



FirstService
RESIDENTIAL

Sea Ranch Club Lauderdale by the Sea



Management Report 9/13/2025 to 10/3/2025



BI-WEEKLY MANAGEMENT REPORT

SEA RANCH CLUB ASSOCIATION, INC.

MANAGEMENT REPORT

CAROL COLLINS, PROPERTY MANAGER

WEEK ENDING: Oct. 3, 2025

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1. Office Operations & Projects

- a. Construction Meetings – Now rescheduled for monthly meetings with written updates from the contractor every other week; Meetings are attended by Management, Board Members, Engineering and Construction.

2. Work Orders

- a. September – 60 Work Orders; 56 Closed; 3 Open
- b. 93% Closed Work Orders as of 10/3/2025
 - i. Open WO – garage pipe repairs in process but not completed.
- c. October – 4 Work Orders to date: 2 Open.
 - i. Open WO – parts of A Cabana Ice Maker; new fan motor for C Cabana refrigerator. Repairs scheduled for early next week.
- d. 50% 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
 - Waterproofing of the B Pool Deck should be completed by 9/26/2025.
 - Planter buildout is scheduled to start the week of 10/6/2025 and be completed by Friday, 10/10/2025.
 - Pool Equipment room work for painting and coating of wall, all plumbing and new drains. Painting of pipe scheduled for 10/3/2025.
 - Pool Equipment room epoxy coating is completed.
 - Pool Equipment being installed 10/3/2025 and 10/4/2025.
 - Electrical work on the equipment to be completed on Monday, 10/6/2025.
 - B Pool Paver installation will start on 10/13/2025 and taking approximately 4 weeks, weather permitting.
- Building “C” Pool Pavers
 - The pool pavers for Building C Pool Deck were completed on 9/24/2025. The C Pool opened in the afternoon of 9/25/2025.
- Building “C” Pool
 - The Building C pool was fully serviced 4 days per week by the pool service company and maintenance inspected it daily and checked chemicals throughout the pool paver project.
 - The pool was serviced the morning of the day it was reopened. It was checked again prior to opening and all chemicals were in balance.

Common Area Painting

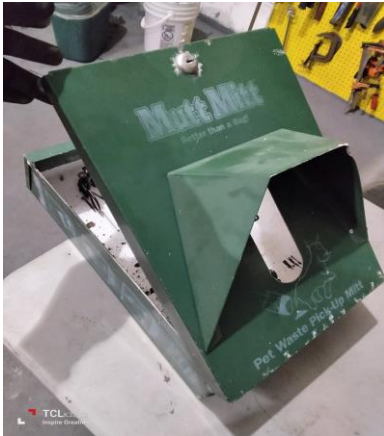
- Mid-South Painting has completed all areas excluding areas that could be painted due to construction at Building A. This work will be scheduled and included in the project of Building B Pool planters once the project is complete. The curbs at the front of the property will be painted by in-house maintenance. This schedule is pending until all landscape projects are completed and holiday lighting is installed.

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



2. **Building “A1A” Walkway:** Maintenance cleaned the walkway at A1A cleaning of the seeds from seagrape trees. The walkways will be scheduled for power washing next week.



3. Building “A” Cabana: Fire Extinguisher replaced with new cover.



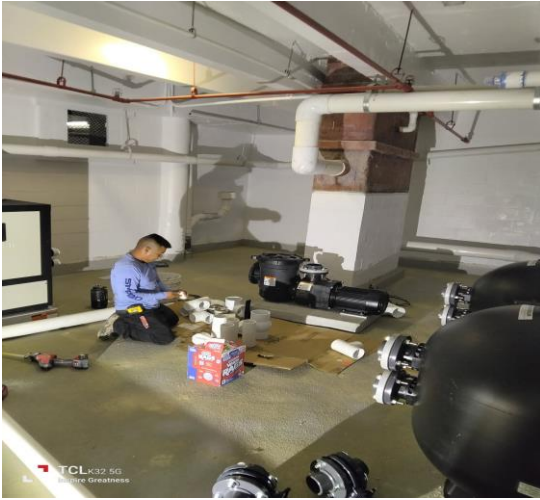
4. Building “A” Stairwells & Doors: Cleaning of stairwells and doors for Building A Garage due to construction workers.



5. Building “B” Front Entrance: New palms installed on Tuesday and Wednesday this week. New plant material delivery & install scheduled for next Tuesday.



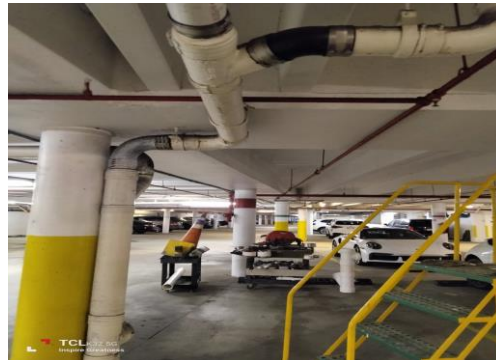
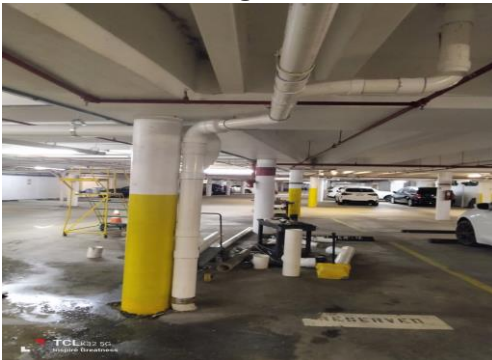
- 6. Building “B” Pool Pump Room:** Pool equipment being installed on 10/2/2025 & 10/3/2025; electrical work on Monday and pool equipment testing following.



- 7. Building “B” Pool:** Pool deck waterproofing is completed; planter installation starts on Monday 10/6/2025 to be completed by Friday, 10/10/2025.



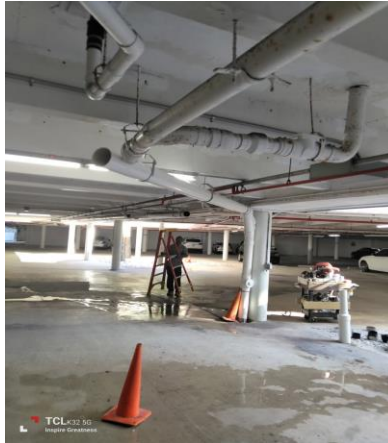
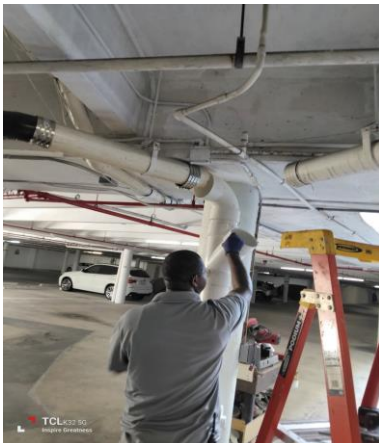
- 8. Building B Garage Pipes:** Maintenance replacing broken pipes & hangers as needed in B Garage.



9. Building “C” Pool Pavers: The C Pool Paver Project is now complete



10. Building “C” Garage Pipes: Building C garage pipes replaced as needed.



11. Building “C” Dog Park Lights: Sanded, rust removal and repainted.



12. Building “C” Stairwell to Tennis Courts. Removed old plant material, cleaned and repainted the wall.



13. Building “C” Pool near recycle: Walls cleaned, primed and repainted.



14. Cabana Supply Rooms: Cleaned out, organized and stocked with supplies and reporting charts for daily duties.



I. Meetings Held & Scheduled:

- The construction meeting schedule are scheduled monthly. Spado Pools provides a written update to Management every two (2) weeks.

V. Task for next week:

- Construction
 - All major construction excluding the B Pool Project is now complete.
- 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.
 - Effective November 1, 2025, Brandy Kraft, PT pool attendant will move to full time since the B Pool reopens the first week of November.
 - 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 9/18/2025, 9/25/2025, 10/2/2025; and Friday, 9/19/2025, 9/26/2025, 10/3/2025 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 9/19/2025; 9/26/2025; 10/3/2025*
- Inspections for divots in asphalt to note repairs. *(ongoing)*
- All Pool Gates were inspected and lubricated on Thursday, 10/2/2025.
- Garage painting of Building A has been painted.
- 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. *Thursday 9/11/2025 and Friday, 9/12/2025, Thursdays 9/18/2025, 9/25/2025, 10/2/2025; and Friday, 9/19/2025, 9/26/2025, 10/3/2025 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 9/19/2025; 9/26/2025; 10/3/2025*
- Inspections for divots in asphalt to note repairs. *(ongoing)*
- All Pool Gates were inspected and lubricated on Thursday, 10/2/2025.
- Garage painting of Building B has been completed.
- 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 9/18/2025, 9/25/2025, 10/2/2025 and Friday, 9/19/2025, 9/26/2025, 10/3/2025 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 9/19/2025; 9/26/2025; 10/3/2025*
- Inspections for divots in asphalt to note repairs. *Ongoing*
- All Pool Gates were inspected and lubricated on Thursday, 10/2/2025.
- The C Garage prime and painting has been completed.
- Gas Grills – All ignitors inspected, cleaned, and repaired as needed.