

**SUMMER MAINTENANCE PROJECTS REPORT**  
**2021**

<b>PROJECT #</b>	<b>TASK</b>	<b>COMPLETION DATE</b>	<b>STATUS</b>	<b>Remarks</b>
2021-001	Rat bait boxes cleaned and reset			
2021-002	Clean and store excess blue and yellow recycling bins			
2021-003	Clean and seal pavers at East pool deck			
2021-004	Install mango net over motorcycle pad, remove mango when they are in fair size			
2021-005	Painting of Railing and balcony railings per program			#121 started 3/18/2021- done
2021-006	Cleaning and painting of stairways of A & B Units (per list) including entrance to unit area and tops of stairs			
2021-007	Pressure wash the gazebos and apply protectant			
2021-008	Clean recessed areas of townhouse buildings & paint (as needed)			
2021-009	Repaint yellow all circular stone grass bumpers, make sure if not in good condition that they be replace			
2021-010	Pressure Wash/Clean Paver wall by dumpster parking			Currently in good condition 3/19/21 Check in September
2021-011	Pressure Wash/Clean Paver wall by drain by Bldg.#46-23		<b>Ongoing</b>	Inspected 3/22/21 in front of building 23 is OK, need to clean by Bldg. 46, then one more check in September
2021-012	Paint unit "B" support posts as needed		<b>In process</b>	On going 3/12/21, we have added more Completed are 158, 104, 106, 172, 174, 160
2021-013	Check hardware on swings for any loose bolts or broken parts	<b>3/15/21</b>	<b>Completed</b>	All in good condition on that date

2021-014	Paint lamppost bases as needed		<b>Ongoing</b>	3/17/2021 all inspected and locations determined. Location 2, 6, 8, 9, 10, 13, 15, 16, 27, 28 and 37 need to paint base same as location 1, Location 8 is a future post material on hand in shop.
2021-015	Level pavers on sides of entry ways to C and D units			
2021-016	Change lamp post bulb, order proper size after verification, order part number model wh-b11-4w-e12, 24 boxes of 6 per box			Test was performed on 03-13-21 using lamp post in front of unit 200 to test different light bulbs.120 bulbs ordered on 3/22/2021. 3/25/2021 Bulbs received.
2021-017	Repaint yellow speed bumps and manhole covers			
2021-018	Paint slabs under pergolas			
2021-019	Paint slabs in gazebos with plain concrete floors			
2021-020	Paint Swings and wood benches, if not already done		<b>In progress</b>	Swing 1: pressure wash done 3/15/21 Swing 2 paint benches and floor Swing 3 paint benches and floor Swing 7 paint benches and south end retainer wood
2021-021	Paint slab under swings			
2021-022	Clean inside and surrounding shop			
2021-023	Update hurricane preparedness plan for website posting			
2021-024	Repair larger asphalt cracks			
2021-025	Fire Extinguisher Inspection to be done prior to annual Fire Extinguisher retagging. (Office)			
2021-026	Inspect pool chairs for repairs or ones to be replaced			
2021-027	Service main generator (oil and filter)			
2021-028	Pump out all A/C drain lines		<b>In process</b>	Buildings 1-9 done 3/23/2021
2021-029	Pressure clean and paint slab under bleachers by tennis courts, sidewalk to tennis courts and slab under swing by tennis courts			
2021-030	Touch up asphalt seal coating near entrance and by gate call box and by other area on site			Use balance of materials in stock

2021-031	Trim damaged Ficus hedge severely, right after snowbird owners leave. Mainly garbage area if not full replacement. Consider planting new clussia of larger size like minimum 15 gallons			
2021-032	Caulk side of stair and upstairs balcony of A and B unit type			
2021-033	Verify in unit electrical panel manufacturer			
2021-034	Verify in unit water heater date			
2021-035	Pressure wash sidewalks		<b>On going</b>	
2021-036	Inspect all meter rooms prior to fire marshal inspection, locate meter room on a map.	<b>3/15/2021</b>	<b>Completed</b>	One electrical room sign missing on door of unit 510 There is unit where BBQ are blocking the access to meter room need to do all unit. The following unit have some materials in the electrical room locker:128, 138, 170, 172, 502, 522, 540,
2021-037	Marking circuit indication on electrical panel			
2021-038	Refresh speed limit marking on asphalt			Ones to be done are both directions in between Buildings 40 and 42 and on the main road heading south at the fountain next to building 37
2021-039	Continue sod replacement			
2021-040	Review and correct violations on Fire Marshal report			
2021-041	Trim back all Oleanders on site			
2021-042	Pressure clean and paint compactor enclosure, if needed			
2021-043	Repair cracks at west pool deck and pressure clean and paint, if needed			
2021-044	Clean and repair stucco and paint pool house at east pool			
2021-045	Full site inspection of shutters and exterior of units for hurricane preparedness			
2021-046	Paint misc. concrete slabs (one near park and one across from the shuffleboard courts)			

2021-047	Replace traffic light for gate entrance			New light in stock
2021-048	Trim live oaks in park and on south end of property – remove low new growth branches		<b>On going 3/15/21</b>	Small remnants to be done
2021-049	Change door handles on East pool restrooms			
2021-050	Check Ficus stumps behind 27/28/29 to see if rotting			Checked on 3/11/21 will do more checks
2021-051	Pressure clean paver wall in front of 680/682 bldg 34	<b>3/12/21</b>	<b>Completed</b>	
2021-052	On new plantation of Clussia move branches away from chain link	<b>3/11/21</b>	<b>Completed</b>	Checked on 3/11/21, one more check to be performed in September
2021-053	Trim new Clussia plants manually, check on quadrille side also	<b>3/12/21</b>	<b>Completed</b>	Will need one more trimming in September, may be done mechanically
2021-054	Conduct sprinkler water test, check timer set up			
2021-055	Touch up paint on car stoppers, check also numbering			
2021-056	Touch up paint on sides of curbs, black or white in accordance with existing.			
2021-057	Find a way to protect the “last mile” of the fiber optic			We have on order a material “yellow flex tubing ¾ of an inch on order from Grainger, if successful will get more in order to cover the C, D and DD area, no need for A and B type of units.

**CONTRACTORS WORK**  
**2021**

<b>PROJECT #</b>	<b>TASK</b>	<b><u>COMPLETION DATE</u></b>	<b><u>STATUS</u></b>	<b><u>CONTRACTOR/NOTES</u></b>
2021-C-001	Large Tree pruning in preparation for Hurricane season – have two of the remaining coconut palms removed			Southern Palms Landscaping 3/22/2021 – Determined trees to be trimmed. Have an appointment on Monday 3/29/2021 with contractor to review work to be done for estimate.
2021-C-002	Leveling of sidewalks per plan, if not done by staff		<b>Ongoing</b>	John Parke  Locations determined on 3/18/2021 Bldg 12, front of unit 354/355 2 locations, Bldg 20 way leading to unit 306. Bldg. 9 2 locations on west side near fountain. Bldg 8 leading to unit 116 Bldg 3 leading to unit 140 2 locations.  There is need also to grind slab in some area.
2021-C-003	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, use flat paver no edge			John Parke
2021-C-004	Redo the surface surrounding the west pool in paver same as east pool			John Parke
2021-C-005	Contact an architect to obtain design to create shaded area at the pools, may be part of the 2021/2022 budget			
2021-C-006	Obtain suggestion for next bldg. painting program, bldg. 10, 21, 22		<b>On going 3/19/21</b>	Reviewed by DL, SC and ACM, quotes obtain
2021-C-007	Waterside sign on cart and gator			

2021-C-008	Install water deviation at the entrance fountain			Cutting Edge Metal
2021-C-009	Install lamp post base on north side of Building 30			
2021-C-010	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			D&D Electric
2021-C-011	Fabricate and install handrail on stairs to unit 153 per Fire Marshal inspection	<b>3/10/2021</b>	<b>Completed</b>	Cutting Edge Metal
2021-C-012	Fabricate shade guard for gate control panel		<b>In process</b>	Cutting Edge Metal
2021-C-013	Repair/replace support posts at east pool deck			Cutting Edge Metal
2021-C-014	Install motion activated camera by the dumpster with a recording fonction			Cable Steve
2021-C-015	Install four (4) new cameras by postal kiosk and bring the video to the TV System			Cable Steve
2021-C016	Redo fencing behind the entrance fountain	<b>3/10/2021</b>	<b>Completed</b>	Cutting Edge Metal
2021-C-017	Palm Tree Trimming, in September			Southern Palms Landscaping
2021-C-018	Painting Program – Buildings 10, 21 and 22		<b>In Process</b>	Meeting scheduled for 3/15 at 9.30am. Waiting on estimate. 3/18/2021 estimate received. Estimates being reviewed.
2021-C-019	Replace railing at unit #153	<b>3/10/2021</b>	<b>Completed</b>	Cutting Edge Metal
2021-C-020	Replace electrical/meter room door			Mario – 3/10/2021 Door on order
2021-C-021	Replace storage east pool door			Mario -- 3/10/21 Door on order
2021-C-022	Sand and Repaint ladies restroom door at East pool			Mario, install new non locking door knob after repaint.
2021-C-023	Repair Fence and install barbed wire from park to NW corner along Miner Road			Cutting Edge Metal
2021-C-024	If funds available consider competing the installation of a mechanical system for the main exit gate and also modify the functionality of the gate arm			Samco
2021-C-025	Paint the entrance gate			Rowan Sterling, agreed on procedure on 3/18/21 Rowan will send in an estimate

2021-C-026	If budget allow prepare for next phase of Clussia plantation for replacement of Ficus on the south west side of property			Southern Palm Landscaping
2021-C-027	Clean out of retention pond drainage system			Cutting Edge Metal
2021-C-028	Install wood panel on the south side of the chain link fence inside the end of the shop, paint green, same color as the fence slats, to be used for tool storage.			Mario
2021-C-029	Repair/Replace damaged culvert drain into retention pond			
2021-C-030	Repair damage end of sidewalk and asphalt as indicated on plan			John Parke