

## SUMMER MAINTENANCE PROJECTS REPORT **2021**

PROJECT #	TASK	COMPLETION DATE	STATUS	Remarks
2021-001	Rat bait boxes cleaned and reset			Bait material in stock
2021-002	Clean and store excess blue and yellow recycling bins			Before the first hurricane
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			IF needed
2021-005	Painting of Railing and balcony railings per program		In Progress	Being done by Bob Van, Done – 121, 140, 173, 527
2021-006	Cleaning and painting of stairways of A & B Units (per list) including entrance to unit area and tops of stairs		In progress	4/21/2021 cleaning of stair cases #517, 521, 539, 729 and 731 done. 4/23/2021 # 521, 729 and 731 painted. 4/26/2021 #517 and 521 painted. #683 & 685 cleaned. 4/27/2021 #683 & 685 painted. 681 & 687 cleaned. 4/29/2021 681 & 687 painted. 677 cleaned. 4/30/2021 677 painted.
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		In progress	Currently in good condition 3/19/21 Check in September
2021-011	Pressure Wash/Clean Paver wall by drain by Bldg.#46-23		In progress	3/22/2021 Front of building 23 OK, need to clean by Bldg. 46, then one more check in September
2021-012	Paint unit “B” support posts as needed		In progress	On going 3/12/21, we have added more

			<b>3/29/21</b>	<b>Work being done by Contractor</b>
2021-013	Check hardware on swings for any loose bolts or broken parts	<b>3/15/21</b>	<b>Completed</b>	<b>All in good condition on that date</b>
2021-014	Paint lamppost bases as needed		<b>In progress 3/17/21</b>	<b>3/17/2021 locations determined. Locations to be painted are 2, 6, 8, 9, 10, 13, 15, 16, 27, 28 and 37. Paint base same as location 1, Location 8 is a future post, material on hand in shop.</b>
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			<b>Test to be perform on 03-13-21 weekend using lamps post front of unit 200, test conducted.24 boxes of 6 on order 3/16/21, Received lamp 3/25/21</b>
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>	<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</b>
2021-021	Paint slab under swings			
2021-022	Clean inside and surrounding shop			<b>Install new tools hanger</b>
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>4/13/2021</b>	<b>Completed</b>	3/23/2021 Buildings 1-9 done. 4/1/2021 Buildings 10-12 done. 4/6/2021 Buildings 14-16 done. 4/7/2021 Buildings 17-21 4/8/2021 Bldgs 22 – 24, 4/9/2021 Bldgs 25 -31 4/12/2021 Bldgs 32 -40 4/13/2021 Bldgs 41 – 46 COMPLETED
2021-029	Pressure clean and paint slab under bleachers by tennis courts, sidewalk to tennis courts and slab under swing by tennis courts. Paint bleacher benches	<b>4/14/2021</b>	<b>Completed</b>	4/13/2021 – Pressure clean benches and slabs. 4/14/2021 – paint benches – painted sidewalk to tennis court and slab under bleachers.
2021-030	Touch up asphalt seal coating near entrance and by gate call box and by other area on site			<b>Use balance of materials in stock</b>
2021-031	Trim damaged Ficus hedge severely, right after leaving of owners. Mainly garbage area if not full replacement. Consider planting new clusia 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>In progress</b>	<b>Need to keep up all year around</b>
2021-036	Inspect all meter rooms prior to fire marshal inspection, locate meter room on a map.	<b>4/12/2021</b>	<b>Completed</b>	<b>3/15/2021 One electrical room sign missing on door of unit 510</b> <b>There are some units where BBQ is blocking the access to meter room this needs to be corrected.</b> <b>The following units have some material in the electrical room locker:128, 138, 170, 172, 502, 522, 540,</b>
2021-037	Marking circuit identification on electrical panel			
2021-038	Refresh speed limit marking on asphalt	<b>4/1/2021</b>	<b>Complete</b>	Only spots left to be done are between buildings 41 and 42 in both directions, on the west side of building 37 main road heading south, in front of building 23 heading south and in front of the entrance gate. Added some near the end of building

				41 as well. Completed 4/1/2021
2021-039	Continue sod replacement			
2021-040	Review and correct violations on Fire Marshal report		In progress	4/12/2021 Fire Marshall on site doing inspection 4/15/2021 most violations completed. Working the last 3 issues.
2021-041	Trim back all Oleanders on site	4/18/2021	Completed	Started 4/18/2021 – completed 4/18/2021
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		In progress	3/30/2021 Initial listing done of shutters currently closed.
2021-046	Paint misc. concrete slabs (one near park and one across from the shuffleboard courts)			
2021-047	Replace traffic light for gate entrance	See contractors section	_____	Work will be done by D&D electric
2021-048	Trim live oaks in park and on south side of property – remove all new growth low branches	Completed	4/20/2021	
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	3/12/21	Completed	
2021-052	On new plantation of Clussia move branches away from chain link	3/11/21	Completed	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	3/12/21	Completed	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 side of curbs, black or white in			

	accordance with existing.			
2021-057	Find a way to protect the “last mile” of the fiber optic			<b>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. Material received 3/25/21</b>
2021 - 058	Apply 6-6-6 fertilizer to new plantations	<b>3/24/21</b>	<b>Completed</b>	
2021 - 059	Repair ground level water line at the north/west corner under the Clussia plantation	<b>3/24/21</b>	<b>Completed</b>	<b>Fertilizer was also applied, will see reaction after 2 weeks, open water line every 2 days.</b>
2021 - 060	Apply at the base of Exora and Palm trees a mixture of fertilizer and magnesium	<b>3/26/21</b>	<b>Completed</b>	<b>Mix 60% magnesium and 40% 6-6-6 fertilizer to all. If magnesium not available simply apply 6-6-6</b>
2021 -061	Determine awning that need to be replace at same time as the painting program, when determined need to contact Tropical Awning	<b>3/26/2021</b>	<b>Completed</b>	<b>Determination done, Bldg 10 need to replace 11 of them. Blue color short valence. Remove the old ones before painting.</b>
2021-062	Change a/c filters in clubhouse	<b>4/23/2021</b>	<b>Completed</b>	
2021-063	Prep buildings 10, 21 and 22 for painting. Trim back all trees, hedges and plants from buildings to give clear access from the ground up. Remove any foreign structures from the buildings		<b>In progress</b>	<b>Started 4/26/2021 removing and trimming bushes on Building 22. 4/30/2021 started trimming on building 10</b>

**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 2 of the remaining coconut palms removed		<b>In progress</b>	<b>3/23/2021 Determined 46 trees that need to be reduce in size, create wind tunnel or removed. Reviewed with Southern Palms on 3/29/2021. Southern Palms to submit a proposal. Should get proposal by April 1, 2021 Proposal approved. Waiting for scheduling.</b>
2021-C-002	Leveling of sidewalks per plan, if not done by staff		<b>In progress location done 3/18/21</b>	<b>3/18/2021 locations determined. 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 slabs in some areas.</b>
2021-C-003	Redo the entrance of the clubhouse and library, and the sidewalk leading to those 2 entrances all in accordance with code and ADA requirement, use flat paver no edge			
2021-C-004	Redo the surface surrounding the west pool in paver same as east pool			
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>Completed.</b>	<b>3/29/2021</b>	<b>3/19/2021 Reviewed by DL, SC and ACM, quotes obtain. 3/24/2021 contract awarded to Mid South Painting. Foam decorative pieces ordered from Miami Foam on 4/2/2021. Miami Foam pieces delivered on 4/9/2021. Mario will do the installation. 4/27/2021 Installation started on Building 10. 4/28/2021 All Miami Foam pieces installed 4/29 &amp; 4/30 Caulking of all pieces done. 4/29/2021 Received the draw down samples. Spoke with Mid South, painting to start in 10-14 days depending on weather.</b>
2021-C-007	Waterside sign on cart and gator			
2021-C-008	Install water deviation at the entrance fountain			
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 Replace a/c fuse boxes on buildings 1-9 per plan Install new traffic light at entrance.		<b>In progress</b>	<b>3/23/2021 Meeting with Dan the electrician, work should start on 3/29/21. Need to determine the location of the AC electrical box before that date. Locations determined 3/25/2021 4/9/2021 Boxes done. Will determine more boxes to be done in the Bldg 1-9 area to be done. Ask him to check lamp post 5/3/2021 Installed new traffic light at entrance.</b>
2021-C-011	Fabricate and install handrail on stairs to unit 153 per Fire Marshal inspection	<b>Completed</b>	<b>3/10/2021</b>	<b>Cutting Edge Metal</b>
2021-C-012	Fabricate shade guard for gate control panel			<b>Cutting Edge Metal</b>
2021-C-013	Repair/replace support posts at east pool deck			<b>Cutting Edge Metal</b>
2021-C-014	Install motion activated camera by the dumpster with a recording function			<b>Cable Steve</b>
2021-C-015	Install four (4) new cameras by postal kiosk and bring the video to the TV System			<b>Cable Steve</b>
2021-C-016	Redo fencing behind the entrance fountain	<b>Complete</b>	<b>3/10/21</b>	<b>Cutting Edge Metal</b>
2021-C-017	Palm Tree Trimming, in September			

2021-C-018	Painting Program – Buildings 10, 21 and 22		<b>In progress</b>	<b>Meeting scheduled for 3/15 at 9.30am</b>  <b>Contract sign on 03/24/21 with Mid South Painting</b>
2021-C-019	Replace electrical/meter room door		<b>In Progress</b>	<b>Mario – 3/10/2021 Door on order</b>
2021-C-020	Replace storage east pool door		<b>In Progress</b>	<b>Mario -- 3/10/21 Door on order</b>
2021-C-021	Sand and Repaint lady's restroom door at East pool			<b>Mario, install new non locking door knob after repaint.</b>
2021-C-022	Repair Fence and install barbed wire from park to NW corner along Miner Road		<b>In progress</b>	<b>Cutting Edge Metal – 4/26/2021 – repairing top pipe and broken upright posts.</b>
2021-C-023	If funds available consider competing the installation of a mechanical system for the exit main gate and also modify the functionality of the arm gate			<b>Samco</b>
2021-C-024	Paint the entrance gate			<b>Rowan Sterling, agreed on procedure on 3/18/21</b>
2021-C-025	If budget allow prepare for next phase of Clussia plantation for replacement of Ficus on the south west side of property			<b>Southern Palm</b>
2021-C-026	Clean out of retention pound drainage system, determine who is responsible if Waterside will contract out			<b>Cutting Edge Metal</b>
2021-C-027	Install wood panel on the south side of the chain link fence, paint green, same color as the slate, this will be for the hanging of tools.			<b>Mario – already discussed</b>
2021-C-028	Repair damage sidewalk as indicated on plan			<b>John Park</b>
2021-C-029	Repair damage end of sidewalk and asphalt as indicated on plan			<b>John Park</b>
2021 -C-030	Award contract for awning replacement on bldg. 10 entrance awnings			<b>Tropical awning. Estimate approved on 4/12/2021</b>

**Original release on 03/29/2021**

**First update on 04/02/2021**