



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 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
Planting, Landscaping, Irrigation Repairs

Complex
Complex

Open
In progress