

Matanzas Shores Owners' Association Maintenance Report October 26, 2018

The maintenance report will continue to review the shorter-term items within the common areas that need repair or minor enhancement. Bigger items that enhance or modify our amenities will be addressed separately.

Key Items Completed or Started Since Last Report:

Work continued on the Beach Club renovations as well as other immediate items that required priority action, including basic hurricane preparations to secure all pool furniture at both pools, drain down the pools slightly, secure the entrance gates and generally remove any unattached/loose objects in the common areas.

Guardhouses & Gates

- Replaced 4 ft light fixture with LED fixture.
- Prepared gates for possible damage prior to Hurricane Michael's approach.
- Reset Surf Club south gate on five separate occasions (including 10/25). Referred the issue to the gate contractor to inspect and repair.
- Purchased 3 new cones for Surf Club north entrance. After construction in area is completed will replace temporary cones with flexible delineators
- Repaired locks at Surf Club guardhouse.
- Entry wall lighting was repaired at Surf Club south gate.
- Surf Club north gate entry wall electric was repaired.

Beach Club

- Framed mirror with rough-sawn 1x4 wood.
- Installed 2 motion activating light switches in the ladies and men's room.
- Replaced 2 electric outlets in the kitchen.
- Arctic Breeze was called to fix a rusting duct and vent box that was causing a leak in the kitchen.
- The building Inspector contacted Arctic Breeze to make a requested change in the "line set" installation of the newly installed A/C unit for the restrooms. Arctic Breeze made the corrections that same day. The inspector will come out a final time to inspect the line set.
- Replaced 2 outdoor electric outlet covers on pool deck.
- Finished patching drywall in ladies' room.
- Purchased materials to complete baluster repairs around the pool deck.
- Purchased replacement light fixture for electrical room.
- Installed new kitchen lights.

Boat Club

- Replaced maintenance room door lock and handle.
- Organized and cleaned storage closet (with help from Women's Club) in the maintenance room, which held all the Christmas decorations. Tested all light strings and inspected all wreaths and other decorations.
- Repaired broken pipe strap to the fish cleaning table.
- Reset alarm panel that was in trouble mode.
- Replaced 1 light ballast at boat dock.

Next priorities:

- Complete all beach club work

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- Oversee Perry's Pumps and complete the switch of irrigation from the wells to the lakes
- Power wash beach club buildings (Approval requested)
- Regrade (including adding additional material to "grade" the boat club road. Approval on the estimate needed.
- Place the Private Property and Authorized Personnel signs when received.
- Start tennis court patching
- Review the minor repair items at the rec center and order replacements (i.e. shuffle board bumpers) or plan remediation.

Approvals Requested:

Bathroom Items:

- Mirrors, Countertops, Sinks, Fixture Sets
- Window and Wall Treatments including additional lighting

Beach Club Balcony:

- High top table and chair sets (3)

Boat Club Road Regrading

Pressure Washing Beach Club Buildings, Roof and walkways

Priority 1 items on the "repair" list

Where on the Property	What Needs to be Done	Priority	Who	SBatus
Beach Club	Power Wash all beach club buildings (including Library Gazebo)	1		<i>board approval will be needed on the estimates</i>
Beach Club	Complete all installation and finishing touches in the bathrooms	1	Frank	<i>Board approval of materials needed</i>
Beach Club	Complete Drywall patching in men's room	1	Frank	
Beach Club Deck	All Columns need to be repaired and repainted *LT	1	Frank	In Process 05/2018 10/11 - continue as time permits
Beach Club Deck	Paint is blistering in the concrete where the lattice is	1	Frank	In Process 10/11 Continue as Time Permits
Beach Club Deck	Black Railings need to be painted	1	Frank	10/11 continue as time permits
Beach Club Pool Deck	Reseal (i.e. fill in cracks) at end of cold season (end or March)	1	Frank	March
Boat Club Road	Grading of the Road needs to be done periodically- NEEDS grading, not just smoothing	1	ProScapes	<i>Board Approval Needed</i>
Tennis Courts	Repair the crack going across the courts the next time they are resurfaced	1	Frank	Do patching now and Plan resurfacing for future