



## **HOA Manager's Report – February 2024**

### **Projects/Maintenance**

- The maintenance team has completed a number of tasks across the property. A detailed list of work performed is available on the maintenance worksheet.

### **Audit**

- The 2023 financial audit was completed by Bashor & Legendre, Certified Public Accountants. The financial report has been shared with owners via email and a letter has been mailed to owners to announce their availability.

### **Electrical**

- D'Andrea Electric will complete the repair of rusted electrical conduit in the garage ceiling at building one shortly. P & R Pro Coatings will repair the concrete upon completion of the electrical work.

### **Firepit**

- The firepit area was been closed temporarily while in-house staff performed water testing to investigate water intrusion identified in a private garage below. We found water entering at the location of the gas supply pipe. The area was sealed and the leak into the garage below was resolved.

### **Landscaping**

- Synergy Landscaping performed repairs to the irrigation system, which included replacing timers.
- Del Mar Palms will deliver plants for a planter located on the north side of the Mickey Pool and at the east side of tennis court one.

### **Plumbing**

- Clearwater Plumbing repaired a storm drain that developed a leak in the 8" pipe near the concrete floor of the garage. They were able to repair the pipe above the concrete.

### **Pools/Spas**

- Symbiont Service has replaced a display panel on one of the Mickey Pool heaters, and a compressor remains on backorder.
- FCL installed a new Stenner feeder for the spa at the Mickey Pool.
- A new air blower was installed at the spa near the Mickey Pool.

# Maintenance Worksheet

## Routine Maintenance:

<b>Daily:</b>	Pool Bath Cleaning Check Pools for trash Clean the BBQ and Fire pit Check Lights Trash Check Garages 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 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>
Tile repair - second floor rear	Building 3	2/1/2024	2/1/2024	Complete
Water test for the leak by the fire pit	Building 2	2/1/2024	2/5/2024	Complete
Drain pipe repair in G-135-136	Building 3	2/1/2024	2/2/2024	Complete
Replaced the pipe hangers for irrigation pipes	Building 1	2/5/2024	2/8/2024	Complete
Leak repair in garages	Building 1	2/6/2024	2/6/2024	Complete
Tile repair by the M.M. pool deck	Building 1	2/7/2024	2/7/2024	Complete
Removed the electrical pipe from the fire line pipe in M.M. pool room	Building 1	2/8/2024	2/8/2024	Complete
Water test for the planter #69 - motorcycle area leak	Building 2	2/8/2024	2/8/2024	Complete
Electrical pipe repair for sidewalk lights	Building 3	2/9/2024	2/9/2024	Complete
Repaired the water leak by the beach access	Building 3	2/9/2024	2/9/2024	Complete
Painted the rear wall	Building 3	2/12/2024	2/12/2024	Complete
Fix the womans toilet at the M.M. pool bathrooms	Building 1	2/12/2024	2/12/2024	Complete
Replaced an umbrella at the piano pool deck	Building 3	2/12/2024	2/12/2024	Complete
Cleaned up the ditches	Complex	2/13/2024	2/13/2024	Complete
Painted the traffic lines on the front parking lot	Complex	2/13/2024	2/16/2024	Complete
Pressure washed the walls and the pool deck of M.M.pool	Building 1	2/19/2024	2/19/2024	Complete
Primed and painted the walls by men's bathroom at M.M. pool	Building 1	2/20/2024	2/23/2024	Complete
Water tested planters investigating leak in the gym	Building 3	2/26/2024	2/29/2024	Complete
Water tested for the leak in garage	Building 3	2/27/2024	2/28/2024	Complete

Replaced an umbrella at the piano pool deck	Building 3	2/28/2024	2/28/2024	Complete
Planting new plants	Complex			Open
Expansion joint and sealing stairs	Building 3			Open
Paint gazebo roofs	Complex			Open
Waterproof planters (separate list)	Complex			Open
Painting no parking signs	Building 3			Open
Paint pool baths and dividers	Complex			Open