

# MANAGER'S REPORT

## JULY 2024

### SOUTHEASTER, INC.

#### MEETINGS

There was a Member Meeting and a Board of Directors Special Assessment Meeting held on July 13, 2024

#### BUILDING MAINTENANCE

- Maintenance performed the following:
  - Installed small lights on all fence gates around pools and on beach stairs
  - Hung American flags around the pool fence for July 4 holiday
  - Replaced gate latch between C & B and between A & B
  - Replaced several hose reels and hoses around the property
  - Repaired hose bib north A building
  - Painted shower tower by south pool
  - Installed new door handle and lock for surfboard room door F building
  - Touch up painted areas in the rec room
  - Pressure washed building walkways
  - Replaced seven (7) deck lights
  - Replaced three (3) turtle lights
  - 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 – replaced several chairs, restrapped several chairs and loungers
  - Coleman Plumbing – Cleared clogged toilet line rec room bathroom
  - Coleman Plumbing – Cleared clogged sink C laundry mens bathroom
  - SE Pools - replaced chemical feeders in both north and south pools

#### UPCOMING/IN PROGRESS

- There will be a Board of Directors Meeting held on Saturday, August 31, at 9:00 a.m. in the recreation room.
- Luann Fanelli, vacation August 5 - 10.
- 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 several broken sprinkler heads

## MANAGER'S NOTES

- Column replacement for two (2) columns on the south end of the F building will begin the last week of August. 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.
- The member meeting held on July 13, 2024, to vote on whether to approve the board to sell the association owned unit C202 did not get enough approve votes to pass. Therefore, the board will continue to rent C202 to obtain income for the association. The board can bring this matter back to the owners for a vote at a later date, if necessary.
- B,C,D,E and F roof replacements are scheduled to begin late September or early October (weather permitting). Building paint for A,B,C,D,E and F buildings will follow the roof replacement.
- 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. A Hurricane Preparedness Guide is attached.
- Sea turtle nesting season is May 1<sup>st</sup> through October 31<sup>st</sup>. 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 August 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 July.

#### VIOLATIONS

- No Violations.