



HOA Manager's Report – December 2024

Annual Report

- The annual report was filed with the Division of Corporations.

Audit and Budget

- The approved 2025 budget and unit allocations were shared with the accounting firm.
- Bashor Legendre is scheduled to begin fieldwork for the 2024 audit at the end of January.

Gates

- Accurate Electronics replaced a new control board, DSX controller, and wireless relay bridge. This resolved storm related damage to the entry gates. The exit gate near the guardhouse was assessed by the company and its repair is pending.
- Additional transponders were ordered through Accurate Electronics. Management has distributed roughly forty transponders due to vehicle replacement necessitated by storm surge from Hurricane Helene.

Landscaping

- Synergy Landscaping has continued sand clearance, with additional work planned for January. Plants damaged by the storms were removed by in-house staff using rental equipment.
- The HOA Board approved an addendum to the maintenance contract.

Maintenance Staff

- The focus for maintenance staff has been restoration after the hurricanes, with a significant amount of time spent on storm drainage. Details as to the in-house tasks of staff are included in the attached worksheet.

Parking Lot Lights

- East West Electric provided a proposal for parking lot lights. The proposal indicated installation of new fixtures and light poles. However, management researched the current fixtures and is working with the company to determine whether the fixtures are available to replace, which could result in a reduction in the proposal.

Pools/Spas

- D'Andrea Electric replaced the contactor for the Mickey spa jet pump.
- The Pool Doctor completed acid washing the Piano Pool, which was heavily stained by hurricane debris.
- FCL has been contacted regarding a broken filter housing at the lap pool.
- Largo Locksmith assessed a broken lock on the lady's restroom near the piano pool. The repair is pending. Additionally, Largo Locksmith has been contacted regarding a key pad that requires replacement on the men's restroom door at the lap pool.

Signage

- Management ordered signs to replace those that were destroyed by the hurricanes. This includes signs for pool rules, tennis rules, no trespassing, no pets, truck entrance, resident entrance, and guest entrance. We anticipate installation in early January.

Tennis Court Fencing

- Allstar has been awarded the contract for the tennis court fencing. The fences will be removed and replaced on each court, one at a time. The process will take approximately two weeks per court, with the first one starting by the end of January.

Wi-fi/Spectrum Service

- A new Wi-fi device was installed at the Mickey pool. Programming will be done shortly.

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>
Repair the MM pool deck lights	Building 1	12/02/24	12/03/24	Complete
Repair the Christmas lights	Building 3	12/03/24	12/03/24	Complete
Remove the posts and the chains behind to the buildings by the seawall	Complex	12/04/24	12/04/24	Complete
Clean the tree branches east side	Building 3	12/04/24	12/04/24	Complete
Paint the wall east to the MM pool deck	Building 1	12/05/24	12/05/24	Complete
Cut the ligustrum tree second floor north entrance	Building 2	12/05/24	12/05/24	Complete
Clean up the sand by the beach access	Building 1	12/05/24	12/05/24	Complete
Fix the palm tree by the planter Nr.106 by the BBQ area	Building 2	12/06/24	12/06/24	Complete
Fix the hibiscus by the ramp	Building 1	12/06/24	12/06/24	Complete
Clean up the sand by the beach access	Building 2	12/06/24	12/06/24	Complete
Repair the water line for the Beach access	Building 2	12/09/24	12/09/24	Complete
Repair the beach access ramp	Building 2	12/09/24	12/09/24	Complete
Clean up the north ditch	Building 1	12/10/24	12/18/24	Complete
Install the ladies bathrooms door by the piano pool	Building 3	12/10/24	12/10/24	Complete
Repair the MM pool deck lights west side	Building 1	12/12/24	12/12/24	Complete
Clean up the garages area	Complex	12/13/24	12/13/24	Complete
Remove the sand by the beach access	Complex	12/19/24	12/27/24	Complete
Repair the water leak Building 3 beach access	Building 3	12/19/24	12/19/24	Complete
Install and replace the lock for the beach access	Building 3	12/24/24	12/24/24	Complete
Clean up the piano pool bathrooms from the plumbing issue	Building 3	12/30/24	12/30/24	Complete
Clean up the tennis courts and the garages area	Complex	12/30/24	12/30/24	Complete
Clean up the piano pool bathrooms from plumbing	Building 3	12/31/24	12/31/24	Complete
Install new cameras by the bike areas	Building 1 & 2	12/09/24		In progress
Waterproof planters (separate list)	Complex			Open

Paint bathroom roofs	Complex	Open
Planting, Landscaping, Irrigation Repairs	Complex	In progress