



## **HOA Manager's Report – May 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.

### **Engineering**

- Management engaged Universal Engineering Sciences to review a water intrusion issue at the second level deck and ramp at building three. They will visit the property in early June.

### **Garage**

- P and R Coatings patched the concrete where D'Andrea Electric repaired the electrical conduit in the garage ceiling near building one.

### **Landscaping**

- New plants were purchased from Del Mar Palms and were planted near the Mickey Pool, the roundabout between buildings one and two, and near the top of the ramp by building three.
- Prime Scape has scheduled palm tree trimming for the end of June.
- Synergy performed the annual trimming of the sea grapes along the sea wall.
- Synergy has been contacted to resolve an irrigation timer problem impacting zones near building one and building two.
- Pete Lopez Inc. will be trimming the sea grapes near the public walkway south of building three in early June.

### **Pools/Spas**

- FCL has been engaged to replace three chemical controllers and a Stenner feeder.
- Symbiont was contacted to repair a pipe leak near the lap pool heaters.
- Liso's Construction installed new mirrors in five of the pool bathrooms. The mirror for the men's bathroom at building three will arrive shortly.

- A new air blower was installed at the building three spa.
- Two additional Polywood table sets have been placed at the upper deck between buildings one and two near the roundabout.

### **Roof**

- American Roofing visited the property to examine corrosion on the metal roofs and ponding on the flat roofs at the covered walkway near buildings one and two.

### **Security**

- Securitas Site Supervisor, Larry Moniz, has relocated to New Hampshire. The new Site Supervisor is Jacob Ellis. Three additional staff members have left the property and Securitas is working to fill their positions.

# 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>
Repaired the water line for U1 beach access	Building 1	5/1/2024	5/1/2024	Complete
Pressure washed the gazebo roofs by U3 # 205-207	Building 3	5/1/2024	5/1/2024	Complete
Replaced the Lap pool skimmer grates	Building 2	5/2/2024	5/2/2024	Complete
Replaced the knobs for the BBQ	Building 2	5/2/2024	5/2/2024	Complete
Primed and painted the gazebo roofs by U3 # 205-207	Building 3	5/2/2024	5/3/2024	Complete
Repaired the irrigation sprinkler by the U3 ramp	Building 3	5/3/2024	5/3/2024	Complete
Primed and painted the wall in U3 G-132 - leak stain	Building 3	5/3/2024	5/3/2024	Complete
Primed and painted the wall in U2 G-49 - leak stain	Building 2	5/6/2024	5/6/2024	Complete
Concrete repair on the ceiling by the HOA shop	Building 2	5/6/2024	5/6/2024	Complete
Water test on second floor front of U3	Building 3	5/6/2024	5/7/2024	Complete
Primed and painted the concrete repair	Building 2	5/7/2024	5/7/2024	Complete
Primed and painted the white fence by the piano pool	Building 3	5/1/2024	5/8/2024	Complete
Put the chairs on the U3 tennis court	Building 3	5/8/2024	5/8/2024	Complete
Cleaned the garage areas	Complex	5/8/2024	5/8/2024	Complete
Pressure washed the wind-tunnel walls	Building 2	5/9/2024	5/9/2024	Complete
Stucco repair by garages 82-83-84-85	Building 2	5/10/2024	5/10/2024	Complete
Primed and painted the walls by the wind-tunnel	Building 2	5/10/2024	5/13/2024	Complete
Painted the numbers for garages 70 - 85	Building 2	5/13/2024	5/13/2024	Complete
Cleaned the ditches	Building 1, 3	5/14/2024	5/14/2024	Complete
Cleaned the garage area after storm	Complex	5/14/2024	5/14/2024	Complete
Repaired the windows by the lap pool bathrooms	Building 2	5/14/2024	5/14/2024	Complete
Plumbing repair for the lap pool tank	Building 2	5/14/2024	5/14/2024	Complete
Replaced the umbrellas for the lap pool	Building 2	5/15/2024	5/15/2024	Complete
Planting in planter #53 by the roundabout	Building 1, 2	5/15/2024	5/15/2024	Complete
Planting by Gulf Blvd - front of U1	Building 1	5/15/2024	5/15/2024	Complete
Planting in planters #22, 25, 31 and #203	Building 1, 3	5/16/2024	5/16/2024	Complete
Repaired the U3 beach access	Building 3	5/16/2024	5/16/2024	Complete
Started to wash the garage floor (start from U1)	Building 1	5/15/2024	5/17/2024	Complete
Replaced the fire lane sign by loading dock	Building 2	5/17/2024	5/17/2024	Complete
Remove the umbrellas and put back after the storm	Complex	5/17/2024	5/17/2024	Complete
Repaired the leak by the tennis court light	Building 1	5/17/2024	5/17/2024	Complete
Cleaned the U3 beach access gate	Building 3	5/20/2024	5/20/2024	Complete
Pressure-washed the gazebo roofs behind the U3 tennis court	Building 3	5/20/2024	5/20/2024	Complete
Pressure-washed the roof north of the Lap pool	Building 2	5/20/2024	5/20/2024	Complete
Cleaned the garage area	Complex	5/21/2024	5/21/2024	Complete

Repaired the beach access gate for U2	Building 2	5/21/2024	5/21/2024	Complete
Repaired the cameras by the seawall and fire lane	Building 1	5/21/2024	5/21/2024	Complete
Spray for weeds and ants around pool decks	Complex	5/21/2024	5/21/2024	Complete
Primed and painted the gazebo roofs behind Bldg.3 and north of the Lap pool	Building 2, 3	5/20/2024	5/22/2024	Complete
Replace the doors for the MM pool room and the U1 shop	Building 1	5/22/2024	5/22/2024	Complete
Replaced the air blower for the piano pool spa	Building 3	5/22/2024	5/22/2024	Complete
Concrete repair on ceiling in garage	Building 1	5/23/2024	5/24/2024	Complete
Repaired the beach access gate for U1	Building 1	5/24/2024	5/24/2024	Complete
Replaced the sprinkler head in front of U2	Building 2	5/24/2024	5/24/2024	Complete
Painted the pool bathrooms	Complex	5/23/2024	5/28/2024	Complete
Cleaned the palms Gulf Blvd	Building 1, 2	5/28/2024	5/28/2024	Complete
Repaired and replaced the shower heads by the pool decks and beach access	Complex	5/28/2024	5/29/2024	Complete
Replaced sprinklers in front of the MM pool	Building 1	5/29/2024	5/29/2024	Complete
Painted the sidewalk walls by tennis court	Building 3	5/30/2024	5/30/2024	Complete
Pressure washed the U2 garage	Building 2	5/28/2024	5/31/2024	Complete
Primed and painted the bathroom doors by the pools deck	Complex	5/29/2024	5/31/2024	Complete
Planted new plants	Complex			Open
Expansion joint and sealing pavers	Building 3			Open
Waterproof planters (separate list)	Complex			Open
Paint stall dividers in bathrooms	Complex			Open
Paint walkway gazebo and bathroom roofs	Complex			Open