

MANAGER'S REPORT JANUARY 2021 SOUTHEASTER, INC.

MEETINGS

There were no meetings scheduled in January

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Replaced turtle light 11 units and office
 - Replaced one (1) up light courtyard
 - Pressure washed all patio furniture
 - Pressure washed pavers along south pool
 - Coordinate electrical repair for B and C building breaker replacement
 - Washed down all walkways
 - Replaced seal on north pool vacuum pump
 - Rebuilt north pool chemical pump
 - Replaced check valve north pool chemical feed line
 - Replaced north pool sump pump
 - 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 – Repair broken main line plumbing pipe B building
 - Coomber Construction – Replace handrail cap beach walkover
 - Terra Scape – Mulch inside courtyard
 - Harrison Electric – Replaced main outside electrical breaker B203 and C202

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.
- Items being addressed and/or to be addressed by the board:
 - To be determined

GROUNDS:

- Terra Scape – Replaced several popup sprinklers. Replaced broken rain bird timer. Checked all sprinkler zones for proper coverage.

MANAGER'S NOTES

- **THE CPA FIRM OF CHARLES BELOTE & ASSOCIATES ARE IN THE PROCESS OF PREPARING THE ASSOCIATION'S 2020 TAX RETURN AND FINANCIAL AUDIT. THE FINANCIAL AUDIT WILL BE AVAILABLE TO ALL OWNERS UPON COMPLETION.**
- **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 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 2021 is \$545.**
- There were no closings in January.

VIOLATIONS

- No Violations.