

MANAGER'S REPORT DECEMBER 2021 SOUTHEASTER, INC.

MEETINGS

There were no meetings scheduled in December.

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Pressure washed patio furniture at seawall deck and pools
 - Painted parking bumpers E and F parking lots
 - Replaced electrical panel closet hardware B building
 - Rebuild north pool chemical pump
 - Rebuild and repair sump pump north pool
 - Replaced toilet seats bathrooms both laundry room C and D buildings
 - Replaced four (4) turtle lights
 - Replaced two (2) up lights
 - Washed down all walkways
 - 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:
 - Daytona Fire & Safety – Annual Fire Extinguisher Inspection
 - Harrison Electric – Replace main exterior breakers B building

UPCOMING/IN PROGRESS

- There will be a Board of Director's Meeting held on Saturday, February 12, 2022 at 9:00 a.m. in the recreation room.
- Items being addressed and/or to be addressed by the board:
 - To be determined

GROUNDS:

- Terra Scape – Replaced three (3) transformers which control the courtyard deck lights. Check all sprinklers zones for proper coverage.

MANAGER'S NOTES

➤ 2021 Accomplishments:

- **Tennis court fence replacement and/or repairs.**
- **New AC installed in C202 Association owned unit.**
- **Concrete repairs: window sill replacement C206 and D103; balcony repair E207; B building walkway.**
- **Replaced exterior main breakers B building.**
- **Replaced main breakers C building.**
- **Re-striped with yellow paint all stair landings.**
- **Painted wall around north tennis court.**
- **Painted wall around A building parking lot side.**
- **Painted entry doors to both laundry rooms, recreation room door and door to surfboard room.**
- **Painted mailbox by mailroom.**
- **Painted shuffleboard benches.**
- **Painted parking bumpers.**
- **Installed new north pool pump and new pool pump feeder**
- **Replaced south and north tennis gates, gate to A building electric room and gate to maintenance storage room.**
- **Sod replacement in several areas.**
- **Acid etched north and south pools.**
- **Solar panel maintenance and minor repairs.**
- **Purchased and installed new patio umbrellas.**
- **Roof repairs and general roof maintenance.**
- **Replaced and/or re-strapped several patio chairs and replaced several small and large patio tables.**

➤ **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. ALL PETS MUST BE TAKEN OUT PAST THE TENNIS COURTS.**

➤ **Please note there have been several raccoons in our area. PLEASE DO NOT LEAVE YOUR TRASH OR PET WASTE OUTSIDE YOUR DOOR OR YOU MAY FIND A RACCOON AT YOUR DOOR STEP.**

➤ **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 January and February 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 2022 will be \$545.**
- There were no closings in December.

VIOLATIONS

- No Violations.