



## **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:

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