

SUMMER MAINTENANCE PROJECTS REPORT
2022

PROJECT #	TASK	COMPLETION DATE	STATUS	Remarks
2022-001	Rat bait boxes cleaned and reset			Purchased 12 additional rat boxes localization to be determined and list updated
2022-002	Clean blue and yellow recycling bins			
2022-003	Clean and seal pavers at East pool deck and at west pool			
2022-004	Install mango net over motorcycle pad, remove mango when they are in fair size			If necessary
2022-005	Painting of Railing and balcony railings, prepare program			May not do this year due to cost control, may be up to owner to do. Paint contractor will make a proposal for only the buildings being painted this year.
2022-006	Cleaning and painting of stairways of A & B Units (per list) including entrance to unit area and tops of stairs			May not do this year due to cost control, may be up to owner to do
2022-007	Pressure wash the gazebos and apply protectant			
2022-008	Paint benches by the tennis court			
2022-009	Repaint yellow all circular stone grass bumpers, make sure if not in good condition that they be replaced		In progress	May change model type and supplier, way too many breaking.
2022-010	Pressure Wash/Clean Paver wall by dumpster parking			
2022-011	Pressure Wash/Clean Paver wall by drain by Bldg.#46-23			
2022-012	Paint unit "B" support posts as needed, some may need to be replaced, this to be done by contractor.			Review to be conducted with Mike, Stacey and ACM to determine the level of action required. Evaluation done 4/11/2022 work will be done as budget allows.

2022-013	Check hardware on swings for any loose bolts or broken parts			
2022-014	Paint lamppost bases as needed			
2022-015	Change lamp post bulb, make sure of size and size 3000			Wait until fall, unless major break down
2022-016	Repaint yellow speed bumps and manhole covers			Only ones that need refreshing
2022-017	Paint slab under pergolas, if needed			
2022-018	Paint slabs in gazebos with concrete floors, if needed			
2022-019	Paint swings and wood benches, if not already done			
2022-020	Remove Shaw Direct antenna		In progress	
2022-021	Repair larger asphalt cracks			
2022-022	Fire extinguisher inspection to be done prior to annual Fire extinguisher retagging (office)			
2022-023	Check electrical meter closet before the fire marshal visit			
2022-024	Inspect pool chairs for repairs and the one to be replaced			
2022-025	Service main generator (oil and filter)			Normal day to day check done by staff, oil level and if it run in accordance with schedule. Tune up of generator scheduled for 4/22/2022
2022-026	Pump out all A/C drain lines			
2022-027	Pressure wash sidewalk			
2022-028	Conduct sprinkler water test			
2022-029	Pressure clean and paint slab under bleachers by tennis courts, sidewalk to tennis courts and slab under swing by tennis courts.			
2022-030	Touch up asphalt seal coating			
2022-031	Trim damaged Ficus hedge severely, right after owners leave. Mainly garbage area if not full replacement.			

	Consider planting new clussia of larger size like minimum 15 gallons			
2022-032	Full site inspection of shutters and exterior of units for hurricane preparedness			
2022-033	Trim live oaks in park and on south side of property remove all new growth low branches			
2022-034	Check ficus stumps behind 27/28/29			
2022-035	Pressure clean paver wall in front of 680/682 bldg 34			
2022-036	On new plantation of Clussia move branches away from chain-link			
2022-037	Marking circuit identification on electrical panel			
2022-038	Refresh speed limit markings on asphalt as needed			
2022-039	Continue sod replacement			
2022-040	Review and correct violations on Fire Marshal report			
2022-041	Trim back all Oleanders on site			
2022-042	Prepare bldg. 1 to 9 for painting. Trim back all trees, hedges and plants to give clear access			
2022-043	Touch up paint on car stoppers, check also numbering			
2022-044	Touch-up paint (black or white) on curb sides, mainly along retention pond			
2022-045	Determine awnings that need to be replaced at same time as the painting program			4/14/2022 inspection of awnings completed. All in good condition. None to be replaced on buildings 1-9 at this time.
2022-046	Investigate with Waste Management better options for cardboard disposal			
2022-047	Grind palm tree trunk by unit 377			
2022-048				
2022-049				

CONTRACTORS WORK
2022

PROJECT #	TASK	<u>COMPLETION DATE</u>	<u>STATUS</u>	<u>CONTRACTOR/NOTES</u>
2022-C-001	Large Tree pruning in preparation for Hurricane season			Southern Palms Landscaping. Tree work to begin on 4/18/2022
2022-C-002	Leveling of sidewalks per plan, if not done by staff			Court yard at building 22 needs to be look at.
2022-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.
2022-C-004	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.			
2022-C-005	Contact an architect to obtain design to create shaded area at the pools, may be part of the 2022/2023 budget			Project postponed
2022-C-006	Obtain suggestion for next bldg. painting program, bldg. 1 to 9.			This was discussed with Stacey and the contractor at a meeting on 4/7/2022. Waiting for proposal.
2022-C-007	Fabricate and install post and back up plate to post notices		Contract awarded on 04/04/22	Cutting Edge. 4/11/2022 Post installed waiting for aluminum plate.
2022-C-008	Repair damage end of sidewalk and asphalt as indicated on plan		Contract awarded on 4/4/2022	Cutting Edge. Entrance to west pool- west side. West side entrance to tennis court swing. East entrance next to #366 florida room Entrance to the unit 106 spacing
2022-C-009	Install lamp post base on north side of Building 30			Project on hold, budget

2022-C-010	Replace damaged electrical box on Building 1 south east corner			D&D Electric
2022-C-011	If budget allow prepare for next phase of Clussia plantation for replacement of Ficus on the west side of property			Project on hold, budget
2022-C-012	Fabricate shade guard for gate control panel	4/11/2022	Completed	Cutting Edge. Contract awarded on 4/4/2022
2022-C-013	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			Project on hold, budget
2022-C-014	Install motion activated camera by the dumpster with a recording function			
2022-C-015	Install four (4) new cameras by postal kiosk and bring the video to the TV System			
2022-C-016	Replace back door of the club house			Mario
2022-C-017	Palm Tree Trimming, in September			Southern Palms Landscaping
2022-C-018	Painting Program – Buildings 1 to 9			Mid South Painting Meeting schedule for 06/04/22 with contractor
2022-C-019	Replace electrical/meter room door at the west pool			Mario
2022-C-020	Repair and paint the various column surrounding the entrance and the two large sign			Mario
2022-C-021	Repair fence by tennis court			Cutting Edge. Contract awarded on 4/4/22
2022-C-022	Use Material from the left over the chain link fence of the tennis court, or the chain link remove to fix the bottom part of the new 150' of chain ling on the west side		In discussion with Cutting Edge	
2022-C-023	Discuss with Mike the welder to eliminate water at the first street on the left of the entrance			
2022-C-024	After decision on building design for foam decorative features for the bldgs in the painting program, order the required amount of necessary decorative element and award contract for installation.			04/05/22 length of decorative elements determined. Miami Foam contacted to obtain cost estimate

2022-C-025	Install 2 speed bumps one by the shop area and one by bldg. 43			Cutting Edge. Contract awarded on 4/4/2022. 4/6/2022 first one completed. Awaiting additional parts.
2022-C-026	Service agreement for maintenance of the generator			Contractor did change the battery on 04/05/22. Full tune up scheduled for 4/22/2022.
2022-C-027	Consider redoing the garbage area to reduce noise and possible enlargement			
2022-C-028	Replace main clubhouse door and library door locks			
2022-C-029	Sign new contract for Wet Check of the sprinkler system			
2022 -C-030	Resurfacing of the shuffleboard			
2022-C-031	After review 2 B column and up stair cement balcony need to be repair.			
2022-C-032	We need to plan for the resurfacing of the east and west pool, may have to use funding from the reserve account			
2022-C-033	Club house back roof area repair			Roofing contractor to be contacted.
2022-C-034	Repair damage fence and replace Clussia following car damage			

Original release on: 03/29/22

Updated on: 04/05/22

Updated on: 04/13/22