

# ROADS & GROUNDS COMMITTEE MEETING AGENDA

August 21, 2020 3:30 PM

Remote Meeting on Free Conference Call

## 1. Come to Order:

- a. Attendees:
  - i. R&G:
  - ii. Board Members:
  - iii. Residents:

## 2. Approve Agenda (Add/Delete)

- a. Motion:
- b. Second:
- c. For:
- d. Against:

## 3. Approve meeting minutes (June regular meeting)

- a. Motion:
- b. Second:
- c. For:
- d. Against:

## 4. Grounds Report

- a. Ken's Report: June - July
  - i. Park
    - 1. Mowed and weedwacking Surf Pines Park (2x)
  - ii. Trails
    - 1. Mowed and weedwacking of Trails 1-6 (3x)
    - 2. Mowed and weedwacking of Fleming Trail (2x)
  - iii. Roads
    - 1. Mowed and weedwacking of both sides of Ocean Drive South to North (3x)
    - 2. Mowed and weedwacking Horizon (3x)
    - 3. Mowed and weedwacking Malarkey (3x)
    - 4. Mowed and weedwacking Surf Pines Lane to Hwy. 101 (3x)
    - 5. Mowed and weedwacking Shady Pines (2x)
    - 6. Mowed and weedwacking Surf Pines Landing (2x)
    - 7. Mowed and weedwacking North and South Entrances
    - 8. Cut and trimmed berry vines along Surf Pines Lane and Ocean Dr.
  - iv. Meeting House
    - 1. Cleaned meeting house
    - 2. Sanitized surface areas
  - v. Other
    - 1. Burned 2 piles of landscaping debris
    - 2. Moved 10 mph and reinstalled 100 ft. east on Surf Pines Lane
    - 3. Installed new No Tailgating/One Car Only signs at North and South gates
    - 4. Replaced 36 reflectors on Ocean Dr., Manion Dr., & Surf Pines Lane
    - 5. Installed sharks teeth at High Surf speed bump
    - 6. Installed sharks teeth at Sea Breeze speed bump
    - 7. Installed traffic safety dots on Surf Pines Lane in front of Security House
    - 8. Installed traffic safety dots on northbound and southbound speed bumps at Sea Breeze.
    - 9. Painted center speed hump at south gate with yellow reflective
- b. Ken's Report: July - August
  - i. Park
    - 1. Mowed and weedwacking Surf Pines Park (2x)
  - ii. Trails
    - 1. Mowed and weedwacking of Trails 1-6 (3x)
    - 2. Mowed and weedwacking of Fleming Trail (1x)

- iii. Roads
  - 1. Mowed and weedwacking of both sides of Ocean Drive South to North (3x)
  - 2. Mowed and weedwacking of both sides of Manion Drive South to North (3x)
  - 3. Mowed and weedwacking Horizon (2x)
  - 4. Mowed and weedwacking Malarkey (2x)
  - 5. Mowed and weedwacking Surf Pines Lane to Hwy. 101 (3)
  - 6. Mowed and weedwacking Surf Pines Landing (1x)
  - 7. Mowed and weedwacking North and South Entrances (1x)
  - 8. Mowed field across from Security House
  - 9. Mowed and weedwacking Security House (2x)
- iv. Other
  - 1. Installed sharks teeth outside of North Entrance gate
  - 2. Installed sharks teeth outside of South Entrance gate
  - 3. Painted curbs North & South Ocean Drive
  - 4. Painted curbs Horizon & Manion Drive
  - 5. Painted curbs Surf Pines Landing & Manion Drive
  - 6. Painted curbs Surf Pines Lane & Manion Drive
  - 7. Installed new roof on bulletin board at North Gate
  - 8. Painted bulletin board at North Gate
  - 9. Installed "No Outlet" sign at the end of Ocean Drive at Trail 6

**5. Gates Report**

- a. Gates:
  - i. North: Maintenance hours 13
  - ii. South: Maintenance hours 3
  - iii. All Entrance & Exit gates. Daily/Weekly regular maintenance checks; checked fans, cradle points/Wi-Fi; cleaned kiosk
- b. North Gate:
- c. Replaced arm after being hit by resident, worked w/ Metro Gate on additional repairs
- d. South Gate:
  - i.

Gate	Maint Hrs	Repair Hrs	Notes
North entry	13		7/14 Exit gate not functioning; Metro cam out and reset the gate and showed Ken how to do this for future. No cause identified
North exit			
South entry	3		7/21 Gates had no power. Circuit board was bad. Metro replaced.
South exit			

**6. Water Pumps**

- a. Maintenance & Operation: 6/20/20 – 8/14/20
  - i. Ken's Report
    - 1. Horizon pump currently shut off
    - 2. Ocean pump currently shut off

Pump	Operating Hrs
Horizon #1	0
Horizon #2	0
Mid-ocean #1	0
South Ocean #1	0

**7. Projects**

- a.

**8. New Business**

- a.

**9. Residents' Comments**

- a.

**10. Schedule**

- a. Next regular meeting, September 18, 2020 9:00 AM

**11. Adjourn:**