

SUMMER MAINTENANCE PROJECTS REPORT
2019

PROJECT #	TASK	COMPLETION DATE	STATUS	Remarks
2019-001	Clean and store excess pool chairs			
2019-002	Rat bait boxes cleaned and reset			
2019-003	Clean and store excess blue and yellow recycling bins			
2019-004	Clean and seal pavers at East pool deck			
2019-005	Install mango net over motorcycle pad			.
2019-006	Painting of Railing and balcony railings per program			
2019-007	Clean up hedge alongside the railroad track			
2019-008	Cleaning and painting of stairways of A & B Units (per list) including entrance landing to unit at tops of stairs			
2019-009	Paint club house door			
2019-010	Pressure wash the gazebos and apply protectant			
2019-011	Clean recessed areas of townhouse buildings & paint (as needed)			
2019-012	Repaint white all circular stone grass bumpers			
2019-013	Review if south Oak trees need dirt.			
2019-014	Pressure Wash/Clean Paver wall by dumpster parking			
2019-015	Pressure Wash/Clean Paver wall by drain #46-23			
2019-016	Repaint Curb under hedge in front of dumpster (black/white)			.
2019-017	Clean gutters on mail kiosk			
2019-018	Paint curb along retention pond at North end by pool and south end in front of bldg. 14 (paint sides black)			

2019-019	Check hardware on swings for any loose bolts			
2019-020	Paint lamppost base as needed			
2019-021	Level pavers on sides of entry ways to C and D units			
2019-022	Verify that awning hardware is all secured properly			
2019-023	Repaint yellow speed bumps and manhole covers			
2019-024	Remove dirt around new planation and replace with quality dirt			
2019-025	Update landscaping photo book with typed planted descriptions and new photos (OFFICE)			
2019-026	Paint slabs under pergolas (Determine if needed)			
2019-027	Paint slabs in gazebos with plain concrete floors (Determine if needed)			
2019-028	Paint Swings and wood benches (Determine which need it)			
2019-029	Paint slab under swings (Determine if needed)			
2019-030	Clean inside and surrounding shop			
2019-031	Update hurricane preparedness plan for website posting			
2019-032	Repair larger asphalt cracks			
2019-033	Fire Extinguisher Inspection to be done prior to annual Fire Extinguisher retagging. (Office)			
2019-034	Inspect pool chairs for repairs or ones to be replaced			
2019-035	Service main generator (oil and filter)			
2019-036	Pump out all A/C drain lines (A/B type units – to be done in spring and late fall)			3/18/2019 Started pumping drains bldgs. 1, 2, 3, 4, 5, 6, 7 done.
2019-037	Drain, clean and paint center fountain (Determine if needed)			
2019-038	Drain, clean, repair tiles and repaint entrance fountain			
2019-039	Pressure clean and paint slab under bleachers by tennis courts, sidewalk to tennis courts and slab under swing by tennis courts (Determine if needed)			

2019-040	Touch up asphalt seal coating near entrance and by gate call box and by other area on site			
2019-041	Paint curbs in entrance and all curbs down main road to fountain (Determine if needed)			
2019-042	Restore ground area where new hedges were planted add dirt if required, may also need to add sod			
2019-043	Level and repair uneven sidewalks per plan			
2019-044	Install tennis post west end of west court			
2019-045	Remove Ficus inside tennis court sprinkler pump and install protective panel			
2019-046	Postal kiosk repair cement and paint with anti-slip paint, (do not paint the access ramp)			
2019-047	Paint some building areas where due to maintenance the color may have changed or faded. (Areas to be determined)			
2019-048	Trim damaged Ficus hedge severely, right after departure of snowbirds.			
2019-049	Review billboard posting from the administration try to simplify			
2019-050	Conduct inspection on all upstairs windows of A & B type units to review for potential water infiltration issues.			
2019-051	Reduce size of mulch around palm trees to maximum circular 2 feet			
2019-052	Marking of main electrical panels for pools and sprinkler pumps			
2019-053	Complete reference book on fertilizer, pest control used on site with proper formula, how to use and when (OFFICE)			
2019-054				
2019-055				

CONTRACTORS WORK
2019

PROJECT #	TASK	<u>COMPLETION DATE</u>	<u>STATUS</u>	<u>CONTRACTOR/NOTES</u>
2019-C-001	Large Tree pruning in preparation for Hurricane season			Novo Arbor – 3/18/2019 Met with Novo Arbor and determined trees for hurricane season trimming. Work to be done in early April.
2019-C-002	Mulch application (To be done in October/November)			
2019-C-003	Leveling of sidewalks per plan, if not done by staff			
2019-C-004	Develop plan for entrance gate double entry. One for residents and one for visitors or a different gate system release for visitor and resident or with small arm in front of check in.			
2019-C-005	Procure new storage cabinet for shop			
2019-C-006	Procure new lamp posts, part of 2019/2020 budget (Fall)			
2019-C-007	Redo the entrance of the clubhouse and library and the sidewalk leading to those 2 entrances all in accordance with code and ADA requirement, in flat pavers.			Requested an estimate from Parke Enterprises on 03/12/19
2019-C-008	Resurface the pool deck at the west pool in pavers same as east pool			Requested an estimate from Parke Enterprises on 03/12/19
2019-C-009	Contact an architect to obtain a design to create a shaded area at the pools, may be part of the 2019/2020 budget			
2019-C-010	Replace hedge on the south end of the west pool with Clussia. Starting at white fence and going up to south entrance gate into the pool.			

2019-C-011	Replace old stucco patch on bldg. 34 east side. Need to remove and redo.			Superior Concrete
2019-C-012	Level dip in exit road near Miner.			City of Boynton or Cutting Edge