

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	8/2018	COMPLETED	
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	10/1/2018	COMPLETED	9/26/18 work started Pool closed and pressure cleaned, chairs cleaned and pavers sealed
2018-005	Install mango net over motorcycle pad		N/A	Tree scheduled for trimming – will review after trimming to see if necessary. After trimming decided not necessary.
2018-006	Paint the club house pool deck	9/11/2018	COMPLETED	Pressure cleaned and painted
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. 6/14/2018 as of today 56 units completed. 7/9/2018 Rails on west side of 23 in process. 8/31/2018 Complete sets of Rails with all spindles done – 5 sets 10/3/2018 8 Full sets done
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	10/2/2018	COMPLETED	
2018-010	Pressure wash the gazebos and pergola and apply protectant	4/16/2018 6/25/2018	COMPLETED	4/16/18 All gazebos pressure cleaned 6/25/18 2 re-cleaned prior to painting the floor slab

2018-011	Clean recessed areas of townhouse buildings & paint (as needed)			
2018-012	Repaint white all circular stone grass bumpers	7/10/2018	Completed	Some need to be replaced – 7/9/2018 started painting
2018-013	Paint steel benches – black		Completed	12/2018 11 Benches scheduled to be painted by contractor
2018-014	Pressure Wash/Clean Paver wall by dumpster parking	7/12/18	Completed	
2018-015	Pressure Wash/Clean Paver wall by drain #46-23	7/2018	Completed	
2018-016	Repaint Curb under hedge in front of dumpster (white)	9/2018	Completed	Need to determine – 4/12/18 – Curb will need to be painted.
2018-017	Clean gutters on mail kiosk	10/15/2018	completed	*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	8/2018	Completed	8/8/2018 started. Revised to paint the entire length of retention pond curb.
2018-019	Check hardware on swings for any loose bolts		In process	Swing by bldg. 14 broken hardware replaced
2018-020	Paint lamppost base as needed	8/3/2018	Completed	All lamppost bases painted
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		Completed	After hurricane season 8/30/2018 started painting manhole covers
2018-024	Paint fence (gold) at corner of Miner and US1 after installation of cones			12/2018 – Work is scheduled to be done by contractor. Contract Awarded
2018-025	Update landscaping photo book with typed planted descriptions and new photos (OFFICE)			
2018-026	Paint slabs under pergolas	7/2/18	Completed	To be determined – 5/11/2018 2 to be cleaned and painted. 6/26/18 Pergola slab by bldg. 21 cleaned and painted. 7/2/18 Pergola and swing slab between 16 & 12 cleaned and painted
2018-027	Paint slabs in gazebos with plain concrete floors	6/27/18	completed	To be determined – 5/11/2018 some to be cleaned and painted. Detailed list will be given to maintenance. 6/2018 Gazebo by

				bldg. 2 & 12 floor and ramp cleaned and painted, Gazebo by bldg. 25 steps repaired and painted and yellow safety paint redone. Gazebo by bldg. 30 steps and yellow safety paint redone. Gazebo by bldg. 15 ramp cleaned and painted.
2018-028	Paint Swings and wood benches		In process	Some need to be repaired & treated lumber
2018-029	Paint slab under swings	7/2018	Completed	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. 6/2018 Bldg 14 slab cleaned & painted, slab between 3 & 5 cleaned and painted, Swing slab by petanque cleaned and painted, Swing slab by building 10 cleaned and painted, Swing slab by #43 cleaned and painted, Empty slab near #31 cleaned and painted, slab in park cleaned (that area has never been painted).
2018-030	Clean inside and surrounding shop		In process	
2018-031	Clean areca palms by retention pond/railroad tracks	10/2018	Completed	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)	6/20/18	Completed	Office inspection completed. Proctor Fire to start the retagging and maintenance of Fire Extinguishers week of 7/9/18
2018-034	Inspect pool chairs for repairs or ones to be replaced	4/30/2018	Complete	Stored away for repairs in September 10/2018 Reviewed chairs on pool deck to determine any others in need of repairs. Will be taken to contractor for repairs week of October 15.
2018-035	Service main generator (oil and filter)	4/18/2018	Complete	
2018-036	Pump out all A/C drain lines	6/6/2018	Complete	
2018-037	Prepare plan for fall landscape improvement		In process	4/2018 – Draft of plan emailed to owners Contracts Awarded
2018-038	Update hurricane preparedness plan for website posting	6/1/2018	Completed	Spring 6/1/2018 posted on website

2018-039	Install a water sprinkler in ground line hose type between building 16 and 18	8/3/2018	Completed	
2018-040	Publish list of sprinkler time schedule on web site	12/12/2018	Completed	
2018-041	Appear to have excess sand at petanque, we can use for Oak on the south side	5/2018	2 applications completed	4/2018 – First application of sand to oak trees done – a second application will be done in May or June. 5/2018 second application done.
2018-042	Replace wooden fence by west pool south end		Completed	Will be done by volunteers in early November.
2018-043	Source and replace end caps for railings	10/16/2018	9/27/2108 end caps ordered COMPLETE	Caps sourced through Cutting Edge. Count will need to be done to determine quantity needed and budget. 9/25/2018 – units identified/count done. Supplier contacted. 10/4/2018 end caps received. 10/15/2018 all installed
2018-044	Clean out all areca palms on the site	5/1/2018	completed	4/25/2018 Work started by a small crew from Kerry. 5/1/2018 - complete
2018-045	Drain, clean and paint center fountain	6/21/2018	completed	6/13/2018 Pump needed to be rebuilt, so at same time fountain was drained, pressure cleaned.
2018-046	Drain, clean, repair tiles and repaint entrance fountain	7/2018	Completed	7/6/18 fountain drained and missing tiles replaced. 7/10/18 interior of fountain painted. 7/13/18 Columns/walls around fountain painted.
2018-047	Pressure clean and paint slab under bleachers by tennis courts, sidewalk to tennis courts and slab under swing by tennis courts	6/26/2018	Completed	Entire area in front of tennis courts pressure cleaned and repainted
2018-048	Clean, scrape and grind old paint and repaint mailboxes	6/29/2018	Completed	Mailbox structure cleaned and peeling paint removed. Repainted.
2018-049	Pressure clean and repaint slab around mailboxes and sidewalks to clubhouse and library	7/3/2018	Completed	
2018-050	Touch up asphalt seal coating near entrance and by gate call box.	9/25/2018	Completed	

2018-051	Paint curbs in entrance and all curbs down main road to fountain	9/2018	Completed	9/2018 work started
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CONTRACTORS WORK
2018

PROJECT #	TASK	<u>COMPLETION DATE</u>	<u>STATUS</u>	<u>CONTRACTOR/NOTES</u>
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		Completed	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		In process	
2018-C-006	Procure new lamp posts		In Process 2018/2019 program completed	4/3/2018 - 3 lamp posts ordered. Will be installed and electricity hooked up by electrician upon receipt. 5/9/2018 lamp posts delivered. 5/21/2018 lamp post bases leveled in preparation for installation. 6/21.18 One Lamp post at north end of #46 installed as test. 7/12/18 Installation of remaining two posts to begin. Three

				additional posts will be ordered. 7/12/18 three additional lamp posts ordered. 9/20/2108 3 new lamps installed. One missing parts out of the box, will complete installation on receipt of those parts. 10/3/2018 ordered 7 more lamp posts.!0/5/2018 Missing parts installed on last lamp post. All lamp posts purchased installed.
2018-C-007	Clean up ficus along side of tracks even if we damage old fence, Areca palm need sun	-----	In process	Novo arbor – 9/2018 Project Postponed Work being done by our staff.
2018-C-008	Develop plan for entrance gate 2 way in , one for resident one for visitor	-----	-----	Samco 9/2018 Project Postponed
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	7/5/2018	Completed	7/5/2018 CenterLine Well and Sullivan Electric installed new above ground 5 HP pump and electricity to run new pump.
2018-C-010	Can we install a pressure meter at the end of each sprinkler line	-----	Postponed	7/11/2018 Staff currently doing wet check – item still in discussion. 9/2018 Project Postponed
2018-C-011	Repair balcony on east side of building 23	7/2018	completed	6/6//2018 Deck and fascia work started. All repairs done. 6/25/2018 Deck needs to be painted. 7/2018 - completed
2018 –C-12	Replace stair railings and balcony railings on east side of building 23	6/2018	completed	Cutting Edge Metal Works – fabrication of rails started. Stair rail on 703 installed. 6/4/2018 balcony rail removed for deck work to be done. 6/2018 Railings installed on balcony.
2018-C-13	Resurfacing of tennis courts		Completed	7/10/2018 Received bid – estimated cost will be \$14,000. 9/4/2018 Approved quote returned to contactor. 9/13/18 Initial deposit paid. Tentative start date is 10/15/2018. Contractor started delivering equipment and materials on 10/5 and 10/9. Crack repairs and prep started 10/11. Resurfacing completed.