**Completed Projects List - 2017**

**General Facility**

* Inventory all spares and tools. **Ongoing.**
* PM the Bobcat Tractor, Utility Vehicle and Golf Cart. - **Yearly**
* Fabricate new light boxes in several areas around property **As Needed**
* Pressure wash techo block walls throughout the property. **In Progress**
* Shut down and winterize and reopen Cabanas, Restaurant and Clubhouse **– Yearly**
* Replace perimeter fencing along Belmont and Gordon Ritchie Roads - **Completed**
* Replace bituminous concrete in all parking lots and driveways.
* Add additional security cameras around the property.
* Replace Boardwalks to beach with TREX – **Completed**
* Replace main boardwalk behind Buildings 1 & 2 – **Completed**
* Replace “The Belmont” sign on Tennis Court Fence with new PVC number - **Completed**

**Office**

* Replace office floor with tile.
* Replace Computer - **Completed**
* Paint walls

**Business/Security Office**

**Property Entrance**

* Pressure Wash Façade  **- Continual**

**Landscaping**

* Trim all hedges and overgrowth on Gordon Ritchie Road. **- Yearly**
* Trim or remove some trees along Gordon Ritchie Road.- **Yearly**
* Identify and add vegetation to islands-split hostas - **Ongoing**
* Lower the height of the Privet Hedge in front of Buildings 3 & 4 by two feet **– Yearly**
* Implement phase Three of Landscape Design
* Continue the process of designing master landscaping plan with Phil Cheney. The first phase; Building Four is planted. Phase Two is completed and that’s the Main Island in front of Buildings 3 & 4 and one Townhouse Island between TH’s 6 & 7. The project will continue over several years. – **Ongoing**
* Repair chain link fencing behind Building 5 – **Completed**

**Tennis Courts**

* Repair torn surface areas near interior fence separating the two tennis courts.
* Paint Tennis Courts (One court will have Pickle Ball lines painted as well)
* Replace retaining wall at tennis courts. - **Completed**
* Install Bocce Courts – **Completed**
* Install new drinking fountain at Tennis/Bocce Courts - **Completed**

**Pool Area**

* Remove and repaint all rusted areas in pool enclosure. **– Ongoing**
* Add WiFi and computer in pool office – **Completed**
* Paint pool office
* Add WiFi repeaters for better coverage.

**Restaurant**

* Preventative Pest Control **– Monthly**
* Replace bathroom stall wall material
* Replace Deck Furniture
* Add WiFi – **Completed**
* **Paint Restaurant walls**
* **Add WiFi repeaters for better coverage**

**Townhomes**

* Replace gate latches on rear entry gates.  **Completed**
* Fabricate new exterior light boxes 1 – 25 **– As Needed**
* Repair rotted light posts.- **Ongoing**
* Continue to repair & replace trellises and supports - **Ongoing.**
* Replace non-common area fencing between Townhomes at owner’s expense**. - Completed**
* Replace retaining walls and back entry steps along Gordon Richie Road.
* Install new PVC Numbers on TH Fencing - **Completed**

**Mid-Rise**

* Ventilate all hallway ceilings center strip to reduce humidity and moisture from common piping in ceilings. Insurance and Fire Department– **As required.**
* Clean all carpets. – **Ongoing**
* Clean garage floors **Twice Yearly**
* Professionally clean garage lobby tile **– Scheduled for twice yearly**
* Inspect and test all fire sprinkler systems**. Yearly**
* Install new modern entry pedestals
* Paint walls above wainscot and all hallway door – **Completed.**
* Install new carpet in Buildings 3 & 4 – 2017 - **Completed**
* Replacegarage door motors with quiet motors designed for condo/apt complexes. Partially Completed. Buildings 3 & 4 have ultra-quiet motor now.
* Paint all stairwells
* Install and refasten roofs on Buildings 1 -4, in order to comply with today’s building codes. -**Completed**
* Repair Balcony Concrete Spalling – Ongoing
* Paint Balcony Ceilings – As Needed
* Paint Balcony Railings and Facias – As Needed