

Matanzas Shores Owners' Association Maintenance Report
Sept 14, 2018

Key Items Completed or Started Since Last Report:

The focus during the last 6 weeks continued to be on the upgrades to the Beach Club and Pool area. These major efforts were done in addition to completing the "routine" maintenance work and critical items that arise spontaneously.

1. Boat Club and Dock

- Replaced a broken water shutoff valve at one of the fish stations.
- Replaced two hoses and shut offs.
- Reset fire alarm that was in system trouble mode
- Placed warning signs at Beach Club & SCIII walkovers "Caution, Submerged Rocks"

2. Rec Center:

- Acid washed filter grids at rec center pool
- Met with irrigation contractor about UFD box replacement for well

3. Beach Club

- Work continued on the bathroom upgrades:
 - Heat and Air Conditioning was added to both bathrooms
 - Located buried junction box and conduit that was needed to connect restrooms ac unit.
 - AC unit electric was installed using existing conduit (Breaker Electric)
 - Arctic Breeze installed mini split system in Beach Club restrooms
 - Electrical wiring was completed
 - Restroom Walls were painted (in progress).
 - Repaired drywall in restrooms.
 - Prepped for painting.
 - Paint in progress.
- A new cabinet was added above the stove to enable the microwave to be installed. Wiring was moved to allow this to be done.
 - Reinstalled electric wiring to accommodate new cabinet microwave
 - Entered Beach Club attic to access electrical wiring and locate main junction box prior to calling electrical contractor
- A second leak developed under concrete slab in the Beach Club pool pump room. Cut slab open to allow for plumbing contractor to repair pipes.
- New tables and restrapped chairs were delivered.

4. Other:

- Replaced 4 ft fluorescent light fixtures with 4 ft LED fixture in Beach Club guardhouse.
- Repaired switch wiring that opens Beach Club guardhouse entry gates
- Met with Alden contractor to evaluate security camera systems and what is needed to connect to Spectrum service (waiting for proposal)
- Replaced center straps on pickleball court and 2 tennis courts
- Took reserve study contractor to all locations he requested during the reserve study. Attended reserve study workshop
- Ordered fiberglass mesh and will be ordering other materials to repair tennis court cracks. Work will begin after Beach Club restrooms and column repair are completed.
- Had pre-construction meeting with all parties involved with perk pond expansion project.

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- Made trip to Tractor Supply to purchase tennis court gate hinge. Repair tennis court gate.
- Three new dog poop stations were installed.

5. WWTP

- Repaired broken toilet in restroom, replaced fill valve
- Tested, exercised small lift station backup generator
- Recoated 2 large pumps that pump water to the perk ponds. Reclaimed water color had faded.

Thanks go to Dick Doyle again for his assistance to Frank on several of the items completed.

Next priorities:

1. Tennis court patching
2. Review the minor repair items at the rec center and order replacements (i.e. shuffle board bumpers) or plan remediation.

The list of the larger projects with the status and schedule is on the next page. The on-going day-to-day list of maintenance items will continue to be maintained and items worked as time permits between the higher priority items above.

Changes may occur depending on the needs of the community on any given day.

Approvals:

The amount of work to maintain the common property, providing janitorial type services as well as general repair, vendor coordination, project review and guidance, equipment repair, and proactive identification of any concerns within common elements has grown exponentially with the aging of our assets, the unprecedented clean-up following two major hurricanes and the expansion of our community. Frank has gone above and beyond normal duties to support our community, spending far more time than initially intended and it is more of a challenge to accomplish everything we need to get done because of all the demands on his time. With Frank's probable "retirement" in a year, we need to act now to both bolster our ability to address our growing list of maintenance requirements and ensure adequate time to indoctrinate and fully train his "replacement".

With approval from the full board, additional money has been added to the budget operating accounts to provide for a full time maintenance assistant. Former janitorial services will also be covered in this position, eliminating the need for those services. These numbers will be reviewed as part of the budget.

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Project	Priority*	Timing	Status
Beach Club Bathroom Repairs: Replace stalls (AP All Partitions - \$3394.45), lower one urinal in themen's room, replace flooring with tiles (including membrane - \$4400), painting (ceiling and walls - in-house)	1	Q2-2018	Approved 5/25 - In 8/28 - floor, partitions done, urinal lowered, painting in process
Install Heat and A/C (Arctic Breeze - 4,346) along with Required electrical change(Breakers Eectric -496) in the Beach Club Restrooms (Breakers Electric -Lighting 968)	1	Q2-2018	Approved 5/25 9/10 A/C Completed, Lights in Process
Install New Exterior Doors on the Beach Club Bathrooms (Gator Doors - 337.61)	1	Q2-2018	Approved 5/25 8/31 - Doors ordered
Beach Club Shower Tile Replacements & Stair Tile Replacements	1	Q2-2018	Approved 3/23 Completed 06/2018
Beach Club Deck Column Repair and Repaint	1	Q2-2018	In Process
Beach Club Deck Lattice Painting	1	Q2-2018	In Process
Beach Club Lantern Lights	1	Q2-2018	Completed May 2018
Boat House Ramp Replacement	2	Q4-2018	
Gate Store Repair of North Entrance Gate Pickets	1	Q2-2018	Completed
Cap Abandoned Well at East Lake in Front of S.C.	3	TBD	Multiple calls placed to Schmidts Well
Pool Deck Furniture (5 tables \$1,620 and restrap 9 chairs \$405) Horizon Casual -	2	Q2-2018	Completed
Repair roof on Beach Club Gazebo	2	Q3-2018	Proposal Needed
Tennis Court Repairs (Look at patching for now)	3	Q4 2018	patch this year Budget for 2019
A/C inspections _ need to repair B/C - est \$2000 for one and \$700 for the other	1	Q2-2018	Completed
Rec Center maintenance items (TBD)	2	Q4-2018	
Estimate cost to pump from the ponds - irrigation			9/10 Waiting on Estimate from Perry's Pumps