



## HOA Manager's Report – April 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.

### Air Conditioning

- Elite Cooling serviced the air conditioner for the HOA office and recharged it with refrigerant.

### Electrical

- D'Andrea Electric repaired the electrical conduit in the garage at building one. P and R Coatings will patch the concrete shortly.

### Grills

- Grill valves have been replaced, which had corroded and caused an issue with the plastic knobs properly turning. Additional parts have been ordered from the manufacturer to keep on hand.

### Landscaping

- A water leak was identified near the reclaimed water meter. We found that the leak was from a pipe under the county supply line and it was repaired.
- New plants were purchased from Del Mar Palms and were installed near the southwest corner of building two and the planter that was recently waterproofed at the top of the ramp at building three.
- Del Mar Palms has been contacted for additional plants needed near the Mickey Pool and the roundabout between buildings one and two.
- Prime Scape has been engaged for annual palm trimming, which should be completed in July.
- Synergy will be trimming the sea grapes along the west boundary in May.

### Pools/Spas

- FCL has replaced Stenner feeders at the Mickey Pool and Piano Pool.
- New pool lights were installed at the Lap Pool and Mickey Pool.
- FCL has been contacted regarding a Stenner feeder at the building two spa, building two spa and pool controllers, and building three spa controller that have not been properly functioning. Loaners are in place where needed.
- Liso's Construction has been engaged to install new mirrors in all six pool bathrooms. In-house staff will paint the walls and dividers.
- Two additional Polywood table sets have been ordered for the upper deck between buildings one and two near the roundabout.

### **Survey**

- A survey of owners was conducted to obtain their opinions and thoughts regarding some of the amenities on property and the results will be shared during the HOA Board meeting in May.

# 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>
Replaced the pool light by the piano pool	Building 3	4/1/2024	4/1/2024	Completed
Waterproofed planter #201, built wall, stucco, and paint	Building 3	3/11/2024	4/9/2024	Completed
Stucco repair on the wall leak by G-116	Building 3	4/10/2024	4/11/2024	Completed
Removed and returned the umbrellas from the pool decks	Complex	4/11/2024	4/12/2024	Completed
Identified wires in U1 garage ceiling	Building 1	4/15/2024	4/15/2024	Completed
Fixed the light in m.m. pool jacuzzi	Building 1	4/16/2024	4/16/2024	Completed
Pressure-washed the wall by G-126-127-128-129	Building 3	4/16/2024	4/16/2024	Completed
Repaired the tables on the piano pool deck	Building 3	4/16/2024	4/16/2024	Completed
Primed and painted the new stucco front to G-116	Building 3	4/16/2024	4/16/2024	Completed
Stucco repair by garages G-126-127-128-129	Building 3	4/17/2024	4/17/2024	Completed
Irrigation leak repair by G-130	Building 3	4/17/2024	4/17/2024	Completed
Concrete repair by entrance to the U1 garages	Building 1	4/17/2024	4/17/2024	Completed
Primed and painted the walls by G-126-127-128-129	Building 3	4/18/2024	4/18/2024	Completed
Sprayed for ants and weeds around the pool areas	Complex	4/18/2024	4/18/2024	Completed
Repaired the landscaping lights by Gulf Blvd	Complex	4/18/2024	4/19/2024	Completed
Primed and painted the wall in G-116 (leak stain)	Building 3	4/19/2024	4/19/2024	Completed
Fixed the lights on second floor	Building 3	4/19/2024	4/22/2024	Completed
Painted the numbers for G-126-127-128-129	Building 3	4/22/2024	4/22/2024	Completed
Planted flowers in planters G-201-109-116	Building 2 & 3	4/22/2024	4/23/2024	Completed
Paver repair on second floor	Building 3	4/23/2024	4/23/2024	Completed
Planted in front of the tennis court	Building 1	4/23/2024	4/23/2024	Completed
Installed a new irrigation system in planter #201-109	Building 2 & 3	4/24/2024	4/24/2024	Completed
Paver repair by the m.m.pool and piano pool jacuzzi	Building 1 & 3	4/24/2024	4/24/2024	Completed
Planted in planter #52	Building 2	4/25/2024	4/25/2024	Completed
Pressure-washed second floor behind U3	Building 3	4/25/2024	4/25/2024	Completed
Repair grill valves and knobs	Building 2	4/25/2024	4/25/2024	Completed
Replaced the irrigation valve on the ceiling by entrance to the garage	Building 3	4/25/2024	4/26/2024	Completed
Paver repair front entrance to U3 garages	Building 3	4/26/2024	4/29/2024	Completed
Repaired irrigation pipe by south delivery gate	Building 2	4/29/2024	4/29/2024	Completed
Repaired Irrigation pipe by white rocks	Building 3	4/29/2024	4/29/2024	Completed
Primed and painted the shop door by U3	Building 3	4/26/2024	4/30/2024	Completed
Fixed the toilet by the piano pool (mens)	Building 3	4/30/2024	4/30/2024	Completed
Paint pool bathrooms	Complex	-	-	Open
Planting new plants	Building 1 & 2	-	-	Open

Expansion joint and sealing stairs	Building 3	-	-	Open
Paint gazebo roofs	Complex	-	-	Open
Waterproof planters (separate list)	Complex	-	-	Open