

PINEAPPLE PLANTATION POA

MONTHLY MANAGEMENT REPORT

August 23rd , 2023

MANAGER: KEVIN BEERS, LCAM

<u>DISTRIBUTION:</u>	<u>TITLE</u>	<u>METHOD</u>
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Pineapple Plantation POA
Weekly report
Week 7/24/2023 – 7/28/2023

Administrative

- 7 Phone calls with residents
- 26 emails with board members and residents.
- Contacted Freedom waste services for the removal of the dumpster near playground.
- Contacted Stuart PD for cancelation of detail service.

Site visit Monday

- Met with Ron to notarized document.
- Drive through site inspection of full property.
- Took pictures of gravel dumped on common property bordering 3081.
- Returned engineers report to homeowner at 717 Waterlily.

Board meeting Wednesday.

- Attended POA Board meeting 6:00pm-8:30pm
- Contacted the two Stuart PD officers from community relations.
- Recorded meeting minutes.
- Facilitated Zoom meeting.
- Provided copies of monthly documents.

Site visit Thursday (Ryan W.)

- Investigated 3081 and 705 Waterlily for damage done to common property.
- Issued trash can violations.
- Issued boat, trailer, & RV violations.
- Recorded cured roof & driveway Violations.

Site visit Friday

- Met with Ron and Kevin S. along with a potential installer of the playground.
- Reorganized playground equipment with Ron and Kevin S.
- Did a full inspection of the POA.

Bids & Proposals

- Continued to work closely with the 3 vendors preparing bids for the lake and preserve maintenance.
- Assisted in the investigation of preserve and wetland acreage.
- Contacted vendors for clarification on their bids.
- Made 4 Phone calls to vendors as well as 8 emails.

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Weekly report

Week 7/31/2023 – 8/04/2023

Administrative

- 17 Phone calls with residents, board members, & vendors
- 30 emails with board members and residents.
- Contacted Rob from Coastal Irrigation Saturday night to shut down Irrigation pump due to a leak in the main water line.
- Coordinated the repair for Monday.
- Coordinated repair for control box near Windemere entrance.

Site visit Monday

- Met with Ron to hi the gate clicker to have the dumpster picked up.
- Confirmed dumpster removal.
- Did drive through of property.
- Coordinated with Rob from coastal to assure the leak from over the weekend had been repaired.
- Investigated vacant home.

Site visit Thursday

- Drove through the property entire property.
- Investigated complaints regarding political signage.
- Located the referenced sign and issued a violation.
- Issued violation against homeowner who placed gravel in common area attached with a bid from MPM for removal.

Site visit Friday

- Met Ron & Kevin S. onsite to relocate playground equipment from the park to a homeowner's garage.

Zoom Workshop with BOD

- Facilitated the Zoom call for the board to discuss the SFWM meeting, possible changes to the playground layout, the work done to move the playground equipment 8/04/23 owner questions & comments.

Bids & Proposals

- Continued to stay in contact with all three vendors regarding Lake & Preserve maintenance.
- Provided all vendors with updated information Ron had gathered.
- Contacted Clem at Lake & Preserve Maintenance Inc. to discuss his bid and how he came up with his numbers. I have requested he submit a more detailed bid and requested an onsite visit.

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Weekly report

Week 8/7/2023 – 8/11/2023

Administrative

- 26 Phone calls with residents, board members, & vendors
- 32 emails with board members and residents.
- Contacted Rob to investigate a leak near Windemere entrance.
- Contacted Rob to investigate control box / timer that controls 21 zones on the Windemere side (18/21 zones have been repaired as of 8/11/2023). He is waiting on 3 more valves to repair the remaining zones.
- Investigated palmetto berry issue.
- Typed meeting minutes for July 26th, 2023, board meeting and distributed the minutes to all board members for corrections to be made.
- 28 open violations weeds, dirty driveways/roofs, & parking.
- Closed 3 violations.
- 4 scheduled for 2nd notice
- 9 scheduled for fine hearing notice (these will take a back seat until fining procedures are ratified)
- Contacted Joe Hanaway to schedule the installation of the new no trespassing signs.
- Reached out to BrightView, a preserve maintenance company, and invited them to bid on the job.
- Scheduled an onsite meeting with 2 Lake & Preserve vendors.

Site visit Thursday

- Drove through the entire property.
- Reinspected violation regarding political signage.
- Had an onsite meeting with Brightview & Ron for a bid on preserve maintenance to go over crew size, pricing, and removal process.
- BrightView provided information regarding mulching and tree trimming in addition to preserve maintenance.
- Did a drive through with Ron to go over placement of new no trespassing signs.

Site visit Friday

- Had an onsite meeting with Ron & Aquagenix to go over their bid that they had submitted to go over crew size, pricing & removal process.

Bids & Proposals

- Stayed in close contact with all 4 vendors bidding on the lakes & preserves.
- Solitude sent in a revised bid and is trying to work with our requirements.
- Lake & Preserve Maintenance Inc. resubmitted a bid based on updated acreage.
- Scheduled meeting with Lake & Preserve Maintenance Inc. for Monday 8/14/2023.

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Weekly report

Week 8/14/2023 – 8/18/2023

Administrative

- 23 Phone calls with residents, board members, & vendors
- 27 emails with board members and residents.
- Contacted Rob to get updates on pending repairs.
- 28 open violations weeds, dirty driveways/roofs, & parking.
- Closed 3 violations.
- 16 scheduled for 2nd notice.
- 9 scheduled for fine hearing notice (these will take a back seat until fining procedures are ratified)
- Stayed in contact with Brightview regarding their bid.

Site visit Wednesday

- Drove through the entire property.
- Reinspected violation regarding RV parking
- Met with a homeowner and Ron regarding a water leak on the homeowner's property.
- Investigated aerator pumps on the lake near Emilia way with Ron.
- Investigated weeds near the lake on Emilia way.

Site visit Thursday

- Had an onsite meeting with Ron and Kevin Murray from Solitude where Kevin M. went over their new bid.

Bids & Proposals

- Corresponded with Brightview where they provided approximate numbers.
- Kept in contact with Solitude before and after onsite meeting to go over revised bid.
- Stayed in contact with the 2 other Lake & Preserve vendors.