

# **MANAGER'S REPORT**

## **SEPTEMBER 2024**

### **SOUTHEASTER, INC.**

#### **MEETINGS**

There were no meetings held in September 2024

#### **BUILDING MAINTENANCE**

- Maintenance performed the following:
  - Installed new lights on fence gates around the pool and on the beach stairs
  - Removed dead bees from pavers and inside pools before and after beehive was removed (pest company removed large bee hive in a palm tree between the two pools)
  - Fresh water rinsed all building walkways
  - Cleaned patio furniture
  - Installed landscaping edging and rocks F building courtyard area
  - Replaced two (2) deck lights
  - Replaced three (3) turtle lights
  - Repaired tubing for chlorine feeder
  - Replaced several drains on pool edge north and south pools
  - Treated north and south kiddie pools 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:
  - ABC Pest – Remove beehive from palm tree in pool area
  - ProServe Pools – South pool pump replacement, north pool skimmer leak repair, plumbing and valve repair north and south pools
  - Martineau's Drywall – Drywall repair in B and E buildings due to leaks
  - Massey Services – Annual Termite Treatment
  - Coleman Plumbing – Plumbing repair B building

#### **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 3 – 7 and 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

#### **GROUND:**

- Terra Scape – Checked all sprinkler zones for proper coverage. Replaced irrigation line B building parking lot side.

#### **MANAGER'S NOTES**

- No damage or issues from Hurricane Helene.
- United Engineering completed their Milestone inspections. Linda and I escorted the engineers in all the units as well as the common area laundry rooms, bathrooms, storage locker rooms and the rec room on Wednesday, September 11, 2024. On Tuesday September 17, 2024, the engineers returned to inspect all walkways, stairwells, and exterior buildings. There were some concrete issues discovered on several patios and a few areas on the exterior of the buildings. There were also some concrete issues discovered under the stairwell in the B building and they noticed the expansion plates on the C building walkways will need to be reinforced. B building expansion plates were reinforced a few years ago so they believe they should be good for now. B and C buildings are the only buildings that were constructed with these plates.

As far as the engineers can tell by visual inspection and sounding of all areas, most of the areas of concern do not appear to be extensive except for one area in the D building storage locker.

We should receive the Milestone Inspection Report detailing all the areas of concern and recommendations for repairs within two to three weeks. This report will also be provided to Ace Enterprises, our concrete restoration contractor, so that they can provide an estimate. Once we get the estimate from Ace Enterprises, we will have a better idea of how much we are going to need to replenish our concrete restoration reserves.

Also, once we receive the Milestone Inspection Report, I will forward the report to the Structural Integrity Reserve Study contractor so that they can complete their study. Once we get the completed Reserve study back, we will be able to finalize our 2025 budget.

- Column replacement for two (2) columns on the south end of the F building will begin as soon as Ace Enterprises gets their permit. 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 was due on August 15, 2024, and we have received the 1<sup>st</sup> installments by all owners. The second installment of \$6250 is due and payable on October 15, 2024. 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 started on September 9, 2024. They started on the A building and are about 50% complete. Once A building is complete, they will continue around to the other buildings. Depending on when the roof replacement begins will determine which building the painters will move to after they complete A building.



- 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 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 October 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 was one closing in September. Unit C101 and the buyers are already owners at Southeaster, Tim and Ann Elder.

## **VIOLATIONS**

- No Violations.