

## MAY 2020 MONTHLY REPORT

### INTRODUCTION INFORMATION

*Due to the coronavirus (covid-19), the responsibility your Board need to assume and the stay-at home order, from the last week in April, the office hours will be from 8 am to 12 pm five days a week, there will be at least one of the two maintenance men covering from 8 am to 2 pm also five days a week. This is a modification from last month's report.*

### SPECIFIC COMMENTARIES

#### 1. CORONAVIRUS CAUTION, BETTER TO BE ON SAFE SIDE

- Wash your hands often with soap and water for at least 20 seconds
- Use an alcohol-based hand sanitizer with at least 60% alcohol
- Avoid touching your eyes, nose and mouth
- Avoid close contact with people who are sick
- Stay home if you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces
- From US health authorities the use of face mask is now mentioned
- We strongly recommend that you wear gloves when going to the postal kiosk and to the garbage area
- Limit the number of visitors to the site to a minimum
- Maintain social distancing of a minimum of 6 feet

**THIS LAST ITEM IS NOT ALWAYS RESPECTED WE SAW ON APRIL 28, A GROUP OF 5 PEOPLE, PROBABLY VISITORS ALL BUNCHED TOGETHER AND NO MASKS, WE CANNOT TOLERATE ON WATERSIDE SITE THIS TYPE OF SITUATION.**

## 2. CONCERNS

As some of you, or your guests had to leave quickly due the current pandemic situation, we recommend that you contact your caretaker if not already done so, as soon as possible to make sure your condo was properly closed.

To our owners that rent their units on a long term basis, please make sure that the contents of the monthly report are known to them, we are seeing some that do not abide by items mentioned in this report, like the social distancing and the wearing of gloves at the garbage area. ***The compactor is an area of high concern to the Board as so many people are touching the green door of the compactor.***

## 3. POOLS AND SPA

Per the last county update community pools can reopen as of Wednesday, April 29<sup>th</sup>, ***with restrictions and obligations for the association that we cannot comply with as we write this report.*** We will keep them closed until a less restrictive order is issued by the County. ***A notice on this order will also be distributed door to door to current residents on site,*** we have to make sure that they are aware of the decision at the County level. (Copy attached) Once a less restrictive order is issued by the County, we will only open one pool. It will be the one on the east side of the property with a limited number of chairs, as that pool has no spa and the facilities are easier to maintain.

When we open, the following procedures will be in place:

1. Every morning the limited number of chairs will be sprayed with a disinfectant and washed down.
2. Once in the morning and once after lunch all pool hardware will be disinfected, this includes the entrance gates, the access handrails, the drinking fountain, the door knobs to the restrooms and the restroom faucets and toilet knobs.
3. We will also install bottle of sanitizer at each entrance gate. (As long as we can source supplies).

Once we can reopen, after the County does not require a full time attendant, nor strict CDC regulations, the pool will be open only for Waterside residents. ***No outside visitors will be allowed.***

**If residents cannot maintain proper social distancing and adhere to the restriction of guests, the pool will be closed again.**

4. **FEDERAL SURVEY (CENSUS 2020)**

April 1, 2020 was the due date to return the forms for the federal census, thanks to the residents that have responded to the census questionnaire.

5. **SECURITY ISSUES**

Nothing to report this month. *It is important to always lock your car, please, if you see something, say something*, and first call the Lantana police (561) 540-5701 for non-emergency or 911 for emergency, then call the office at (561) 582-6765, if a guard is on duty, he will answer the phone and take appropriate action when it relates to security.

A partial car check will be done over the next couple of weeks we have the impression that we have too many visitors not recorded on our site.

6. **UNITS SOLD**

Since November 1<sup>st</sup> 2019 we have 10 units sold. Currently on going there is 1 more under negotiations. This is a lot of units that are changing hands and the *new owners are all welcome.*

7. **ELECTRICAL PANELS, IS MY PANEL A FIRE HAZARD?**

*As mentioned in the 2020 summer projects, just released, the 2 undersigned will conduct a review of every units' electrical panel, issue and maintain a summary of the situation for each unit.*

8. **WATER HEATERS**

**As mentioned in the 2020 summer projects, just released, the 2 undersigned will conduct a review of every water heater, issue and maintain a summary of the situation for each unit.**

9. **RECYCLING AND GARBAGE**

This remains an unacceptable situation, it should be very simple, the yellow bins are only for paper and cardboard reduced to an appropriate size. The blue bins are for glass bottles, plastic, steel and aluminium cans, ***NO PLASTIC/POLYTHELENE BAGS – THIS MEANS ABSOLUTELY NO SUPERMARKET PLASTIC BAGS IN EITHER BIN!***

***IF THIS CANNOT BE UNDERSTOOD AND FOLLOWED, WE WILL SIMPLY INSTALL A CAMERA. WE ARE RECEIVING WARNINGS FROM WASTE MANAGEMENT – THEY CAN REFUSE TO EMPTY THE BINS! ENOUGH IS ENOUGH!***

***PLEASE DO NOT OPEN THE COMPACTOR DOOR WHEN IN MOTION,  
PLEASE WAIT UNTLL THE PROCESS IS COMPLETED.***

To owners that rent their units please notify your tennants of this obligation.

## **10. SUMMER PROJECTS**

We are making steady progress on the summer project list; you will find attached to this email the latest update.

Current work in progress through contractors or our staff; are the fixing of the electrical issues reported by the fire marshal, the repair to the copper plumbing at the west pool, fifteen water entrance line valves to unit types C and D, the installation of speed bump and finally the wooden border at the petanque.



***If you plan to leave Waterside for a period of time, please leave a set of keys for your car at the office, so we can move it if required.***

Thanks for reading.

Andre Mongrain President

Stacey Casey Property Manager

May 1, 2020

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**Notice to all Waterside Residents:**

Due to the Community Pool Reopening Guidelines issued in the Emergency Order Number 5 Palm Beach County COVID-19 (Order Number 2020-005) Waterside Village Pools will remain closed until such time as the County issues a new order with less restrictive requirements.

**Item 4 of the guidelines requires a full-time staff member be present at each pool facility during open hours. Waterside does not have the staff to dedicate to such a requirement.**

The Board and Management are working to make the best decisions for the community while following the Emergency Order laws.

Thank you for your cooperation. We will update you as information becomes available.

**Andre C. Mongrain, President**

**Stacey Casey, Manager**

**April 29, 2020**

**SUMMER MAINTENANCE PROJECTS REPORT**  
**2020**

<b>PROJECT #</b>	<b>TASK</b>	<b>COMPLETION DATE</b>	<b>STATUS</b>	<b>Remarks</b>
2020-001	Clean and store excess pool chairs, west pool	<b>3/30/2020</b>	<b>Completed</b>	All chairs removed
2020-002	Rat bait boxes cleaned and reset	<b>4/16/2020</b>	<b>Completed</b>	4/08/2020 – localization of boxes 4/09/2020 – removal of boxes 4/15/2020 - Cleaning of boxes 4/16/202 – Boxes relocated around site ** May consider adding 6 additional boxes
2020-003	Clean and store excess blue and yellow recycling bins	<b>4/17/2020</b>	<b>Completed</b>	
2020-004	Clean and seal pavers at East pool deck			
2020-005	Install mango net over motorcycle pad, remove mango when they are in fair size	<b>4/23/2020</b>	<b>N/A</b>	If needed – 4/23/2020 – determined not required
2020-006	Painting of Railing and balcony railings per program			There is a limited # to do
2020-007	Clean up hedge alongside the railroad track			Remove vines
2020-008	Cleaning and painting of stairways of A & B Units (per list) including entrance to unit area and tops of stairs			There is a limited # to do
2020-009	Paint club house door			If needed
2020-010	Pressure wash the gazebos and apply protectant			
2020-011	Clean recessed areas of townhouse buildings & paint (as needed)			
2020-012	Repaint yellow all circular stone grass bumpers			4/24/2020 Currently in good condition – will recheck in September
2020-013	Pressure Wash/Clean Paver wall by dumpster parking			
2020-014	Pressure Wash/Clean Paver wall by drain #46-23			
2020-015	Trim clussia hedge on north/west corner	<b>03/23/2020</b>	<b>Completed</b>	

2020-016	Trim clussia hedge east side of exit way inside and outside fence	03/23/2020	Completed	.
2020-017	Trim clussia hedge west side entrance way inside and outside fence	03/23/2020	Completed	
2020-018	Trim clussia hedge south/west corner	03/23/2020	Completed	
2020-019	Check hardware on swings for any loose bolts	03/26/2020	Completed	
2020-020	Paint lamppost bases as needed	04/28/2020	Completed	4/23/2020 – started cleaning rust off bases to prep for painting. 4/27/2020 – Painting started. 4/28/2020 – Painting completed.
2020-021	Level pavers on sides of entry ways to C and D units			
2020-022	Verify that awning hardware is all secured properly	03/26/2020	Completed	
2020-023	Repaint yellow speed bumps and manhole covers			4/24/2020 Currently in good condition – will recheck in September
2020-024	Paint slabs under pergolas			
2020-025	Paint slabs in gazebos with plain concrete floors			
2020-026	Paint Swings and wood benches, if not already done			Paint the benches on the swing by the Patanque. Other swings do not need to be painted.
2020-027	Paint slab under swings			
2020-028	Clean inside and surrounding shop			
2020-029	Update hurricane preparedness plan for website posting			Pool Section
2020-030	Repair larger asphalt cracks			
2020-031	Fire Extinguisher Inspection to be done prior to annual Fire Extinguisher retagging. (Office)		In progress	
2020-032	Inspect pool chairs for repairs or ones to be replaced	03/30/2020	Completed	Need to order 100 sliders
2020-033	Service main generator (oil and filter)	03/26/2020	Completed	1 <sup>st</sup> Service done 3/26/20
2020-034	Pump out all A/C drain lines			
2020-035	Pressure clean and paint slab under bleachers by tennis courts, sidewalk to tennis courts and slab under swing by tennis courts			
2020-036	Touch up asphalt seal coating near entrance and by gate			

	call box and by other area on site			
2020-037	Remove Ficus inside tennis court sprinkler pump and install protective panel			Determine way to install protective panel – removal of ficus not required.
2020-038	Postal kiosk repair cement and paint with sand, not the access ramp			
2020-039	Paint some building area where due to maintenance the color may have changed or faded			
2020-040	Trim damaged Ficus hedge severely, right after leaving of owners	03/31/2020	Completed	Need to recheck in mid-summer
2020-041	Caulk side of stair and upstairs balcony of A and B unit type			
2020-042	Reduce size of mulch around palm trees to max circular 2 feet, in the area that need to be complete			
2020-043	Find new way to secure motorcycles			Add long chain around the area
2020-044	Verify in unit electrical panel manufacturer			
2020-045	Verify in unit water heater date			
2020-046	Pressure wash sidewalk			
2020-047	Fill with dirt damage area back bldg1,3,5,7,27,28,29,31,33,35,14,15 and others	3/26/2020	Completed	Done on 3/25/2020 – Bldgs 1,3,5,7. Done on 3/26/2010 – Bldgs 27, 28, 29, 31, 33, 35, 14 and 15
2020-048	Clean and store excess pool chairs at east pool	3/30/2020	Completed	All chairs removed
2020-049	Inspect all meter rooms prior to fire marshal inspection	4/7/2020	Completed	
2020-050	Marking circuit indication on electrical panel			
2020-051	Install car speed bumps		In Progress	4/28/2020 Installed bumper on main entrance road.
2020-052	Refresh speed limit marking on asphalt			
2020-053	Continue sod replacement			
2020-054	Remove old sand/dirt pile from retention pond and fill in along tracks fence line	3/26/2020	Completed	
2020-055	Grind sidewalks as per plan			



2020-056	Review and correct violations on Fire Marshal report		<b>In progress</b>	4/08/09 – in progress
2020-057	Trim back all Oleanders on site	<b>4/24/2020</b>	<b>Completed</b>	Started 4/22/2020
2020-058	Pressure clean and paint inside compactor enclosure	<b>4/30/2020</b>	<b>Completed</b>	

**CONTRACTORS WORK**  
**2020**

<b><u>PROJECT #</u></b>	<b><u>TASK</u></b>	<b><u>COMPLETION DATE</u></b>	<b><u>STATUS</u></b>	<b><u>CONTRACTOR/NOTES</u></b>
2020-C-001	Large Tree pruning in preparation for Hurricane season			Novo Arbor - 4/23/2020 – met with Novo Arbor to review site. Waiting for estimate. 4/27/2020 Received estimate and approved. Waiting for schedule update
2020-C-002	Mulch application			To determine
2020-C-003	Leveling of sidewalks per plan, if not done by staff			John Parke – 4/24/2020 – met with John Parke to review site. Waiting for estimate. 4/28/2020 – Received estimate and estimate approved. Waiting for schedule update.
2020-C-004	Develop plan for entrance gate 2 way in, one for resident one for visitor or a different gate system release for visitor and resident or with small arm in front of check in			Samco – May be placed on hold due to financial status
2020-C-005	Procure new storage cabinet for shop			To determine
2020-C-006	Redo the entrance of the clubhouse and library and of the sidewalk leading to those 2 entrances all in accordance with code and ADA requirement, in paver flat no edge			Request for estimate from Park made on 03/12/19 (cement) – May be placed on hold due to financial status
2020-C-007	Redo the surface surrounding the west pool in paver same as east pool			Request for estimate from Park made on 03/12/19 – May be placed on hold due to financial status

2020-C-008	Contact an architect to obtain design to create shaded area at the pools, may be part of the 2020/2021 budget			To determine
2020-C-009	Obtain report from Brad Miller planning firm for limitation on current location of club house			In discussion with Miller. Town info received
2020-C-010	Replace east sprinkler pump by a 3 phase	<b>3/27/2020</b>	<b>Completed</b>	Sullivan Pump – also changed control and pressure valves
2020-C-011	Replace wood border at the petanque	<b>4/27/2020</b>	<b>Completed</b>	4/7/2020 Work Started by Mario Denis. 4/27/2020 Work completed.
2020-C-012	Obtain suggestion for next bldg. painting program			
2020-C-013	Waterside sign on cart and gator			Exotic Signs
2020-C-014	Install water deviation at the entrance fountain			Cutting Edge Welding/Mike
2020-C-015	Revamp restroom at east pool			Mario Denis – May be placed on hold due to financial status
2020-C-016	Install lamp post bases along retention pond			To determine – May be placed on hold due to financial status
2020-C-017	Install lamp post base on north side of Building 30			To determine
2020-C-018	Replace damaged electrical box on Building 1 – Feed from generator			D&D Electric
2020-C-019	Replace electrical boxes per Fire Marshal inspection		<b>In process</b>	D&D Electric
2020-C-020	Replace all copper tubing in the west pool filtration room	<b>4/18/2020</b>	<b>Completed</b>	Plumber/Tim Stanish
2020-C-021	Redo water intake on C & D type units			Plumber/Tim Stanish – Building 21 #206 - #210 scheduled for 5/2/2020
2020-C-022	Fabricate and install handrail on stairs to unit 153 per Fire Marshal inspection			Cutting Edge Welding/Mike – 4/20/20 Mike inspected and waiting for estimate.