

MANAGER'S PROJECT TASK LIST

Tim Schols

January 11th thru January 29, 2025

- Holiday lights were taken down.
- Deep cleaned bathroom floors & showers. Deep cleaned the clubhouse stove.
- Stocked condo with cleaning and painting supplies.
- Prepped interior storage building for painting. Walls and door jams repaired. Cleaned walls and ceiling. Taped and painted ceiling & replace light fixtures with LED's. Over ½ of the walls have been painted.
- All hoses disconnected from bibs on the docks and the faucets were cracked to trickle during cold nights.
- Marine Floats had to reschedule their visit to replace facia boards to February 10th.

February 1st thru February 12, 2025

- Finished painting storage building walls and 30 doors.
- Shoveled minor snowfall from the top & bottom of the ramp and the decks.
- Dock water was shut off and drained during freezing temperatures. Waterlines were blown out on February 3rd. Water was restored on the afternoon of February 13th.
- Repaired marina gate access reader after attempted break-in on the evening of February 7th. A police report was filed, a surveillance video and stills from the video were shared with the police.

February 15th thru February 26, 2025

- Finished sanding & painting the interior storage unit doors.
- Lubed the dock's thru rods. Tightened thru rods in slips 26-31 & 33-38.
- Water turned back on after freezing weather. Backflow pressure relief valve leaked. Coordinated with The Plumbing Guys to do the repair. Parts were a week out, so coordinated with owners, guests and vendors to supply water to the docks, as needed.
- Pressure washed slip 32.
- Pressure washed the bottom of the gangway and etched the aluminum treads with an etching product.
- Swapped Security Cameras around for a better view of the marina's gangway gate.

February 27th thru March 7, 2025

- Serviced 8 dock carts, all hardware, pads, wheels, bearings and pressure washed.
- Cleaned pine needles out of parking lot and out of the planting beds.
- Pressure washed and bleached slip 32 and sealed concrete with Foundation Armor.
- Began pressure washing & bleaching docks, starting from the north end. Will be continuing sealing docks with material in stock.
- Treated the interior of 52 welded vertical support bases, and the outside of the ungalvanized welded bases with Gemplers Rust Converter.
- Tuff Grip, non-skid paint, applied to bottom of the ramp.
- Treated moss on condo roof.
- Restocked condo supplies.
- Pressure washed the hot tub deck mats and bleached the hot tub deck.
- Pressure washed the deck chairs.
- Began pressure washing the condo's walkways, dumpster pad, & cart pad.