

**SUMMER MAINTENANCE PROJECTS REPORT**  
**2019**

<b>PROJECT #</b>	<b>TASK</b>	<b>COMPLETION DATE</b>	<b>STATUS</b>	<b>Remarks</b>
2019-001	Clean and store excess pool chairs	4/28/2019	COMPLETED	
2019-002	Rat bait boxes cleaned and reset			
2019-003	Clean and store excess blue and yellow recycling bins	5/2/2019	COMPLETED	
2019-004	Clean and seal pavers at East pool deck			
2019-005	Install mango net over motorcycle pad (If needed after tree trimming)	NOT NEEDED	N/A	Tree trimmed 4/18/2019 – no mangos left on tree
2019-006	Painting of Railing and balcony railings per program		On going	
2019-007	Clean up hedge alongside the railroad track		In process	4/2019 – working on some weekly
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	5/8/2019	COMPLETED	Painted all with yellow traffic paint
2019-013	Review if south Oak trees need dirt.	5/10/2019	COMPLETED	
2019-014	Pressure Wash/Clean Paver wall by dumpster parking	Not needed		NEED TO RECHECK IN OCTOBER
2019-015	Pressure Wash/Clean Paver walls by drain #46 and 23	5/16/2019	COMPLETED	NEED TO RECHECK IN OCTOBER
2019-016	Repaint Curb under hedge in front of dumpster (black/white)	5/16/2019	COMPLETED	
2019-017	Clean gutters on mail kiosk	5/16/2019	COMPLETED	

2019-018	Paint curb along retention pond at North end by pool and south end in front of bldg. 14 (paint sides black)	5/24/2019	COMPLETED	5/22/2019 painting of white started. 5/24/2019 black painting done
2019-019	Check hardware on swings for any loose bolts	5/21/2019	COMPLETED	
2019-020	Paint lamppost base as needed	5/16/2019	COMPLETED	Bases to be painted: 2 in courtyard of building 12, 1 in courtyard of building 14, 1 behind unit 803 and 1 between buildings 27 and 28, 2 in front of bldg. 46
2019-021	Level pavers on sides of entry ways to C and D units			
2019-022	Verify that awning hardware is all secured properly	5/21/2019	COMPLETED	Needed to be done before hurricane season
2019-023	Repaint yellow speed bumps and manhole covers		IN PROCESS	
2019-024	Remove dirt around new planation and replace with quality dirt	5/3/2019	COMPLETED	Started 5/2/2019
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)	5/24/2019	COMPLETED	Swings to be painted: by patanque, in the park, by the tennis courts, by building 14  5/22/2019 – Swing in park and by tennis court pressure cleaned, swing by patanque painted 5/23/2019 Swing in park painted, 5/24/2019 swing by tennis and building 14 painted
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		IN PROCESS	
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)	<b>3/25/2019</b>	<b>COMPLETED</b>	3/18/2019 Started pumping drains. Bldgs. 1, 2, 3, 4, 5, 6, 7 complete. 3/21/19 Bldgs. 8, 9, 40, 41, 42 and 28 complete. 3/22/19 Bldgs 34, 35, 36, 37, 38, 39, 43, 44 and 45. 3/25/19 Bldgs 23, 24, 25, 26, 27, 29, 30, 31, 32, 33.
2019-037	Drain, clean and paint center fountain (Determine if needed)			
2019-038	Drain, clean, repair tiles and repaint entrance fountain		<b>In process</b>	5/20/2019 fountain drained. 5/21/2019 fountain cleaned and repairs made to water system. (SEE 2019-C-016)
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	<b>5/20/2019</b>	<b>COMPLETED</b>	5/16/2019 all areas to be repaired prepped and cut. 5/17/2019 cement work started. 5/20/2019 cement work completed. 26 different locations completed. A further review will be done next fall. Areas to consider: north side of bldg. 7, north end of bldg. 23, west pool main entrance
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)		<b>In process</b>	5/16/2019 Cement repair completed.
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.	<b>5/1/2019</b>	<b>COMPLETED</b>	4/16//2019 started cutting back damaged areas. 5/1/2019 all identified areas completed.
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	Annual pruning back of all Oleanders on property	<b>5/14/2019</b>	<b>COMPLETED</b>	5/1/2019 started pruning. 5/14/2019 All completed.
2019-054	Trim off small new lower branches on all oak trees in park and south end of property.	<b>5/24/2019</b>	<b>COMPLETED</b>	Other types of trees where done as well.
2019-055	Retainer wall by 800 entrance gate rail			
2019-056	Replace 4 x 4 in the petanque play ground			
2019-057	Painting of Pergola by building 9/21			
2019-058	Initial Property Wide Hurricane Prep Inspection (OFFICE)	<b>5/17/2019</b>	<b>COMPLETED</b>	5/8/2019 Inspection of entire property/exterior of each unit started. 5/17/2019 physical inspection completed. Report will be distributed to all caretakers to correct any violations and second property wide inspection will take place.
2019-059	Inspection and testing of AED equipment (OFFICE)	<b>5/17/2019</b>	<b>COMPLETED</b>	5/17/2019 Self test run on both AED Units. Units running properly. Supplies will be ordered to replace expiring parts. 5/20/2019 Supplies ordered.
2019-060	Inspect electrical meter rooms in A and B models prior to Fire Marshall inspection	<b>5/21/2019</b>	<b>COMPLETED</b>	
2019-061	Raise height of spa timer			
2019-062	Remove car bumper at parking spot to #322 and #324			

	and paint numbers on pavement.			
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**CONTRACTORS WORK**  
**2019**

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2019-C-001	Large Tree pruning in preparation for Hurricane season	4/20/2019	COMPLETE	Novo Arbor – 3/18/2019 Met with Novo Arbor and determined trees for hurricane season trimming. Work to be done in early April. Trimming started 4/8/2019. Trimming complete 4/20/2019
2019-C-002	Mulch application (To be done in October/November)			
2019-C-003	Leveling of sidewalks per plan, if not done by staff	5/22/2019	COMPLETE	Portion 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. Estimate received 4/23/2019 and being reviewed
2019-C-008	Resurface the pool deck at the west pool in pavers same as east pool	XXXXXXXX	XXXXXX	Requested an estimate from Parke Enterprises on 03/12/19. Estimate received 4/23/2019 and being reviewed. 4/30/2019

				Project on hold for this year's budget.
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	XXXXXX	XXXXXX	4/30/2019 Project on hold for this year's 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.	4/22/2019	Completed	Superior Concrete. 4/2019 patch removed, wall repaired and new stucco put on and painted.
2019-C-012	Level dip in exit road near Miner.			City of Boynton or Cutting Edge
2019-C-013	Replace fence between entrance road and 800 parking lot			Cutting Edge Welding. 5/15/2019 waiting for estimate
2019-C-014	Replace fence between units 217 and 218			Cutting Edge Welding. 5/15/2019 waiting for estimate
2019-C-015	Repair swing by petanque. West side arm needs to be replaced	4/14/2019	Completed	Mario Denis
2019-C-016	Resurface center beige stone tile area on entrance fountain			Stone work originally done by Vincent. Will contact him to obtain estimate on resurfacing work.