

SUMMER MAINTENANCE PROJECTS REPORT
2019

PROJECT #	TASK	COMPLETION DATE	STATUS	Remarks
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		In process	7/18/2019 started cleaning and prepping
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	7/17/2019	COMPLETED	
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)	XXXXX	NOT NEEDED	6/14/2019 Both pergolas inspected, slabs are in good condition. No need to paint at this time.
2019-027	Paint slabs in gazebos with plain concrete floors (Determine if needed)	XXXXX	NOT NEEDED	6/17/2019 All gazebos inspected – all in good condition. No need to paint slabs at this time.
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. Swing by bldg. 43 painted. 6/5/2019 Pressure cleaned slab and awning frame by building 10. Painted frame and tables.
2019-029	Paint slab under swings (Determine if needed)		COMPLETED	6/13/2019 Slab under swings by Bldg 15, tennis court and patanque painted. 6/18/2019 Slab at bldg. 10 and bldg. 43 painted.

2019-030	Clean inside and surrounding shop		IN PROCESS	
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)	7/1/2019	COMPLETED	In house inspection done. Proctor Fire will start the retagging and recharging on 7/9/2019
2019-034	Inspect pool chairs for repairs or ones to be replaced	6/21/2019	COMPLETED	Chairs with broken straps put in storage. Will continue to check periodically
2019-035	Service main generator (oil and filter)	7/12/2019	COMPLETED	
2019-036	Pump out all A/C drain lines (A/B type units – to be done in spring and late fall)	3/25/2019	COMPLETED	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		In process	5/20/2019 fountain drained. 5/21/2019 fountain cleaned and repairs made to water system. (SEE 2019-C-016) 6/12/2019 Repairs and repainting of fountain on hold until tile work complete.
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)	6/13/2019	COMPLETED	Cleaned and painted complete
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)		In process	7/18/2018 started central curbs
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	5/20/2019	COMPLETED	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)	6/25/2019	COMPLETED	5/16/2019 Cement repair completed. 6/25/2019 Painting completed
2019-047	Paint some building areas where due to maintenance the color may have changed or faded. (Areas to be determined)		IN PROCESS	Stairwall at #624/625, #646/647, #640/641, #644/645, #642/643,
2019-048	Trim damaged Ficus hedge severely, right after departure of snowbirds.	5/1/2019	COMPLETED	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	5/14/2019	COMPLETED	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.	5/24/2019	COMPLETED	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 buildings 9/21			Do work in September to allow curing time for new lumber.

2019-058	Initial Property Wide Hurricane Prep Inspection (OFFICE)	5/17/2019	COMPLETED	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)	5/17/2019	COMPLETED	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. 5/30/19 supplies received. Expiring parts replaced.
2019-060	Inspect electrical meter rooms in A and B models prior to Fire Marshall inspection	5/21/2019	COMPLETED	
2019-061	Raise height of spa timer	6/14/2019	COMPLETED	
2019-062	Remove car bumper at parking spot to #322 and #324 and paint numbers on pavement.	6/5/2019	COMPLETED	
2019-063	Remediate items on Fire Marshall report before re-inspection at the end of June	6/25/2019	COMPLETED	6/4/2019 Changed broken FE Box covers, remove electrical cable, 6/5/2019 trimmed vegetation as required, removed items from electrical meter rooms. 6/11/2019 repair railing. 6/18/2019 All items corrected except for two items relative to fire extinguisher retagging which will be done in July by Proctor Fire Inspection. New sign for propane storage area to be delivered on 6/25 and will be installed immediately.
2019-064	Replace AED signs at both pools	6/6/2019	COMPLETED	
2019-065	Paint curbs along retention pond white (black sides only in exposed areas)	6/20/2019	COMPLETED	FULL LENGTH OF RETENTION POND CURBS REPAINTED WHITE AND BLACK.

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	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	XXXXXXX	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	6/17/2019	COMPLETE	Cutting Edge Welding. 5/15/2019 waiting for estimate. 5/24/2019 estimate received and approved. Will take approximately 3 weeks to be installed.
2019-C-014	Replace fence between units 217 and 218	6/17/2019	COMPLETE	Cutting Edge Welding. 5/15/2019 waiting for estimate. 5/24/2019 estimate received and approved. Will take approximately 3 weeks to be installed.
2019-C-015	Repair swing by petanque. West side arm needs to be replaced	4/14/2019	COMPLETE	Mario Denis
2019-C-016	Resurface center beige stone tile area on entrance fountain		IN PROCESS	Stone work originally done by Vincent. Will contact him to obtain estimate on resurfacing work. 6/4/2019 received sample of tile. 6/5/2019 order for tile placed. 6/12/2019 new tiles received. 6/19/2019 Old tile removed 6/19/2019 Old tiles removed. 6/27/2019 Waterproofing sealant applied.
2019-C-017	East pool leak repair	6/26/2019	COMPLETE	Work to be done by Mako Pools. 6/24/2019 leak detection work done. Waiting for estimate. 6/26/2019 Repairs done.
2019-C-018	Fire Extinguisher retagging and recharging	7/17/2019	COMPLETE	7/9/2019 Proctor Fire started work 7/17/2019 work completed
2019-C-019	Installation of roof membrane over back room of clubhouse building	7/13/2019	COMPLETE	Mario Denis – work done 7/13/2019 complete