

RESIDENT MANAGERS REPORT

24 January 2018 - 22 February 2018

Buildings

- 1. Lanai's on #3 repaired.
- 2. Minor roof leaks on #54 and #56 were caulked.
- 3. Light near Building #21 mailboxes was repaired.
- 4. Small portion of siding on #1 was removed and replaced.
- 5. Back and front gate on #75 was removed and replaced.
- 6. Replaced toggle switch that controls the incoming gate.
- 7. Gate on #28 was repaired.
- 8. Dryer duct on #52 was cleared out.
- 9. Concrete spalling behind #36 was repaired.
- 10. Replaced courtyard fence on #3 including the electrical cabinet.
- 11. We fixed the tarp on #23.
- 12. We had another water main break happen at 3:00 a.m. on January 19, 2018. *I have attached a few pictures*.
- 13. Wood on Picnic Bench in recreation area was replaced and repainted.
- 14. Rear deck of #4 was repaired.
- 15. Pagoda light near #2 was repaired.
- 16. Light fixture in garage storage area was fixed.
- 17. There were some flooding issues that occurred on 2/18/2018. Units affected are #3, #23, #34, #42, #54 and #70.

Grounds

Repairs were made to various areas of the irrigation system. We received another bid for tree removal from HTM Contractors. *We are awaiting the final bid from Sherwoods Tree Service*.





Marina

- 1. Plumbing near "E" Dock repaired.
- 2. Replaced rotted wood in Slip #157 then reinstalled the cleat.
- 3. Repaired water leak on "A" Dock and pulled the electrical line out of the water and mounted it to the gangway.



Administration

- 1. Conducted walkthrough with HTM Contractors on 1/2/18. *Received bid*.
- 2. Adjusted the pool light to go off at 10:00 p.m.
- 3. Conducted walk through with Sherwoods Tree Service on 2/5/18. *Bid pending*.
- 4. A-1 Budget Plumbing was on-site to perform the annual Backflow Preventer testing on 2/13/18. *Awaiting report from them*.
- 5. Electronic Resources Inc. was on-site to install a new receiver to enable us to purchase more transmitters.
- 6. Replaced brakes on the two golf carts that the men use. Installed a new windshield and bushings on one of the carts.
- 7. Still checking on a good, low mileage truck that is within our budget. *In Progress*.
- 8. Letter from the owner of #2.

