

## **February 2020 CDD Operations & Maintenance Updates**

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- Coordinated 1 community and 0 private clubhouse events.
- Investigated 0 intruder alarms clubhouse/pool.
- Investigated 2 trespass/alarm issues at recreation center.
- Tested clubhouse/bridge camera for lighting. Installed motion lights.
- Set up 2 new resident accounts with gate and security vendors.
- Obtained quotes for island bridge rail replacement and additional rail to pier. Work completed.
- Cleaned clubhouse chair cushions and carpets.
- Executed two marina lease renewals.
- Investigated exit landscape lights out. No power. Pending repairs by vendor.
- Vendor repaved section of Hemingway due to asphalt cracks.
- Landscape vendor began enhancement project on Natalie Way (plant replacement).
- Fire extinguishers annual certification completed as required.
- Replaced emergency light in men's room.
- Trained on updating new website Events calendar. Transferred all meetings and events.
- Replaced men's restroom door knob due to broken latch.
- Worked with vendor on upgrade of computer to Windows 10 and new laptop.
- Vendor provided quote for filter cleaning of irrigation system (pending approval).
- Vendor working on repair to boat lift 1B after troubleshooting issue with vendor over phone.
- Work with Harborage Yacht Club on items for annual clean up day and schedule.
- Replaced pennant at pier.
- Resident volunteer cleaned, painted sign posts and caps.

### ***Upcoming Maintenance/Projects Scheduled/Pending:***

- Replace missing marina pedestal tops (investigating options with vendor).
- Whitehead/Mallory underdrain repair (quote approved awaiting vendor to schedule)
- Whitehead Street drain issue and asphalt (quote approved awaiting vendor to schedule)
- Underground electric box on Harborage Avenue replacement or move due to tree roots (pending review and options)
- Landscape repair to bare area on south end of fountain lake (vendor investigating)