



**FirstService**  
RESIDENTIAL

## **Sea Ranch Club Lauderdale by the Sea**



### **Management Report 10/4/2025 to 10/31/2025**



## BI-WEEKLY MANAGEMENT REPORT

SEA RANCH CLUB ASSOCIATION, INC.

MANAGEMENT REPORT

CAROL COLLINS, PROPERTY MANAGER

WEEK ENDING: Oct. 31, 2025

| <u>DISTRIBUTION:</u> | <u>TITLE</u>                   | <u>METHOD</u> |
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## 1. Construction Projects

- a. Construction Meetings – Construction Meetings are held every other week as the close of the B Pool Project is approaching. It is anticipated to have the B Pool reopened by Thanksgiving weekend. The delays to this project are a result of weather conditions preventing the crew from remaining on schedule. Provide the rain minimizes or stops, the project can continue on schedule.

## 2. Work Orders

- a. September – 63 Work Orders with 0 Open
- b. 100% Closed Work Orders as of 10/31/2025
- c. October – 68 Work Orders to date: 13 Open.
- d. 81% Closed Work Orders as of October 3, 2025.

## Priorities

- Building “A” Upper Deck Planter
  - Additional soil and plant material will be installed once Restore Construction work is completed in this area. ***(No updates until Restore moves the swing stages from this location)***
  - Planter at the east end of Building A that abuts the building is pending completion due to construction at Building A at the east end. The planter will be filled with soil once construction in this location is completed. ***(No change)***
- Building “B” Pool
  - Planter buildout and pour have been completed. Once the concrete is dry enough, the planter waterproofing will follow. Once the waterproofing is complete, the electrical and plumbing will be installed. This will be followed by irrigation installation.
  - Pool Equipment room is complete with electrical and plumbing, with the equipment being connected.
  - Paver installation started on 10/30/2025, which was delayed due to the rain. The crew started on the South Side by the C Pool and will move to the north side of the deck.
  - Plastering of the pool will immediately follow the paver installation, refill chemical treatment and balance immediately after plastering.

## Common Area Painting

- Mid-South Painting has proposed their schedule to complete the remaining common area planters at Building A and the Building B Pool planters. The start date at the A Building will be 11/10/2025.
- **Monthly-Weekly Lighting Inspections**
- Lighting inspections are performed weekly for cabanas, common areas, front entrance and walkways. (ongoing)
  - Maintenance employees perform lighting inspections on a weekly basis for all common area walkways, cabanas, front entrance and garage.

- Maintenance performs a more detailed monthly lighting inspection where they inspect all lighting, timers, etc.
- Garage lighting updates will be noted within the report.

### **BUILDING & PROPERTY UPDATES**

- 1. Building “A” Front Signage:** Pet Waste containers were sanded, repainted and with new decals added. Both stations at A Dog Park have been refurbished.



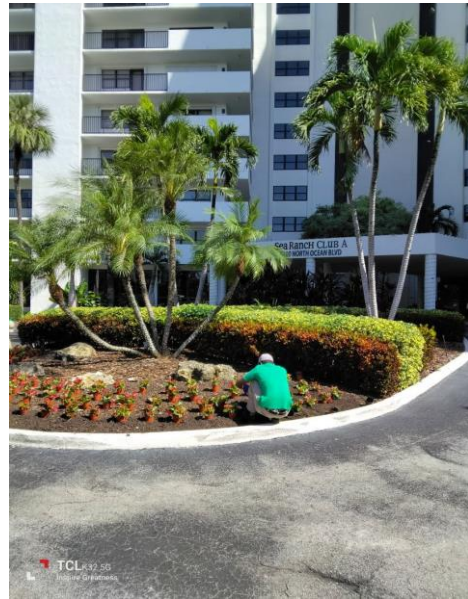
- 2. Building “A” Cabana:** The cabana freezer at Building A has been replaced.



- 3. Building “A” Front Lighting:** The light frames of the lights facing the monument were cleaned, primed and repainted.



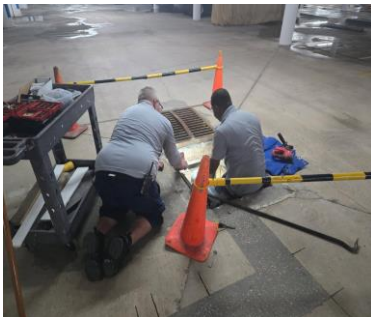
4. **Building “A” Front Entrance:** New Annuals have been installed; new mulch is being installed this week and next.



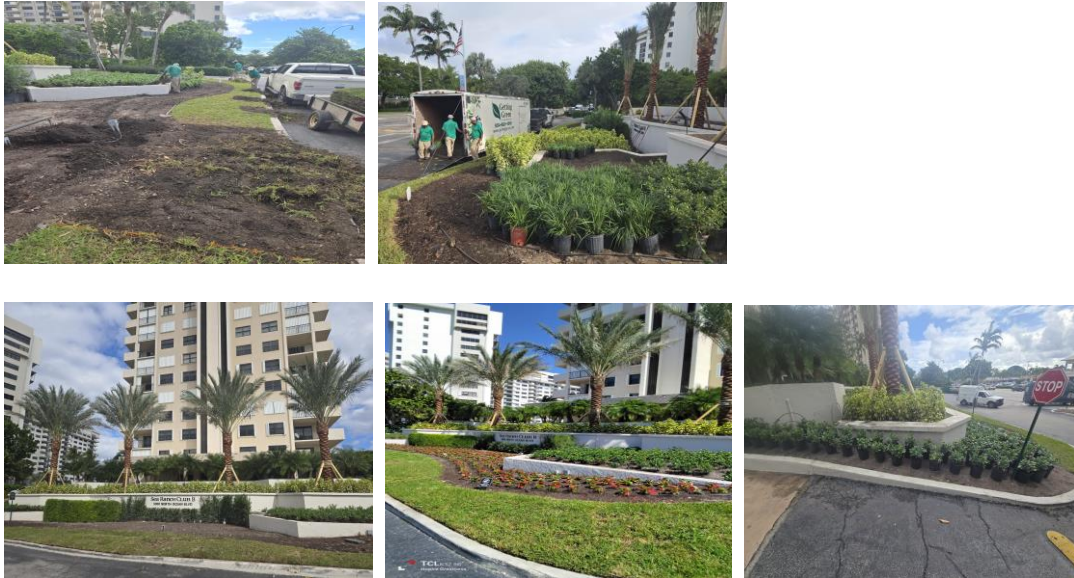
5. **Building “A” Cabana Restrooms:** Both restrooms at the A Cabana have New light fixtures installed over the bathroom counters.



6. **Building “A” Garage Pump:** Maintenance installed a barrier to prevent waterflow from causing float lines to wrap around each, which prevents the float from working properly.



- 7. Building “B” Front Entrance:** New palms and plant material installed at the front Entrance of Building B. New annuals were installed this week with the holiday lighting on schedule for the day after Thanksgiving.



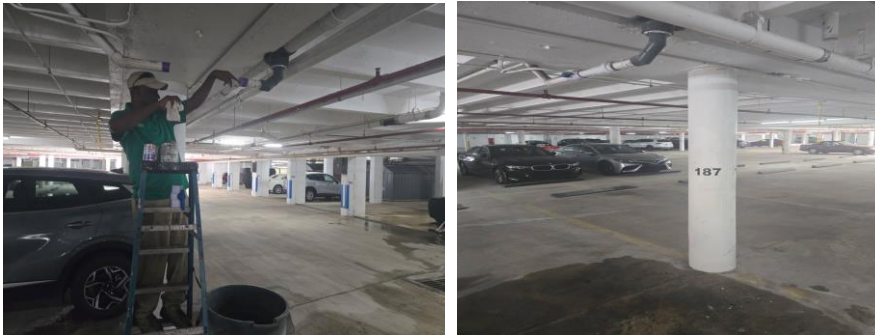
- 8. Building “B” Pool:** B Pool planters have been framed and poured.



- 9. Building “B” Cabana:** New ceiling fans installed at the B Cabana.



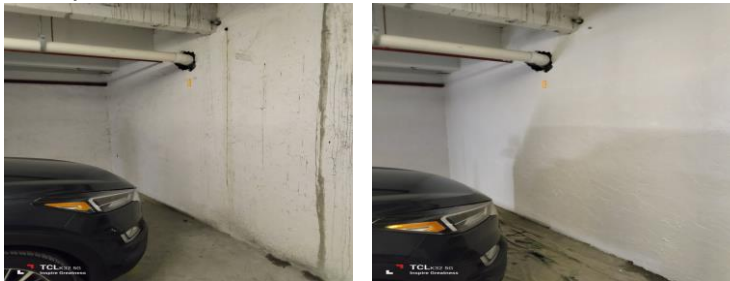
- 10. Building B Garage Irrigation Line:** Maintenance replacing broken irrigation line & elbow in the garage.



- 11. Building “B” Front Benches:** Benches at the front of Building B have been painted and the area cleaned up after the landscape installation projects.



- 12. Building “B” Garage:** Sealed of opening around the pipe; power washed the wall and repainted.



- 13. Building “C” Garage Pipes:** Building C garage pipe repair; power wash and repainting of the walls.



**14. Building “C” Upper Garage:** Repair to vertical pipe in the upper “C” Garage that was leaking into the lower garage.



**15. Building “C” Front Lighting:** The light frames of the lights facing the monument were cleaned, primed and repainted.



**16. Building “C” Cabana:** Building “C” Cabana now has all new ceiling fans.



**17. Building “C” Garage:** Lights in C Garage replaced as needed.



- 18. Cabana Supply Rooms:** Maintenance equipment and tools are now on schedule to be refurbished as needed to extend their useful life.



- 19. Cabanas A, B & C:** All signage at the cabanas has been removed and realigned.



- 20. Gas Grills A, B & C:** All ignitors on the gas grilles have been inspected and replaced as needed. Maintenance continues to keep ignitors in inventory for immediate replacement as needed. These will be inspected every other Friday.



#### **V. Task for next week:**

- Management and Jonathan perform weekly inspections independent of the maintenance supervisor and with the supervisor. (ongoing)
- Pool, Landscape, Maintenance Team
  - Pool Attendants
    - Pool attendants are currently working until 6:00 PM on a rotation of the weekly schedules.
  - Maintenance
    - Updates as noted within the report.
    - The scheduled Quarterly Safety Meeting was held on Thursday, October 16, 2025.
  - Landscape
    - Beach cleanup is performed weekly by the pool attendants and detailed cleanup by landscape once a month.

#### **Building “A”**

- Beach Mats are inspected weekly by Don Manuel, daily by pool attendants.
- Timers for grill lights are checked Monday's & Friday's. *Thursdays 10/9/2025, 10/16/2025, 10/23/2025; and Friday, 10/10/2025, 10/17/2025, 10/24/2025, 10/31/2025 all timers are working.*
- Cabana Bar chairs angled for a more inviting appearance. *Ongoing*
- Dunes are inspected daily by Don to make sure they are clear of debris. *Cleaned 10/10/2025, 10/17/2025, 10/24/2025, 10/31/2025*
- Inspections for divots in asphalt to note repairs. *(ongoing)*
- All Pool Gates were inspected and lubricated on Thursday, 10/16/2025 & 10/30/2025.
- Gas Grills – All ignitors inspected, cleaned, and repaired as needed.

### **Building “B”**

- Beach Mats are inspected weekly by Don Manuel, daily by pool attendants.
- Timers for grill lights are checked Monday's & Friday's. *Thursdays 10/9/2025, 10/16/2025, 10/23/2025; and Friday, 10/10/2025, 10/17/2025, 10/24/2025, 10/31/2025 all timers are working. .*
- Cabana Bar chairs angled for a more inviting appearance. *Ongoing*
- Dunes are inspected daily by Don to make sure they are clear of debris.
- *Cleaned 10/10/2025, 10/17/2025, 10/24/2025, 10/31/2025*
- Inspections for divots in asphalt to note repairs. *(ongoing)*
- All Pool Gates were inspected and lubricated on Thursday, 10/16/2025 & 10/30/2025.
- Gas Grills – All ignitors inspected, cleaned, and repaired as needed.

### **Building “C”**

- Beach Mats are inspected weekly by Don Manuel, daily by pool attendants.
- Timers for grill lights are checked Monday's & Friday's. *Thursdays 10/9/2025, 10/16/2025, 10/23/2025; and Friday, 10/10/2025, 10/17/2025, 10/24/2025, 10/31/2025 all timers are working.*
- Cabana Bar chairs angled for a more inviting appearance. *Ongoing*
- Dunes are inspected daily by Don to make sure they are clear of debris.
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- All Pool Gates were inspected and lubricated on Thursday, 10/16/2025 & 10/30/2025.
- Gas Grills – All ignitors inspected, cleaned, and repaired as needed.