



HOA Manager's Report – March 2025

Audit

- The 2024 audit report was received from Bashor Legendre. It will be shared with owners and posted to the website.

Gate

- Accurate Electronics was contacted regarding a malfunction of the exit gate located at the guardhouse.

Landscaping

- Sea grapes have been ordered for installation near the sea wall.
- Plants have been ordered for the ground floor on the east and west sides of the property.
- Synergy, Del Mar Palms and Tom's Sod provided proposals for removal and replacement of sod on the west side of the property. The Board selected Del Mar Palms as the contractor for this project. The work will be performed after sea grapes and plants are installed nearby.
- In-house staff has installed the posts and chain along the seawall.

Maintenance Staff

- The focus for maintenance staff has been planter waterproofing and landscaping projects. Details as to the in-house tasks of staff are included in the attached worksheet.

Parking Lot

- Communication has continued with East West Electric regarding the parking lot light repairs. They will be onsite with a lift in April to address this issue.

Pools

- Symbiont Service has been engaged to replace a coil at the building three pool and two compressors at the building one pool.
- Symbiont Service and Citrus Park Well drilling assessed the supply well pump at building three which was displaying an overcurrent code and was failing to operate.

Signage

- New signs were obtained from Fast Signs and installed by staff for the truck entrance and the main entry.

Tax Return

- Bashor Legendre prepared the 2024 tax return for the association.

Tennis Court and Cornhole

- Allstar Surfaces completed installation of the tennis court fences.
- East West Electric rescheduled the repair of the building one tennis court light pole to early April.
- The new cornhole boards were decorated with the vinyl lettering.
- A damaged pickleball net has been replaced.

Wi-fi

- The Wi-fi connection was repaired at the Mickey Pool.

Maintenance Worksheet

Routine Maintenance:

Daily:	Pool Bath Cleaning
	Check Pools for trash
	Clean the BBQ and Fire pit
	Check Lights
	Trash
	Check Garages
	Clean out drains at courts
Twice Per Week:	Sweep Garages
Weekly:	Check Pool Chemicals
As Needed:	Clean out ditches near sidewalks
	Palm Trimming (when not contracted out)
	Install transponders

Repairs and Projects:

	<u>Location:</u>	<u>Start Date:</u>	<u>End Date:</u>	<u>Status:</u>
Waterproof the planter #134 by the tennis court	Building 3	03/03/25	03/07/25	Complete
Clean up the drains on second floor	Complex	03/10/25	03/10/25	Complete
Sidewalk wall light repair (Lap pool deck and ramp)	Building 2	03/12/25	03/12/25	Complete
Camera repair (MM pool, Lap pool, and ramp)	Building 1 & 2	03/11/25	03/13/25	Complete
Repair the irrigation pipe	Building 3	03/13/25	03/13/25	Complete
Installing a new irrigation in planters #133-134	Building 3	03/13/25	03/13/25	Complete
Clean the ditches	Building 1 & 3	03/14/25	03/14/25	Complete
Leak repair for the water line beach access	Building 1 & 2	03/14/25	03/14/25	Complete
Paint the posts for the beach side	Complex	03/10/25	03/18/25	Complete
Installing the posts on beach side and the chain	Complex	03/10/25	03/18/25	Complete
Installing a new signs for (NO PETS)	Complex	03/19/25	03/19/25	Complete
Paint the irrigation pipes in pump room	Building 3	03/20/25	03/20/25	Complete
Repair beach access gate	Building 3	03/21/25	03/21/25	Complete
Clean the drains on second floor	Complex	03/21/25	03/21/25	Complete
Clean the garages	Complex	03/21/25	03/21/25	Complete
Paint the wall on second floor roundabout between buildings	Building 1 & 2	03/24/25	03/24/25	Complete
Clean the pool filters for piano pool	Building 3	03/24/25	03/24/25	Complete
Plant a new plants on front of the property	Complex	03/25/25	03/25/25	Complete
Repair the irrigation for the new plants	Complex	03/25/25	03/25/25	Complete
Put mulch by the croquet court and wind tunnel gate	Building 1 & 2	03/25/25	03/25/25	Complete
Irrigation leak repair by the wind tunnel gate	Building 2	03/26/25	03/26/25	Complete
Irrigation repair in planters #198-199-200 at ramp	Building 3	03/26/25	03/26/25	Complete
Irrigation repair front of the parking lot	Building 3	03/27/25	03/27/25	Complete
Stucco repair on the wall by the basketball court	Building 2	03/27/25	03/27/25	Complete
Clean up the ditches	Building 1 & 3	03/27/25	03/27/25	Complete

Clean the second floor drains	Complex	03/27/25	03/27/25	Complete
Repair the lock for the beach access	Building 3	03/27/25	03/27/25	Complete
Clean the pool filters for MM pool	Building 1	03/28/25	03/28/25	Complete
Fix the DVR by the hut	Building 3	03/28/25	03/28/25	Complete
Make shelves and move the equipment in security GH	Building 2	03/28/25	03/28/25	Complete
Clean the dog stations	Complex	03/31/25	03/31/25	Complete
Replace the sink in GH	Building 2	03/31/25	03/31/25	Complete
Paint the wall by the GH	Building 2	03/31/25	03/31/25	Complete
Installing a new signs in ladies bathrooms	Complex	03/31/25	03/31/25	Complete
Planter Waterproofing	Complex			Open
Paint Bathroom Roofs	Complex			Open
Planting, Landscaping, Irrigation Repairs	Complex			In Progress