

SUMMER MAINTENANCE PROJECTS REPORT
2022

PROJECT #	TASK	COMPLETION DATE	STATUS	Remarks
2022-001	Rat bait boxes cleaned and reset	5/24/2022	Completed	Purchased 12 additional rat boxes localization to be determined and list updated. Started 5/23/2022
2022-002	Clean blue and yellow recycling bins	7/14/2022	Completed	
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	_____	_____	Not needed due to tree trimming
2022-005	Painting of Railing and balcony railings, prepare program	_____	Postponed until next year	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. Painting not being done this year due to budget.
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	7/15/2022	Completed	
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.		In progress	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. Replacement of 3 columns will be done this year.
2022-013	Check hardware on swings for any loose bolts or broken parts			
2022-014	Paint lamppost bases as needed			5/9/2022 Paint ordered
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			6/8/2022 Swings inspected for damages and painting needs. Several have rotted boards that need to be replaced and painted.
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)	6/15/22	Completed	
2022-023	Check electrical meter closet before the fire marshal visit	4/11/2022	Completed	
2022-024	Inspect pool chairs for repairs and the one to be replaced			
2022-025	Service main generator (oil and filter)	4/22/2022	Completed	Normal day to day check done by staff, oil level and if it run in accordance with schedule. 4/7/2022 battery changed. Complete tune up of generator done on 4/22/2022
2022-026	Pump out all A/C drain lines	7/1/2022	Completed	6/21/2022 started
2022-027	Pressure wash sidewalk			
2022-028	Conduct sprinkler water test	-----	-----	To be done by Southern Palms

				Landscaping under new sprinkler contract
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		In Progress	First inspection started 5/11/2022 completed 5/20/2022. 5/24/2022 Given to Caretakers for corrections. 7/1/2022 Reinspection completed. Gave reinspection report to caretakers.
2022-033	Trim live oaks in park remove all new growth and trim low branches	5/27/2022	Completed	5/27/2022
2022-034	Check ficus stumps behind 27/28/29		In progress	First Check done 6/1/2022 2 nd check done 7/1/2022
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	6/20/2022	Completed	
2022-037	Marking circuit identification on electrical panel		In progress	8/23/2022
2022-038	Refresh speed limit markings on asphalt as needed			
2022-039	Continue sod replacement			In fall
2022-040	Review and correct violations on Fire Marshal report	5/5/2022	Completed	All violations corrected.
2022-041	Trim back all Oleanders on site	5/10/2022	Completed	Started 5/4/2022 completed 5/10/2022
2022-042	Prepare bldg. 1 to 9 for painting. Trim back all trees, hedges and plants to give clear access	-----	-----	Will not be needed as painting work has been postponed until next year.
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		In progress	Started 8/18/2022 at entrance. Entrance area completed 8/23/2022. 8/24 started all retention pond.

2022-045	Determine awnings that need to be replaced at same time as the painting program	4/14/2022	Completed	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	4/28/2022	Completed	
2022-048	Trim new growth and low branches on Oaks on south side of property	6/8/2022	Completed	Work started 6/1/2022 Completed 6/8/2022
2022-049	Application of 7-7-7 fertilizer and magnesium to small shrubs	6/8/2022	Completed	Work started 6/1/2022 Completed 6/10/2022

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	4/22/2022	Completed	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.	4/25/2022	Completed	This was discussed with Stacey and the contractor at a meeting on 4/7/2022. Waiting for proposal. 4/25/2022 proposal received. Costs much higher than previous years. Project put on hold until next year.
2022-C-007	Fabricate and install post and back up plate to post notices at entrance	4/15/2022	Completed	Contract awarded on 04/04/22 to Cutting Edge. 4/11/2022 Post installed waiting for aluminum plate. 4/15/2022 Plate installed.
2022-C-008	Repair damage end of sidewalk and asphalt as indicated on plan	5/2/2022	Completed	Contract awarded on 4/4/2022 to Cutting Edge. Entrance to west pool- west side. West side entrance to tennis court swing. East entrance next to #366 florida room
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 6/9/2022 estimate approved. Waiting for scheduling

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 – Work to be done after hurricane season
2022-C-017	Palm Tree Trimming, in September			Southern Palms Landscaping
2022-C-018	Painting Program – Buildings 1 to 9	-----	-----	Project put on hold until next year. Estimates to high for budget this year.
2022-C-019	Replace electrical/meter room door at the west pool			Mario – on hold until after hurricane season
2022-C-020	Repair and paint the various column surrounding the entrance and the two large sign			Mario – work to be done in the fall
2022-C-021	Repair fence by tennis court			Cutting Edge. Contract awarded on 4/4/22 Fencing ordered 5/5/2022. 5/9/2022 Received email from fencing supplier, order cancelled – no stock of fence and not currently making any. Will patch some areas as needed.
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. Will not be done this year since painting contract put on hold.
2022-C-025	Install 2 speed bumps one by the shop area and one by bldg. 43	5/4/2022	Completed	Cutting Edge. Contract awarded on 4/4/2022. 4/6/2022 first one completed. Awaiting additional parts. 5/4/2022 job fully complete.
2022-C-026	Service agreement for maintenance of the generator	4/22/2022	Completed	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			Will be done in the Fall
2022-C-029	Sign new contract for Wet Check of the sprinkler system	4/15/2022	Completed	
2022 -C-030	Resurfacing of the shuffleboard			8/22/2022 – Fast Dry Courts contacted for estimate
2022-C-031	After review 3 B columns and upstairs cement balcony need to be repaired	6/28/2022	Completed	Cutting Edge - Work started 4/25/2022-completed 6/28/2022
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	_____	_____	6/20/2022 – received estimates for both pools. Will not proceed at this time
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	4/28/2022	Completed	4/20/2022 – Clussia replaced by Southern Palms. 4/28/2022 fence replaced by Cutting Edge.
2022-C-035	Repairs to roof of building 39/531	5/23/2022	Completed	5/20/2022 investigative work done in attic. 5/23/2022 repairs done
2022-C-036	Replace section of gutter on south side of units 333/334 in building 15	5/20/2022	Completed	5/20/2022 work completed by Express Gutters.
2022-C-037	Install cabinets and counter top in clubhouse kitchen		In Progress	Mario 8/22/2022 all work is complete except laminate attached to counter top

2022-C-038	Run wiring inside cabinets and install camera system inside the cabinet in clubhouse kitchen	7/27/2022	Completed	Cable Steve
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Original release on: 03/29/22

Updated on: 04/05/22

Updated on: 04/13/22

Updated on: 5/31/2022

Updated on 8/24/2022