

JE Punch List – January 3, 2013

1. Equipment and Vehicles

- No equipment or vehicles etc off the island unless approved
- Brakes Black Bikes – reviewed & adjusted 1/3
- Excess Oil Disposal – proposal forward to Rich K 12/4, refowarded to Jeanne 12/29 awaiting direction
- Electric Golf Cart Damage – forwarded photos to dealer 1/1 awaiting response

-2. Five Palms

- Picture Frame (86 x 70) & Canvas on site – forwarded to framer 1/3 completion expected 1/22

3. Dock Boxes

- Fabricated a lighter lid, still to heavy– investigating resin/plastic option, up to 4 ft high will forward 1/5

4. Boats

- Lady G – sell – will remain at Nanny Cay until sold.
- Midnight Express – buyer on site 12/21 will make contact by 1/15
- Purchase Yacht Tender – options forwarded to JE awaiting direction
- Purchase New Boat to replace Midnight – require budget
- Repower Little C – Jeanne investigating

5. Landscaping – Peter's List

- Line all Roads with Rocks – ongoing
- Loading Dock – requires redesign
- Black Heli Under Pads – installation to begin 1/10 existing pads to be removed
- Sea Grape/Citrus Fertilizer/Mulch/Plant Material – ordered – nursery reopens 1/7 awaiting ETA
- Sunflower seeds – ordered – John Deere reopens 1/7 awaiting ETA
- Removed Palm Tree on MC Hill – replacement?

6. Roads

- General re-grading of roads – ongoing

7. Library

- Chiller – estimate forwarded 12/24 to JE for review. 12 week lead time for equipment. 2 to 3 weeks installation
Jeanne investigating another company, awaiting update

8. Hangar

- Fuel Containment Pad – Plan ready for submission, waiting for finalization of VIPA Lease. Plans sent out for new bid

9 Steel Shed

- On site. Container emptied on LSJ & stored until installation crew on site. Construction crew ETA 1/18
- Lights, Switches, Electrical Equipment order – Danny to finalize 1/5
- Refit Existing Shed – sheeting etc ETA 1/5 roll up door to sail 1/9

10. Equipment/Household Purchase and Delivery

- Italian Deck Chairs – shipped from Italy 12/20 ETA STT 1/23
- Pool Towels – on site – JE not happy with “feel” prefers previous towels. Sarah investigating other options
- Pace Clocks x 2 units – shipped to incorrect address – reordered – again delivered 12/28 to incorrect address.
Daphne trying to track down awaiting ETA

- Ride On Mower – with bag option. JE approved. Rick K to finalize
- Fuel Truck – repair work estimate \$15K. Review purchasing new unit.
- Tool Boxes – will forward options ASAP

- Pool Ladders – ETA 1/11

- Outside Lanterns – unable to get replacements, investigating other options
- Media Center – Relax Room – Copenhagen unit selected, [REDACTED] will forward options
- Desk - Flagpole Pool Cabana – still in Paris awaiting ETA
- Rug – Flagpole Pool Cabana – ordered ETA mid Feb
- Portable Electric Oven – shipped to FL 12/26 ETA FL 1/8

- 11. Containers – RO & Generators in remaining container – possible offer due 1/5

12. Stone Walls

- Repair work to replace missing loose stones & complete Heli Pad wall – after Employee Bathroom Project

13. Cisterns –

- Bid approved 11/8 Material on site. Start to empty cisterns 1/3. Work to start 1/11 Expected completion by 2/13

- All furniture in rooms 1 & 2 needs to be removed or covered before work begins

- After repair complete - Laundry, Hobbits, Bathroom, Pump Rm, Tech Rm all require repair/plaster/paint

14. Solar –

- Solar Vendors – Toshiba reps on site 1/7. Toshiba have postponed on site visit. Awaiting final proposal

15. Media –

- Larry investigating purchase Stewart Screen, Blue Ray DVD Player (Screen Rm), Sub, Mini System (kitchen)

16. Cell Repeater & Broadband –

- Jeanne investigating options

17. Pools –

- Installation of x 2 variable speed pumps per pool

- Flag Pole Pool – steps to be installed – require JE direction

- MC Pool – steps to be installed to pool pump room

18. Roads –

- Other solutions to be investigated

19. Moorings –

- Request inspection from USCG – Darren

20. Storage Areas –

- All areas to be organized & inventoried

21. AC –

- Proposing that the 2nd unit from Kitchen is replaced & relocated to a Hobbits

22. Fire System –

- Pipe that feeds the 300,000 gal system needs to be replaced. Draining of tank started 1/3 Will forward complete costing once pipe is inspected & scope of work determined

David –

- Employee Bathrooms – material on site, demo started 12/28 rough in plumbing complete, concrete work to begin 1/4
- Pergola Construction – High Road Benches – require design details/numbers from JE
- Planter Boxes – completion 1/10
- Bronze Sculpture – to be raised
- Barge – Chocks
- Pops Garden – Demo existing, construct new shade/planter area
- Tiki House – Propane Stand
- Beach Equipment/Toy Rack
- Captains Office – AC Frame
- Lattice Panels Installed – tunnel
- Nap House/Staff Cottage – Replacement of all Screens
- Redesign & install all new beach signs
- Cleaning, Organizing & Inventory of Wood Shop

Danny & Jermaine -

- Beach Office – no internet/phone since - 12/14
 - repair outside light
- Relax Bathroom - rewiring
- Pool Cabana - change lights parking area
- Screen Room - repair lamp
- 5 Palms – repair x 2 floor lamps
 - review exposed wires around coconut palms
- Berm – cover electrical box
- Info Center – review outside electrical box area
- Kite House & Pebble Beach - review solar, relocate solar panel to roof of Pebble Beach House
- Tiki House – instant hot water system to be installed 1/9
 - reinstall light cover in kitchen
- Captains Office – installation new AC (on site)
- Under Master Bedroom – repair AC unit
- Phones Down – master bathroom, room 4, 5 Palms,
- Lightbulb Replacement – Sarah's Office, Library Blackboard & Ceiling, Master Closet Area,
- Beach Lighting – section out
- Water Proof Covers – for all outside electrical areas – hanger, flag pole pool

Carlos –

- Hangers for Life Jackets – purchase 8
- Cleaning, Organizing & Inventory of Marine Shop, Dock Boxes

Maintenance –

- Barge – Paint Window Frames
- Bronze Sculpture – base painted same as wall color
- Gym/Bathroom/Roof – repainted
- Hanger Area – door resurface & stain
 - paint concrete block supporting wind sock
- Tiki Kitchen Roof - replacement
- Flag Pole Pool - resurface & finish outside table & benches
 - fridge need to be bolted down
- MC – replaster/paint rising lawn edging
 - restrain upper ceiling St John & Courtyard
- [REDACTED] Office – repaint air vent
- Wooden Planters (new & old) - seal
- Captains Office – plaster/paint interior
- Thatch – all locations require new sections
- Fans - Rust
- Info Center – review drainage in parking area

New Employees –

Full Time Housekeeper

IT Support

Landscape Supervisor – 2 to 3 times a week

Big N – Barge Captain & Maintenance contract option

Marine – Maintenance contract option