

PBV MASTER LIST AND ADMINISTRATIVE TASKS FOR 2024

UPDATED 3-20-24. FINAL FOR YEAR

THIS DOCUMENT IDENTIFIES THE MORE TACTICAL TASKS FOR COMPLETION IN 2024. MANY TASKS ARE TO BE COMPLETED BY OUR MAINTENANCE MAN AND OR VENDORS. HOWEVER, BOARD MEMBERS ARE ASSIGNED TO PLAY AN ADMINISTRATIVE AND GUIDENCE ROLE ON BEHALF OF THE BOARD.

ADDITIONALLY, MAJOR TASKS ARE IDENTIFIED ON OUR MAJOR PROJECTS LIST COMPILED BY STEVE THAT ARE ALSO ASSIGNED TO A BOARD MEMBER FOR THE SAME PURPOSE. BOARD MEMBERS ARE EXPECTED TO PROVIDE PERIODIC UPDATES.

TASK NO. DATE	TASK DESCRIPTION	BOARD MEMBER
-----	-----	-----
A	ORGANIZE/INVENTORY ALL PBV EQUIPMENT AND SUPPLIES	JH
B	SENSOR LIGHTS – AT MAIL BOXES	DG
C.	DISCARD OLD PAINTS AND CHEMICALS	JH
D.	REDO CLUBHOUSE VITAL RECORDS FILES COMPLETE	JB
E.	PATIO TABLES STAINLESS SCREWS	KMK
F.	PAINT INSIDE OF NEW GARAGE DOORS	KMK
G.	GAZEBO – PERSUE APPROVAL BY IRC	DG
H.	INSTALL GARAGE BLINDS	KMK
I.	DEVELOPE PBV ANNUAL PROCESSES	JB
J.	BEACH GATE – INSTALL CLOSING SPRING	DG
K.	PAINT STORAGE AND W/D ROOMS	KMK
L.	POOL POLES REHANG	JH
M.	PAINT PROPERTY UTILITY BOXES	KMK
N.	DELETED	
O.	INSTALL NEW CLUBHOUSE BULLETIN BOARD	KMK

THE FOLLOWING TASKS ARE TO BE HANDLED BY BOARD MEMBERS FROM THE MAJOR PROJECTS LIST:

11.	LANDSCAPE LIGHTING	D.C.
21.	REPLACE BROKEN SHUTTERS	K.Q.
17	F-BUILDING DRAINAGE	P.P.
19	SOFFETS PROJECT REPAIR	K.Q.
27	FRONT ENTRANCE SIGN	D.G.
31	POOL FURNITURE	KMK
33	BUILDING LIGHTS	KMK
41	RESURFACE POOL	S.C.
58	NEW BULLETIN BOARD FOR CLUBHOUSE	P.P.

THE FOLLOWING TASKS ARE FOR MIKE GALLHAGER:

O.	BUY 12 POOL TABLES
P.	RESOLVE FIRE MARSHALL FOAM ISSUE
Q.	RESTRING POOL LOUNGES
R.	REPAIR POOL FENCE DAMAGE
S.	INSTALL TANKLESS HW HEATER IN E BUILDING
T.	RETRIEVE MISSING UMBRELLA
U.	REPAIR LEAKING GUTTERS
V.	REPAIR SOFFITS ON THREE BUILDING
W.	HIRE ENGINEER FOR F BUILDING FLOODING

THE FOLLOWING TASKS ARE TO BE ASSIGNED:

1. POOL AREA APPLY SAND
2. GARAGE WINDOWS – INSTALL NEW BLINDS
3. BEACH GATE – INSTALL SPRING AND CLEAN UP
4. DOORS- INSTALL KICK PLATES, SWEEPERS
5. PAINT STORAGE ROOMS
6. POOL POLES – REHANG
7. INSTALL HOOKS IN STORAGE AREA PLUS SHELVING
8. PAINT ALL UTILITY BOXES ON PROPERTY
9. INSTALL SENSOR LIGHTS PER PLAN

10. INSTALL RAIN LEADERS TO EMPTY INTO LAWN