



## **HOA Manager's Report – July 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.

### **Landscaping**

- Prime Scape removed a dead foxtail palm near the sidewalk. Additionally, the company assessed a leaning Washingtonia palm at the ramp located between buildings one and two. They did not indicate an issue with the palm. However, the planters will need to be emptied and waterproofed in the near future.
- Synergy indicated that they will be increasing their rate by 3% for landscaping services, to \$7245 monthly. However, we have been able to hold their rate at \$7034 monthly for the time being.
- Pete Lopez Inc. modified their proposal for routine landscaping maintenance services, reducing the proposed rate to \$7200 monthly and included four plant rotations at the main entry.
- Del Mar Palms delivered sixty bags of mulch, which in-house staff installed.
- Synergy reassessed the irrigation system of the complex after communication from management and repairs made by in-house staff. No issues were uncovered.

### **Plumbing**

- Seminole Septic was onsite to perform jet cleaning of the sanitary mainlines and pool bathroom piping.

### **Pools/Spas**

- Symbiont Service replaced the coils for the building two and three spa heaters. The repairs were done under warranty.
- FCL replaced three chemical controllers, replaced the impeller and seal on the pump at the Mickey pool, and resolved a leak at the lap pool.
- FCL has been engaged to repair the Stenner feeder at the lap pool, replace a pump motor at the lap pool, and replace a jet pump for the spa at building three.

- The spa light at building three has been replaced by staff.

**Southwest Florida Water Management District**

- Management has engaged Kinney Engineering to conduct the five-year stormwater drainage inspection, which is required by the Southwest Florida Water Management District.

# 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>
Replaced the irrigation pipe hangers	Building 2	7/1/2024	7/1/2024	Complete
Replaced the filter for the piano pool spa	Building 3	7/1/2024	7/1/2024	Complete
Cleaned up the garage area, tennis courts, and ditches	Complex	7/2/2024	7/2/2024	Complete
Spray for weeds and ants	Complex	7/3/2024	7/3/2024	Complete
Replaced the gate lock for the beach access	Building 1	7/9/2024	7/9/2027	Complete
Repaired the north delivery gate	Building 1	7/10/2024	7/10/2024	Complete
Repaired the dog station by north gate	Building 1	7/10/2024	7/10/2024	Complete
Cleaned all the dog stations	Complex	7/10/2024	7/10/2024	Complete
Replaced the piano pool spa light	Building 3	7/11/2024	7/11/2024	Complete
Stucco and concrete repair in G-166	Building 3	7/11/2024	7/11/2024	Complete
Stucco and concrete repair in piano pool room	Building 3	7/11/2024	7/11/2024	Complete
Primed and painted the wall in G-166 and in piano pool room	Building 3	7/12/2024	7/12/2024	Complete
Cleaned up the ditches	Complex	7/12/2024	7/12/2024	Complete
Repaired the umbrellas by BBQ area	Building 2	7/15/2024	7/15/2024	Complete
Repaired the irrigation valve by north end of property	Building 1	7/15/2024	7/15/2024	Complete
Cleaned garage area and tennis courts	Complex	7/15/2024	7/16/2024	Complete
Repaired the irrigation timer by Gulf Blvd	Building 3	7/16/2024	7/16/2024	Complete
Primed and painted the wall in G-17	Building 1	7/16/2024	7/16/2024	Complete
Cleaned the palm trees by Gulf Blvd. and 2nd floor front door	Building 1	7/17/2024	7/17/2024	Complete
Repaired the irrigation hose in parking lot	Building 3	7/18/2024	7/18/2024	Complete
Repaired lap pool heater #9	Building 2	7/18/2024	7/18/2024	Complete
Painted pavers with sealer on second floor	Building 3	7/22/2024	7/22/2024	Complete
Irrigation leak repair in G-165	Building 3	7/22/2024	7/22/2024	Complete
Repaired the irrigation pipe in planter #131 by the lap pool	Building 2	7/22/2024	7/22/2024	Complete
Replaced the lights on the gazebos by the lap pool patio	Building 2	7/23/2024	7/23/2024	Complete

Repaired the north delivery gate arm	Building 1	7/24/2024	7/24/2024	Complete
Pressure-washed the pool decks and second floor sidewalks	Complex	7/4/2024	7/25/2024	Complete
Pressure-washed the sidewalks behind the buildings	Complex	7/25/2024	7/29/2024	Complete
Sprayed for ants	Complex	7/29/2024	7/29/2024	Complete
Replaced the dry rollers for the tennis courts	Complex	7/29/2024	7/29/2024	Complete
Cleaned the ditches	Complex	7/29/2024	7/29/2024	Complete
Cleaned the palm trees	Complex	7/30/2024	7/30/2024	Complete
Finish sealing second floor	Building 3			Open
Waterproof planters	Complex			Open
Paint bathroom roofs	Complex			Open
Clean near pool returns	Building 3			Open