

**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	5/7/2021	Completed	Bait material in stock
2021-002	Clean and store excess blue and yellow recycling bins	5/27/2021	Completed	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	_____	Not needed	Tree trimmed
2021-005	Painting of Railing and balcony railings per program	9/1/2021	Completed	Being done by Bob Van, Done – 121, 141, 173, 527, 605, 627, 157, all rails selected for this summers projects have been completed
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. 5/4/2021 cleaned 525, 635, 637, 675. 5/6/2021 painted 525, 637 5/7/2021 painted 675 5/10/2021 cleaned 647, 657, 655. 5/11/2021 Painted 647, 657, 655. Cleaned 649 & 651. 5/13/2021 cleaned 627 & 713, 649 & 651 painted. 5/14/2021 627 & 713 painted. 5/17/2021 cleaned 719, 721 & 709. 5/18/2021 cleaned 609 and 505.5/27/2021 721 painted. 6/9/2021 cleaned 541, 529, 727 and 601. 6/10/2021 painted 541/529/727 and 601. 6/15/2021 cleaned 617, 621, 633. 6/17/2021 painted 617, 621 and 633. 6/23/2021 cleaned 611

				and 613. 6/29/2021 painted 611 and 613.
2021-007	Pressure wash the gazebos and apply protectant	<b>06/16/2021</b>	<b>Completed</b>	
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	<b>7/6/2021</b>	<b>Completed</b>	Started 6/15/2021
2021-010	Pressure Wash/Clean Paver wall by dumpster parking		<b>In progress</b>	<b>Currently in good condition 3/19/21</b> <b>Check in September</b>
2021-011	Pressure Wash/Clean Paver wall by drain by Bldg.#46-23		<b>In progress</b>	<b>3/22/2021 Front of building 23 OK, need to clean by Bldg. 46, then one more check in September</b>
2021-012	Paint unit "B" support posts as needed	<b>7/2021</b>	<b>Completed</b>	<b>Units selected for this summer are completed</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>5/12/2021</b>	<b>Completed</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. 5/11/2021 all lamppost bases cleaned. 5/12/2021 painted all bases on list.</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. All bulbs will be changed.</b>
2021-017	Repaint yellow speed bumps and manhole covers	<b>8/20/2021</b>	<b>Completed</b>	
2021-018	Paint slabs under pergolas, if needed			

2021-019	Paint slabs in gazebos with concrete floors, if needed			
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>7/9/2021</b>	<b>Completed</b>	<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)	<b>6/23/2021</b>	<b>Completed</b>	Started 6/21/2021
2021-026	Inspect pool chairs for repairs or ones to be replaced	<b>9/3/2021</b>	<b>Completed</b>	No replacements to be made
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 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	-----	On going process	Need to keep up all year around
2021-036	Inspect all meter rooms prior to fire marshal inspection, locate meter room on a map.	4/12/2021	Completed	3/15/2021 One electrical room sign missing on door of unit 510 There are some units where BBQ is blocking the access to meter room this needs to be corrected. The following units have some material in the electrical room locker:128, 138, 170, 172, 502, 522, 540,
2021-037	Marking circuit identification on electrical panel			
2021-038	Refresh speed limit marking on asphalt	4/1/2021	Complete	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			Work cannot be done until the fall with cooler temperatures.
2021-040	Review and correct violations on Fire Marshal report	5/5/2021	Completed	4/12/2021 Fire Marshall on site doing inspection 4/15/2021 most violations completed. Working the last 3 issues. 4/30/2021 all violations corrected. 5/5/2021 Reinspection done by Fire Marshall. All Clear.
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	XXXXXX	XXXXXX	Not being done – pool deck will be renovated.
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	7/2/2021	Completed	3/30/2021 Initial listing done of shutters currently closed. 6/2/2021 started full

				inspections of every building for items left out and shutters open.6/9/2021 Completed and distributed to caretakers to correct issues. 7/2/2021 all issues addressed.
2021-046	Paint misc. concrete slabs (one near park and one across from the shuffleboard courts)			
2021-047	Replace traffic light for gate entrance	<b>See contractors section</b>	_____	<b>Work will be done by D&amp;D electric</b>
2021-048	Trim live oaks in park and on south side of property – remove all new growth low branches	<b>4/20/2021</b>	<b>Completed</b>	
2021-049	Change door handles and paint doors on East pool restrooms	<b>5/24/2021</b>	<b>Completed</b>	
2021-050	Check Ficus stumps behind 27/28/29 to see if rotting		<b>On going</b>	<b>Checked on 3/11/21 will do more checks. Checked again on 5/4/2021 starting to break down. Checked on 6/14/2021 Rechecked on 8/2/2021</b>
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>	<b>Checked on 3/11/21, one more check to be performed in September</b>
2021-053	Trim new Clussia plants manually, check on quadrille side also	<b>3/12/21</b>	<b>Completed</b>	<b>Will need one more trimming in September, may be done mechanically</b>
2021-054	Conduct sprinkler water test, check timer set up			**Sprinkler work is done two days per week
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. 6/23/2021 old awnings removed from bldg 10. New Awnings will not be installed until painting is completed.</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>5/24/2021</b>	<b>Completed</b>	<b>Started 4/26/2021 removing and trimming bushes on Building 22. 4/30/2021 started trimming on building 10. 5/5/2021 started trimming on building 21 5/24/2021 open all shutters on units in bldg 21. Opened all shutters on bldg 22 on 6/17/2021</b>
2021-064	Remove 4 oleander bushes on west end of building 14 per ACM	<b>5/10/2021</b>	<b>Completed</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>7/9/2021</b>	<b>Completed</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. Work started 7/1/2021 – Completed 7/9/2021</b>
2021-C-002	Leveling of sidewalks per plan, if not done by staff	<b>5/26/2021</b>	<b>Completed</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. Work started 5/14/2021 Work done by R&amp;T Enterprises</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, using poured cement			Work will be done depending on budget availability in early September.
2021-C-004	Redo the surface surrounding the west pool in paver		<b>In progress</b>	5/20/2021 – Meeting with contractor to

	same as east pool			review site and options. Waiting for estimate. Estimate approved. 6/21/2021 Demolition started. Drainage pipes installed, coping cut, bonding wire installed and inspected, concrete chipped and new concrete poured where needed. Paver installation in progress
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>3/29/2021</b>	<b>Completed</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	<b>5/4/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal Installed/complete</b>
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>3/10/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal</b>



2021-C-012	Fabricate shade guard for gate control panel	<b>5/6/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal</b>
2021-C-013	Repair/replace support posts at east pool deck	<b>6/3/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal (John Parke removed and reset pavers around posts) Pool closed on 6/2 and 6/3 for work to be done. Completed 6/4/2021</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-C016	Redo fencing behind the entrance fountain	<b>3/20/2021</b>	<b>Completed</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>9/1/2021</b>	<b>Completed</b>	<b>Meeting scheduled for 3/15 at 9.30am</b>  <b>Contract sign on 03/24/21 with Mid South Painting. Painting estimated to start May 27 or 28. Building 21 will be painted first. Signs posted on 5/21/2021 to notify residents. Building 21 Shutters of closed units opened by WS staff on 5/25/2021. 5/26/2021 Pressure cleaning started on Building 21 6/1/2021 Painting started on east side bldg of #21 Shutters opened on bldg 22 on 6/17/2021. 6/22/2021 started pressure cleaning Building 22. 6/23/2021 old awnings removed from bldg 10. New awnings will not be installed until painting is completed. Building 10 shutters opened on 7/13/2021. Pressure cleaning started on 7/15/2021. Shutters closed on buildings 21 and 22 on 8/12/2021. Awnings scheduled to be installed on Building 10 on 9/13/2021</b>
2021-C-019	Replace electrical/meter room door	<b>5/24/2021</b>	<b>Completed</b>	<b>Mario – 3/10/2021 Door on order 5/20/2021 door installed. 5/24/2021 door painted hardware installed</b>
2021-C-020	Replace storage east pool door	<b>5/24/2021</b>	<b>Completed</b>	<b>Mario -- 3/10/21 Door on order</b>

				<b>5/20/2021 door installed. 5/24/2021 door painted hardware installed</b>
2021-C-021	Sand and Repaint lady's restroom door at East pool	<b>5/24/2021</b>	<b>Completed</b>	<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>5/4/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal – 4/26/2021 – repairing top pipe and broken upright posts. 5/3/2021 install barbed wire</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. 7/15/2021 received paint chip from gate contractor and supplied to Rowan for matching. 8/10/2021 Job delayed due to unavailability of correct paint. Work will be done soon</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 pond drainage system, determine who is responsible if Waterside will contract out	<b>5/20/2021</b>	<b>Completed</b>	<b>Waterside is responsible. Work to be done Cutting Edge Metal. Two drains done 5/18/2021 Remaining drains done 5/20/2021</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>6/23/2021</b>	<b>Completed</b>	<b>Mario - Work started 6/22/2021</b>
2021-C-028	Repair roof on north side of clubhouse	<b>5/19/2021</b>	<b>Completed</b>	<b>Mario</b>
2021-C-029	Repair damage end of sidewalk and asphalt as indicated on plan	<b>5/26/2021</b>	<b>Completed</b>	<b>John Park Started 5/17/2021 slab replacements. Started 5/20/2021 sidewalk ends</b>
2021 -C-030	Award contract for awning replacement on bldg. 10 entrance awnings	<b>9/13/2021</b>	<b>Completed</b>	<b>Tropical awning. Estimate approved on 4/12/2021 6/23/2021 awnings removed from bldg 10. New awnings will not be installed until painting of building is completed. Awnings scheduled to be</b>

				<b>installed on 9/13/2021</b>
2021-C-031	Replace awning on west and north sides of Guard House	<b>5/11/2021</b>	<b>Completed</b>	<b>3/2021 – ordered. 5/4/2021 West side awning installed and north side removed. Window dome awning installed 5/11/2021</b>
2021-C-032	Rebuild damaged arch at west side of building 10	<b>5/20/2021</b>	<b>Completed</b>	<b>Mario – 4/2021 demo done reconstruction in progress</b>
2021-C-033	Replace crumbling culvert pipe at north end of Retention Pond	<b>5/22/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal - 5/3/2021 area inspected/inside of culvert inspected. 5/4/2021 area roped off with cones and caution tape. 5/7/2021 received estimate – sent to board for review. Board Approved. Work started 5/17/2021. Excavated and old pipe removed 5/17 and 5/18. 5/19 new pipe installed and cement work done. Backfill started. 5/20/2021 backfill and compacting done. 24 yards of topsoil spread and leveled. 5/21/2021 3 pallets of sod installed. 5/22/2021 Asphalt repairs done. Substantial work involved in this job.</b>
2021-C-034	Replace north side gate and side panels at East pool	<b>6/4/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal – 5/6/2021 estimate approved</b>
2021-C-035	Repair bollard and cement in dry depot from damage caused by Waste Management	<b>5/27/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal</b>
2021-C-036	Repair compactor chute from damage caused by Waste Management	<b>5/21/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal</b>
2021-C-037	Replace metal base plate on basketball hoop, repair cement and replace backboard	<b>7/15/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal Concrete work done 6/27/2021. Pole installed 7/6/2021 Needed to fabricate new support hardware for hoop. Hoop installed 7/15/2021</b>
2021-C-038	Repair bollard at front entrance after hit by vehicle entering property	<b>5/27/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal</b>
2021-C-039	Lift about 2' wide section of pavers along west pool deck edge. Add filter cloth and more sand. Relevel and reinstall pavers.	<b>6/4/2021</b>	<b>Completed</b>	<b>John Parke</b>

2021-C-040	At the time of the resurfacing of the West Pool inspect the base of the support posts and redo if needed. Same as work done at East Pool	<b>6/24/2021</b>	<b>Completed</b>	<b>Cutting Edge Metal – Base of columns exposed on 6/18/2021. Determined that based on condition, replacement of base of columns was required. Work started 6/23/2021</b>
2021-C-041	Install delay relay at the entrance gate to control access giving priority to the individual who arrived first at the call box or card reader.			<b>Samco Systems. Work discussed with Samco and agreed to. 7/16/2021 Traffic light hooked up. Rest of work will require engineering.</b>
2021-C-042	Mandatory inspection, retagging and replacement if needed of site wide fire extinguishers.	<b>7/9/2021</b>	<b>Completed</b>	<b>Proctor Fire. First inspection done by Manager – completed 6/23/2021. Received estimate on 6/28/2021. Estimate approved. Work scheduled to begin on July 6<sup>th</sup> 2021.</b>
2021-C-043	Remove and replace large section of sewer pipe at Building 40	<b>8/7/2021</b>	<b>Completed</b>	<b>Cutting Edge - A backup started on 7/31/2021 Cameras run in line, determined sewer pipe damaged by roots. Work started on 8/5/2021 dig up road and replace line and then bury and patch asphalt. Work completed 8/7/2021</b>
2021-C-044	Replace gate frames on Dry Depot gates	<b>8/28/2021</b>	<b>Completed</b>	<b>Cutting Edge</b>
2021-C-045	Replace chain link fence in dry depot behind ficus hedge	<b>9/1/2021</b>	<b>Completed</b>	<b>Cutting Edge</b>
2021-C-046	Replacement of Gate Call box system, conversion to cellular based system			<b>Samco Systems – 9/1/2021 proposal approved</b>

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

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

**Second update on 5/3/2021**

**Third update on 6/27/2021**

**Fourth update on 9/7/2021**