

Park Manager Tracking Report
January 16, 2022 - February 18, 2022
By: Gail Spence, Park Manager

Date Initiated	Project	Responsible	Status	Completion Date
3/6/2021	Resolution to refurbish the outside of unit owners mailboxes	Association/Board/Gail	Completed	Completed 1/28/22
4/17/2021	Clubhouse Bathroom (Upstairs)	Russ/Dave/Gail	Contractor Backed Out	
5/15/2021	Rules & Regs Document	Teri/Gail	BOD Approved 5/15/21; Document needs Landscaping section revised	
5/15/2021	Rules & Regs Document	Dave/Gail	Entire Doc needs update	
5/15/2021	Employee Handbook Revision	Gail	BOD Approved 5/15/21 to revise PTO carry-over; Doc needs update	
5/17/2021	Rules & Regs Pet Policy	Dave/Gail	Reviewing current policy	
6/1/2021	Clubhouse Shade Replacement	Gail	Met with 3 different contractors to provide quotes	Presented quotes to Board 6/19/21. Board voted to table the project until quotes are obtained from Lowes and Home Depot and have Maintenance put them up. Not yet completed. Curtains purchased and hung 11/10/21.
6/4/2021	Maintenance Procedures/Projects/Staff	Gail/Peter	Need to set aside and schedule a few days to meet with Peter & Staff to produce a separate Tracking Report just for Maintenance	Set day & time to meet with Pete 2x week to track projects
6/21/2021	Clubhouse Roof Leaks	Russ/Dave/Gail	BOD approved replacement with metal roof from J & M Roofing at 11/20/21 meeting	J & M Contract signed 1/5/22. Project to start 4-6 weeks out. Still no start date as of 2/18/22.
??	Clubhouse/Big Pool Rock Border	Dave/Gail/Pete	Building rock border around pool near clubhouse	Now that the rainy season is over, production has restarted & still in progress
6/22/2021	Office Phones	Gail	Met w/Atlantic Communications 7/13/21 to go over possible new phone systems	Need to present options to Board
6/23/2021	Fuel Containment Pods Replacement	Dave/Russ/Gail	Received quote from Tropic Oil 7/1/21	Difficulties getting response from Tropic Oil. Other companies under review.
6/28/2021	Big Pool Pump Room	Dave/Gail/Pete	Need quotes/suggestions to fix cracks	
8/17/2021	Hotel Fence in need of repair	Board/Gail	Not owned by ORO ... Can anything be done to repair or replace it?	
8/18/2021	Storage Area	Dave/Committee/Gail	2022 Renewal Applications	Renewal applications have been completed 1/31/22.
8/19/2021	Office Welcome Folders	Dave/Gail	Folders need Polk Co Ordinance added	
8/19/2021	ORO Construction Permit	Dave/Gail	Form updated	Get updated form to Paul Mueller to add to website
8/19/2021	Website Forms	Paul/Gail	Can forms be fill-in & submit online? Construction permit, Guest Pass, Consent Form	
9/14/2021	Compliance Procedures	Gail/Teri Gross/Dave	Will meet to discuss current procedues and suggest revisions if necessary	Compliance inspections ongoing & notices sent to applicable owners.

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10/8/2021	Sewer Near Lot # 127	Dave/Gail/Pete/Sewer Task Force	Board approved proposal to try to clear, camera & line the pipe w/Brownies Septic	Brownies was here 12/13/21. Was not able to clear the line. BOD needs to approve or deny quote received 2/10/22.
10/11/2021	Safety Meeting	Gail/Fred Tarbox	Meet to discuss current procedures and suggest revisions if necessary	Meeting completed 10/21/21. In process of writing procedures.
10/14/2021	Welcome Committee	Gail/Stephanie Ross	Meet to discuss current procedures and suggest revisions if necessary	Had meeting with Stephanie Ross to discuss enclosing information to New Resident Packets 2/17/22.
11/20/2021	New Guest Pass & Decal Procedures	Board/Gail	Board approved revisions to procedures at 11/20/21 BOD meeting.	New Procedures took effect 2/1/22. As of 2/18/22 221 new decalshave been issued.
12/1/2021	Prepare 1st Quarter Assessment Invoices	Gail/Office Staff	Invoices were mailed or emailed to all owners	Completed 12/10/21
12/1/2021	Prepare Office for 2022	Gail/Office Staff	File last year records, prepare files for 2022	Completed 12/15/22
12/1/2021	Prepare 1st Quarter Newsletter 2022	Gail/Office Staff	Compile informative information, write articles, print, labels, postage & mail	Completed 1/3/2022
12/1/2021	Sewer Near Golf Course Hole # 8	Gail/Dave/Sewer Task Force	Waiting on contractor to set appointment to come and provide quote	In Progress
12/15/2021	Annual Meeting Presentation	BOD & Improvement Presenters	Presenters to discuss their suggestions for Park improvements placed on the annual ballot.	Meeting held 1/18/22
12/15/2021	Finance (Town Hall) Meeting	Dave & Teri	Provide explanation of the outcome of financial challenges over the past 2 yrs	Meeting held 1/6/22
12/15/2021	Committee Chairperson Meeting	Gail/Dave/Teri	Who, What, Where & How to request and report finances. Request written procedures from Chairs.	Meeting held 1/11/22. Procedures are being reviewed.
1/3/2022	Candidates Night	BOD & Dan Guerrino	Owners can ask candidates questions	Meeting held 2/3/22
1/3/2022	Prepare Meeting Packet for Annual Meeting on 3/5/22	Gail/Dave/Mary Bonalle	Calendar dates to abide by Florida Statute 718, Notices need posting, solcite for BOD candidates, Agendas, Voting instructions, Limited Proxy & Ballots, Candidate information sheets, voters certificates, & order supplies (paper, envelopes, toner & boxes).	Completed Packets mailed 2/11/22.
1/3/2022	Prepare for Annual Meeting 3/5/22	Gail/Mary Bonalle	Prepare all documents & items needed	In Progress
2/10/2022	Clubhouse Electric Door	Gail	Needs servicing, doesn't always close	In Progress

Notes

Permits Received: 70

Estoppels Issued: 20