
2018-037	Prepare plan for fall landscape improvement		In process	4/2018 – Draft of plan emailed to owners
2018-038	Update hurricane preparedness plan for website posting		In process	Spring
2018-039	Install a water sprinkler in ground line hose type between building 16 and 18			
2018-040	Publish list of sprinkler time schedule on web site			
2018-041	Appear to have excess sand at petanque, we can use for Oak on the south side		1 application complete	4/2018 – First application of sand to oak trees done – a second application will be done in May or June.
2018-042	Replace wooden fence by west pool south end			
2018-043	Source and replace end caps for railings			Caps sourced through Cutting Edge. Count will need to be done to determine quantity needed and budget.
2018-044	Clean out all areca palms on the site	5/1/2018	COMPLETE	4/25/2018 Work started by a small crew from Kerry. 5/1/2018 - complete

**CONTRACTORS WORK**  
**2018**

<b><u>PROJECT #</u></b>	<b><u>TASK</u></b>	<b><u>COMPLETION DATE</u></b>	<b><u>STATUS</u></b>	<b><u>CONTRACTOR/NOTES</u></b>
2018-C-001	Large Tree pruning in preparation for Hurricane season	5/7/2018	Completed	Novo Arbor – Site reviewed and trees determined. Waiting for schedule from contractor. 4/15/2018 – Affected trees near parking areas marked. 4/19/2018 – Novo on site. Started with tree removal work first and progress on to trimming. 5/2/2018 about 8 trees left to be trimmed and stumps still need to be ground. 5/7/2018 complete
2018-C-002	Mulch application			In October
2018-C-003	Leveling of sidewalks per plan			
2018-C-004	Procure use or new golf cart	4/3/2018	Completed	Purchased and received Cushman Golfcart.
2018-C-005	Procure new work bench and storage cabinet for shop			
2018-C-006	Procure new lamp post		In Process	4/3/2018 - 3 lamp posts ordered. Will be installed and electricity hooked up by electrician upon receipt. 5/9/2018 lamp posts delivered.
2018-C-007	Clean up ficus along side of tracks even if we damage old fence, Areca palm need sun			Novo arbor
2018-C-008	Develop plan for entrance gate 2 way in , one for resident one for visitor			Samco
2018-C-009	Can we rebuild the original well on the east side and use as a backup source or other alternative for this pump			
2018-C-010	Can we install a pressure meter at the end of each sprinkler line			
2018-C-011	Repair balcony on east side of building 23			
2018 –C-12	Replace stair railings and balcony railings on east side of building 23		In process	Cutting Edge Metal Works – fabrication of rails started.