

SUMMER MAINTENANCE PROJECTS REPORT
2020

| PROJECT # | TASK | COMPLETION DATE | STATUS | Remarks |
|------------------|---|------------------------|------------------|----------------------------|
| 2020-001 | Clean and store excess pool chairs, west pool | 3/30/2020 | Completed | All chairs removed |
| 2020-002 | Rat bait boxes cleaned and reset | | | |
| 2020-003 | Clean and store excess blue and yellow recycling bins | | | |
| 2020-004 | Clean and seal pavers at East pool deck | | | |
| 2020-005 | Install mango net over motorcycle pad, remove mango when they are in fair size | | | If needed |
| 2020-006 | Painting of Railing and balcony railings per program | | | There is a limited # to do |
| 2020-007 | Clean up hedge alongside the railroad track | | | Remove vines |
| 2020-008 | Cleaning and painting of stairways of A & B Units (per list) including entrance to unit area and tops of stairs | | | There is a limited # to do |
| 2020-009 | Paint club house door | | | If needed |
| 2020-010 | Pressure wash the gazebos and apply protectant | | | |
| 2020-011 | Clean recessed areas of townhouse buildings & paint (as needed) | | | |
| 2020-012 | Repaint yellow all circular stone grass bumpers | | | |
| 2020-013 | Pressure Wash/Clean Paver wall by dumpster parking | | | |
| 2020-014 | Pressure Wash/Clean Paver wall by drain #46-23 | | | |
| 2020-015 | Trim clussia hedge on north/west corner | 03/23/2020 | Completed | |
| 2020-016 | Trim clussia hedge east side of exit way inside and outside fence | 03/23/2020 | Completed | . |
| 2020-017 | Trim clussia hedge west side entrance way inside and outside fence | 03/23/2020 | Completed | |

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| 2020-018 | Trim clussia hedge south/west corner | 03/23/2020 | Completed | |
| 2020-019 | Check hardware on swings for any loose bolts | 03/26/2020 | Completed | |
| 2020-020 | Paint lamppost bases as needed | | | |
| 2020-021 | Level pavers on sides of entry ways to C and D units | | | |
| 2020-022 | Verify that awning hardware is all secured properly | 03/26/2020 | Completed | |
| 2020-023 | Repaint yellow speed bumps and manhole covers | | | |
| 2020-024 | Paint slabs under pergolas | | | |
| 2020-025 | Paint slabs in gazebos with plain concrete floors | | | |
| 2020-026 | Paint Swings and wood benches, if not already done | | | Paint the benches on the swing by the Patanque |
| 2020-027 | Paint slab under swings | | | |
| 2020-028 | Clean inside and surrounding shop | | | |
| 2020-029 | Update hurricane preparedness plan for website posting | | | |
| 2020-030 | Repair larger asphalt cracks | | | |
| 2020-031 | Fire Extinguisher Inspection to be done prior to annual Fire Extinguisher retagging. (Office) | | | |
| 2020-032 | Inspect pool chairs for repairs or ones to be replaced | 03/30/2020 | Completed | Need to order 100 sliders |
| 2020-033 | Service main generator (oil and filter) | 03/26/2020 | Completed | 1 st Service done 3/26/20 |
| 2020-034 | Pump out all A/C drain lines | | | |
| 2020-035 | Pressure clean and paint slab under bleachers by tennis courts, sidewalk to tennis courts and slab under swing by tennis courts | | | |
| 2020-036 | Touch up asphalt seal coating near entrance and by gate call box and by other area on site | | | |
| 2020-037 | Remove Ficus inside tennis court sprinkler pump and install protective panel | | | |
| 2020-038 | Postal kiosk repair cement and paint with sand, not the access ramp | | | |
| 2020-039 | Paint some building area where due to maintenance the color may have changed or faded | | | |

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| 2020-040 | Trim damaged Ficus hedge severely, right after leaving of owners | 03/31/2020 | Completed | Need to recheck in mid summer |
| 2020-041 | Caulk side of stair and upstairs balcony of A and B unit type | | | |
| 2020-042 | Reduce size of mulch around palm trees to max circular 2 feet, in the area that need to be complete | | | |
| 2020-043 | Find new way to secure motorcycles | | | |
| 2020-044 | Verify in unit electrical panel manufacturer | | | |
| 2020-045 | Verify in unit water heater date | | | |
| 2020-046 | Pressure wash sidewalk | | | |
| 2020-047 | Fill with dirt damage area back bldg1,3,5,7,27,28,29,31,33,35,14,15 and others | 3/26/2020 | Completed | Done on 3/25/2020 – Bldgs 1,3,5,7. Done on 3/26/2010 – Bldgs 27, 28, 29, 31, 33, 35, 14 and 15 |
| 2020-048 | Clean and store excess pool chairs at east pool | 3/30/2020 | Completed | All chairs removed |
| 2020-049 | | | | |
| 2020-050 | Marking circuit indication on electrical panel | | | |
| 2020-051 | Install car speed bumps | | | |
| 2020-052 | Refresh speed limit marking on asphalt | | | |
| 2020-053 | Continue sod replacement | | | |
| 2020-054 | Remove old sand/dirt pile from retention pond and fill in along tracks fence line | 3/26/2020 | Completed | |
| 2020-055 | Grind sidewalks as per plan | | | |
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CONTRACTORS WORK
2020

| PROJECT # | TASK | <u>COMPLETION DATE</u> | <u>STATUS</u> | <u>CONTRACTOR/NOTES</u> |
|------------------|--|-----------------------------------|----------------------|--|
| 2020-C-001 | Large Tree pruning in preparation for Hurricane season | | | Novo Arbor |
| 2020-C-002 | Mulch application | | | To determine |
| 2020-C-003 | Leveling of sidewalks per plan, if not done by staff | | | John Park |
| 2020-C-004 | Develop plan for entrance gate 2 way in, one for resident one for visitor or a different gate system release for visitor and resident or with small arm in front of check in | | | Samco – May be placed on hold due to financial status |
| 2020-C-005 | Procure new storage cabinet for shop | | | To determine |
| 2020-C-006 | Redo the entrance of the clubhouse and library and of the sidewalk leading to those 2 entrances all in accordance with code and ADA requirement, in paver flat no edge | | | Request for estimate from Park made on 03/12/19 (cement) – May be placed on hold due to financial status |
| 2020-C-007 | Redo the surface surrounding the west pool in paver same as east pool | | | Request for estimate from Park made on 03/12/19 – May be placed on hold due to financial status |
| 2020-C-008 | Contact an architect to obtain design to create shaded area at the pools, may be part of the 2020/2021 budget | | | To determine |
| 2020-C-009 | Obtain report from Brad Miller planning firm for limitation on current location of club house | | | In discussion with Miller. Town info received |
| 2020-C-010 | Replace east sprinkler pump by a 3 phase | 3/27/2020 | Completed | Sullivan Pump – also changed control and pressure valves |
| 2020-C-011 | Replace wood border at the petanque | | | Mario Denis |
| 2020-C-012 | Obtain suggestion for next bldg. painting program | | | |
| 2020-C-013 | Waterside sign on cart and gator | | | Exotic Signs |

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| 2020-C-014 | Install water deviation at the entrance fountain | | | Cutting Edge Welding/Mike |
| 2020-C-015 | Revamp restroom at east pool | | | Mario Denis – May be placed on hold due to financial status |
| 2020-C-016 | Install lamp post bases along retention pond | | | To determine – May be placed on hold due to financial status |
| 2020-C-017 | Install lamp post base on north side of Building 30 | | | To determine |
| 2020-C-018 | Replace damaged electrical box on Building 1 – Feed from generator | | | D&D Electric |