

MANAGER'S REPORT

JANUARY 2022

SOUTHEASTER, INC.

MEETINGS

There were no meetings scheduled in January

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Repaired several areas of south tennis court fence
 - Painted mail room and both bathrooms in laundry room D building
 - Pressure washed all building walkways
 - Replaced three turtle light fixtures
 - Replaced flag
 - Escorted insurance inspector around property and on roof
 - Replaced four turtle light bulbs
 - Planted new garden by office
 - Checked and secured all railings around property stairs
 - Replaced two broken fans in both C and D laundry rooms
 - Prepped pool pump house room for new pool heater
 - Helped plumbing company install new pool heater
 - 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:
 - CMS Plumbing – Replaced and installed new pool heater
 - Harrison Electric – Replaced light fixture and electrical connection for flag light
 - Ace Enterprises – Completed concrete repair B walkway (between B204 and B205)

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 for the purpose of approving a special assessment to cover budget shortfalls.
- Items being addressed and/or to be addressed by the board:
 - Concrete Repairs
 - Building Maintenance

GROUNDS:

- Terra Scape – Replaced several popup sprinklers. . 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 2021 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! 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 2022 is \$545.**
- There were no closings in January.

VIOLATIONS

- No Violations.