

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	4/16/2020	Completed	4/08/2020 – localization of boxes 4/09/2020 – removal of boxes 4/15/2020 - Cleaning of boxes 4/16/2020 – Boxes relocated around site ** May consider adding 6 additional boxes
2020-003	Clean and store excess blue and yellow recycling bins	4/17/2020	Completed	
2020-004	Clean and seal pavers at East pool deck	5/14/2020	Completed	5/8/2020-pool deck cleaned 5/11/2020 – sealing started 5/14/2020 sealing completed
2020-005	Install mango net over motorcycle pad, remove mango when they are in fair size	4/23/2020	N/A	If needed – 4/23/2020 – determined not required
2020-006	Painting of Railing and balcony railings per program			There is a limited # to do – List will be established
2020-007	Clean up hedge alongside the railroad track	See contractor section	_____	Remove vines – Work to be done by Southern Palms Landscaping
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 - List will be established
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			4/24/2020 Currently in good condition – will recheck in September

2020-013	Pressure Wash/Clean Paver wall by dumpster parking			5/15/2020 – Inspected and currently in good condition – will do in September.
2020-014	Pressure Wash/Clean Paver wall by drain #46-23			5/15/2020 – Inspected and currently in good condition – will do in September.
2020-015	Trim clussia hedge on north/west corner	03/23/2020	Completed	Completed a second time on 7/28/2020
2020-016	Trim clussia hedge east side of exit way inside and outside fence	03/23/2020	Completed	Completed a second time on 7/15/2020
2020-017	Trim clussia hedge west side entrance way inside and outside fence	03/23/2020	Completed	Completed a second time on 7/21/2020
2020-018	Trim clussia hedge south/west corner	03/23/2020	Completed	Completed a second time on 7/29/2020
2020-019	Check hardware on swings for any loose bolts	03/26/2020	Completed	
2020-020	Paint lamppost bases as needed	04/28/2020	Completed	4/23/2020 – started cleaning rust off bases to prep for painting. 4/27/2020 – Painting started. 4/28/2020 – Painting completed.
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			4/24/2020 Currently in good condition – will recheck in September
2020-024	Paint slabs under pergolas	8/7/2020	Completed	7/16/2020 all pergola slabs cleaned for painting. 7/29/2020 Pergola slab by bldg. 10 painted . Completed 8/7/2020 all pergola slabs painted
2020-025	Paint slabs in gazebos with plain concrete floors	8/12/2020	Completed	8/8/20 started painting slabs. 8/12/2020 all gazebo slabs painted
2020-026	Paint Swings and wood benches, if not already done			Paint the benches and floor on the swing by the Patanque. Other swings need some touch up.
2020-027	Paint slab under swings	8/5/2020	Completed	7/16/2020 all swing slabs cleaned for painting 8/5/2020 all swing slabs painting completed
2020-028	Clean inside and surrounding shop		In progress	
2020-029	Update hurricane preparedness plan for website posting		In progress	Pool Section
2020-030	Repair larger asphalt cracks			

2020-031	Fire Extinguisher Inspection to be done prior to annual Fire Extinguisher retagging. (Office)	6/26/2020	Completed	
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	7/7/2020	Completed	6/3/2020 Buildings 1 -6 done 6/8/2020 Buildings 7-10 done. 6/10/20 Buildings 11-12 done 6/17/20 Buildings 14 – 16 done 6/19/20 Building 17-19 done. 6/22/20 Buildings 20-21 done 6/23/20 Buildings 22 – 25 done 6/24/20 Buildings 26 – 30 done 6/29/20 Buildings 31-34 done 7/2/2020 – Buildings 35-38 done 7/7/2020 Building 39 – 46 done
2020-035	Pressure clean and paint slab under bleachers by tennis courts, sidewalk to tennis courts and slab under swing by tennis courts	7/15/2020	Completed	7/13/2020 all areas pressure cleaned. 7/14/2020 started painting. 7/15/2020 Completed
2020-036	Touch up asphalt seal coating near entrance and by gate call box and by other area on site		In progress	5/8/2020 – started seal coating areas on east side of property. 5/12/2020 seal coated areas up the center road and dumpster area. 5/29/2020 south end of west road areas completed. 6/10/2020 north end of west road and near park completed. 6/22/2020 from park to main road done. . 6/29/20 Between Bldg 4 and east pool and shop parking lot done.
2020-037	Remove Ficus inside tennis court sprinkler pump and install protective panel			Determine way to install protective panel – removal of ficus not required.
2020-038	Postal kiosk repair cement and paint with sand, not the access ramp		Completed	5/22/20 repairs of cracks completed 6/25/2020 pressure cleaned 6/26/2020 painted
2020-039	Paint some building area where due to maintenance the color may have changed or faded			
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	7/13/2020	Completed	Add long chain around the area
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	Inspect all meter rooms prior to fire marshal inspection	4/7/2020	Completed	
2020-050	Marking circuit indication on electrical panel			
2020-051	Install car speed bumps	5/1/2020	Completed	4/28/2020 Installed bumper on main entrance road. 5/1/2020 Installed on exit road. We will try to install two more; one going to the east and one going toward the dumpster.
2020-052	Refresh speed limit marking on asphalt	5/29/2020	Completed	Started 5/20/2020
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			
2020-056	Review and correct violations on Fire Marshal report	5/27/2020	Completed	4/08/09 – in progress. 5/8/2020 requested extension on replacement hand rail for Unit 153. 5/13/2020 electrical portion completed. 5/27/2020 Fire Marshall reinspected. All violations cleared except for replacement handrail currently on order
2020-057	Trim back all Oleanders on site	4/24/2020	Completed	Started 4/22/2020
2020-058	Pressure clean and paint compactor enclosure	4/30/2020	Completed	

2020-059	Replace wood retaining wall for 800 sliding gate	5/5/2020	Completed	
2020-060	Cut down one trunk and clean out/trim travelers palm at center island by gate controls	5/2/2020	Completed	
2020-061	Provide protection to gate electric/control wiring		In Progress	Ground area cleaned of small plants and one tree removed. Temporary electric cables installed
2020-062	Remove DirecTV or Shaw antennae's no longer in use	5/12/2020	Completed	Five removed. Need to survey remaining to see if still in use.
2020-064	Cut off all new growth branches on Live Oak trees in park, along south end of property and on north/east area of property as well as other smaller trees not part of Novo Arbor trimming contract	5/29/2020	Completed	Started 5/21/2020
2020-065	Repair stucco on building following plumbing repairs on building 21 and building 16 south side		In progress	7/7/2020 started on building 16
2020-066	Repair cracks at west pool deck and pressure clean and paint	6/25/2020	Completed	5/12/2020 – cracks repaired 6/2/2020 – pool deck pressure cleaned 6/24/2020 – painting started 6/25/2020 – painting completed
2020-067	Clean and repair stucco and paint pool house at east pool	5/21/2020	Completed	5/19/2020 – cleaned walls/removed peeling paint. 5/20/2020 – repaired stucco areas as needed. 5/21/2020 – Repainted pool house walls.
2020-068	Full site inspection of shutters and exterior of units for hurricane preparedness		6/12/20 completed first full inspection	Started 5/20/2020. 6/12/20 completed first full inspection. 6/23/20 Reports distributed to caretakers for unit corrections to be made. 8/1/2020 started second full property inspection
2020-069	Install new shade cloth barrier around pool heater equipment at west pool	5/27/2020	Completed	
2020-070	Drain, clean and make repairs to center fountain. Repaint.			
2020-071	Paint misc. concrete slabs (one near park and one across from the shuffleboard courts)	8/12/2020	Completed	

2020-072	Clean and paint slab and wall surrounding bench on east side of bldg 46/along entrance road			8/13/2020 cleaned slab
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CONTRACTORS WORK
2020

<u>PROJECT #</u>	<u>TASK</u>	<u>COMPLETION DATE</u>	<u>STATUS</u>	<u>CONTRACTOR/NOTES</u>
2020-C-001	Large Tree pruning in preparation for Hurricane season	7/10/2020	Completed	Novo Arbor - 4/23/2020 – met with Novo Arbor to review site. Waiting for estimate. 4/27/2020 Received estimate and approved. Waiting for schedule update. Per Novo work to be done in the first week of June. Work tentatively scheduled for week of June 15 th weather permitting. 6/29/20 work started All work completed 7/10/2020
2020-C-002	Mulch application			To determine
2020-C-003	Leveling of sidewalks per plan, if not done by staff	6/26/2020	Completed	John Parke – 4/24/2020 – met with John Parke to review site. Waiting for estimate. 4/28/2020 – Received estimate and estimate approved. Waiting for schedule update. Scheduled to start 6/15/2020. Due to rain delay work started 6/18/2020. Work completed 6/28/2020
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		On hold	Samco – May be placed on hold due to obligations created to open the pool within County and CDC requirements.
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		On hold	Request for estimate from Park made on 03/12/19 (cement) – May be placed on hold due to financial status

	flat no edge			
2020-C-007	Redo the surface surrounding the west pool in paver same as east pool		On hold	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	4/27/2020	Completed	4/7/2020 Work Started by Mario Denis. 4/27/2020 Work completed.
2020-C-012	Obtain suggestion for next bldg. painting program			
2020-C-013	Waterside sign on cart and gator			Exotic Signs
2020-C-014	Install water deviation at the entrance fountain			Cutting Edge Welding/Mike 5/21/2020 Estimate Approved
2020-C-015	Revamp restroom at east pool	Completed	8/13/2020	Mario Denis –We are in process of sourcing all needed materials from ceramic tile to toilet bowls. Touchless faucets and soap dispensers ordered. Mario completing drawing for approval. 6/5/2020 Demolition of men’s room started. Tile work done week of 6/8/20. Additional fixtures ordered. Plan and estimate received for custom partition. Custom partition on order.
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 south east corner – Feed from generator and replace damaged electrical box for sprinkler control panel on east side of building 19	6/1/2020	Completed	D&D Electric
2020-C-019	Replace electrical boxes per Fire Marshal inspection	5/14/2020	Completed	D&D Electric

2020-C-020	Replace all copper tubing in the west pool filtration room	4/18/2020	Completed	Plumber/Tim Stanish
2020-C-021	Redo water intake on some C & D type units		In Process	Plumber/Tim Stanish – Building 21 #206 - #210 scheduled for 5/9/2020 -Completed 5/9/2020. 5/14/20 approved estimate for building 16 work. scheduled for 6/27/2020 Building 16 320 – 323 done and 354 on building 12 done.
2020-C-022	Fabricate and install handrail on stairs to unit 153 per Fire Marshal inspection		In process	Cutting Edge Welding/Mike – 4/20/20 Mike inspected and waiting for estimate. 5/21/2020 Estimate approved
2020-C-023	Paint office entrance gate and the 800 gate and north side section and section to south of fountain Both fence pool gates and surrounding supports at the East pool.	8/13/2020	Completed	Rowan Sterling – 5/13/2020 Estimate approved. Waiting to be scheduled. work started on office gate and 800 gate. Office gate and 800 gate completed 6/22/2020. Pool gate work completed 8/13/2020
2020-C-024	Fabricate shade guard for gate control panel			Cutting Edge Welding – 5/15/2020 asked for estimate 5/21/2020 Estimate Approved
2020-C-025	Repair support posts at east pool deck			Cutting Edge Welding – 5/15/2020 asked for estimate – On hold until after hurricane season
2020-C-026	Repair propane tank storage rack			Cutting Edge Welding – 5/15/2020 asked for estimate. 6/4/2020 Modified design – waiting on new estimate
2020-C-027	Installation of motion activated camera system at east pool for monitoring pool as required by County Order 2020-007 related to COVID 19	6/13/2020	Completed	6/1/2020 Camera system ordered. 6/4/2020 camera system received. Cable Steve scheduled to install on 6/8/2020. System installed and operational on 6/13/2020. Access to cameras set up Andre Mongrain, Stacey Casey and one security guards cell phones.
2020-C-028	Cleaning of Areca palm hedge along retention pond and removal of vines.	7/13/2020	Completed	Started 7/7/2020
2020-C-029	Install motion activated camera by the dumpster			Cable Steve

2020-C-030	Install four (4) new cameras by postal kiosk and bring the video to the TV System			Cable Steve
2020-C—31	Redo fencing behind the entrance fountain			Cutting Edge Welding