

**MANAGER'S REPORT
APRIL 2021
SOUTHEASTER, INC.**

MEETINGS

There were no meetings scheduled in April.

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Replaced hose bib at seawall
 - Replaced 100 feet of flagpole rope
 - Repaired one umbrella at seawall
 - Replaced south pool sump pump
 - Replaced breaker for deck lights
 - Replaced both safety lines in north and south 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:
 - Coleman Plumbing – Replaced 3 water shutoffs F building, installed 2 new toilets Association owned Unit C202, repaired leak under sink C202 and cleared clogged drain lines that were full of wipes A building
 - Michael Aleksich – Drywall repair B building
 - Site One Landscape – Purchased 25 new deck light fixtures and 25 deck light tops

UPCOMING/IN PROGRESS

- There will be a Board of Director's Meeting held on Saturday, May 29, 2021 at 9:00 a.m. in the recreation room.
- Luann Fanelli will be on vacation May 8 – 18, 2021.
- Items being addressed and/or to be addressed by the board:
 - To be determined

GROUNDS:

- Terra Scape – Replaced three (3) sprinklers and adjusted several for better coverage. Checked all sprinkler zones for proper coverage.

MANAGER'S NOTES

- **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.**
- IF YOU HAVE NOT TAKEN ADVANTAGE OF THE FREE WIFI PLEASE CONTACT SPECTRUM TO UPDATE YOUR ACCOUNT. THE ASSOCIATION'S CONTRACT NOW PROVIDES EACH UNIT WITH 3 HD CABLE BOXES AND WIFI BUT YOU MUST CONTACT SPECTRUM TO UPDATE YOUR ACCOUNT. SPECTRUM 833-697-7328.
- **PLEASE KEEP YOUR PETS OUT OF THE COURTYARD AREA! THEY ARE NOT ALLOWED IN THE POOL EITHER! NO PETS ARE ALLOWED IN THE COURTYARD/POOL AREA OR ON THE GRASS IN FRONT OF YOUR UNIT.**
- 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 May is yellow.***
- **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 2021 is \$545.**
- There were two closings in April. E212 to Jerry & Delana Rauterkus and F202 to Jason & Anne Canin.

VIOLATIONS

- No Violations.