

MANAGER'S REPORT AUGUST 2024 SOUTHEASTER, INC.

MEETINGS

There were no meetings held in August 2024

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Adjusted door from laundry room C to storage locker room
 - Tightened loose handrail on beach stairs
 - Combination locks on both tennis courts (combination 1959)
 - Fresh water rinsed all building walkways
 - Cleaned patio furniture
 - Replaced five (5) deck lights
 - Replaced four (4) turtle lights
 - Treated north kiddie pool for black algae (shut down 1 day)
 - Replaced broken pool safety line floats
 - Cleaned out sump room both south and north pools
 - Back washed north and south pools
 - Scum lines north and south pools
 - Performed weekly and monthly maintenance tasks (maintain and keep clean the pools, laundry rooms, storage rooms, bike rooms, tennis courts, stairs, walkways, handrails, door locks, bathrooms and recreation room)
- Vendors/Contractors performed the following:
 - Volusia Patio – Repaired 2 broken chairs
 - Sams Recycle & Disposal – Removed molded/rusted refrigerator from C storage locker room
 - SE Pools – replaced drain north kiddie pool; repaired leak in wall south pump house; re-plumbed vac pump south pool; re-plumbed sump pump north pool
 - T&K Tree Trimming - trimmed 110 palm trees

UPCOMING/IN PROGRESS

- There will be a Board of Directors Meeting held on Saturday, November 9, 2024, at 9:00 a.m. in the recreation room for the purpose of approving the 2025 budget. The annual meeting will be held immediately following the Board of Directors meeting. The organizational meeting of the new board will be held immediately following the annual meeting.
- Luann Fanelli, vacation October 26 – November 4.
- Items being addressed and/or to be addressed by the board:
 - Concrete Repairs
 - Milestone Structural Inspection
 - Reserve Study requirements
 - 2025 Budget

GROUNDS:

- Terra Scape – Checked all sprinkler zones for proper coverage. Replaced broken sprinklers by carwash area and F building courtyard.

MANAGER'S NOTES

- **The Milestone Structural Building inspection is scheduled for Wednesday September 11 and Tuesday September 17 between 9am and 4pm both days. The engineer will need to gain access to all units. This access is required for them to inspect the balconies and the interiors as the new legislation includes inspection of all structural elements which includes the ceilings and floors on the interior of all units. I along with a board member will escort the engineer into all the units on both days.**
- **Column replacement for two (2) columns on the south end of the F building will begin sometime in September. Once the date is confirmed, I will send a notice to the owners. When construction begins, the F building south stairway will be closed off until the column repair/replacement is completed. The estimated time for completion is unknown at this time.**
- **The board approved a \$20,000 special assessment due by all owners of record at the Board meeting on July 13, 2024. The payments are due in 3 installments. The first installment of \$7500 is due and payable on August 15, 2024. The second installment of \$6250 is due and payable on October 15, 2024, and the final installment of \$6250 is due and payable on December 15, 2024. The purpose of the special assessment is to fund the replacement of the B,C,D,E and F roofs and building paint for A,B,C,D,E, and F buildings.**
- **B,C,D,E and F roof replacements are scheduled to begin sometime in October (weather permitting).**
- **The building paint project will begin before the roof project sometime in mid-September (weather permitting). They will start at the A building and continue around to B,C,D,E and F.**
- **Hurricane Season is June 1 – November 30. During Hurricane Season please bring in all items from your patios, including your patio furniture, when you are not here. This will help Allen and I when we are preparing for a storm.**
- **Sea turtle nesting season is May 1st through October 31st. Lights adjacent to the beach MUST NOT BE VISABLE FROM THE BEACH. Please help us protect the turtles and comply with local lighting regulations. The regulations are strictly enforced by fines for violations. Keep balcony and porch lights turned off during the nesting season. Also, draw your drapes or blinds at night if your room is lighted. These few simple steps will greatly increase the chance that baby turtles will safely reach the ocean this summer and keep us in COMPLIANCE. Thank you for your understanding and cooperation.**
- **Please contact the non-emergency number for the Sheriff's Department if you suspect any suspicious activity or trespassers. The number is 386-736-5999 ext. 1.**
- **Reminders:**
 - **Please remember that you must submit an architectural request form before replacing windows and doors. Permits must also be pulled when required by the county.**
 - **Please make sure your bicycles are clearly tagged with your unit number. All bicycles should be in working order. Untagged and non-functional bicycles are subject to removal.**
 - **Please do not dispose of furniture in the dumpster. Please contact Habitat for Humanity for furniture pickup 386-428-5010 or Sam's Recycle & Disposal 386-444-1066.**
 - **Please make sure your family, guest and renters have the proper parking passes. All vehicles without a valid parking pass are subject to being towed. *The proper parking pass for September is blue.***

- Collection Policy- All monthly maintenance fees are due on the first of each month. All payments received after the 10th may be subject to a \$25.00 late fee. Each month an invoice will be sent to all owners via email as a reminder.
- **The maintenance fee for 2024 is \$750.**
- There were no closings in August.

VIOLATIONS

- No Violations.