

MANAGER'S REPORT

JULY 2022

SOUTHEASTER, INC.

MEETINGS

There were no Board of Directors Meeting held in July

BUILDING MAINTENANCE

➤ Maintenance performed the following:

- Painted hose reel by seawall
- Replaced hose and nozzle E building
- Roof inspection F building
- Repaired sprinkler E building parking lot side
- Repaired drip line for shrubs B building
- Replaced an area of fallen seawall fencing
- Replaced mens toilet seat and handle D laundry room
- Replaced hose holder F building
- Pressure washed building walkways
- Replaced two (2) pool deck lights
- Replaced four (2) turtle lights
- Spread dirt/fertilizer in bad areas of lawn
- Extra lawn watering due to lack of rain
- 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:

- Sams Furniture Removal – Remove several mattresses left by garbage dumpsters
- Roto Rooter – Cleared main line E building
- Coleman Plumbing - Replaced broken cast iron pipe in C storage room and cleared main line C building
- Howell Plumbing – Check for leak B building
- Proserve Pools – Replaced stenner chemical feeder unit south pool and replaced pool light south pool deep end
- Southeast Pools – Replaced two vacuum hoses

UPCOMING/IN PROGRESS

- There will be a Board of Directors Meeting held on Saturday, August 27, 2022 at 9:00 a.m. in the recreation room.
- Luann Fanelli, vacation August 1-8 and September 3-10.
- Items being addressed and/or to be addressed by the board:
 - Seawall Railing
 - Concrete Repairs
 - Building Maintenance

GROUNDS:

- Terra Scape – Checked all sprinkler zones for proper coverage. Located B building broken sprinkler valve and replaced valve.

MANAGER'S NOTES

- **Cable railing for seawall update: Permitting complete and approved. Material being fabricated. Estimated to be installed the last week of August.**
- **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 Ray, Allen and I when we are preparing for a storm.**
- **A Security Guard will be on property every Saturday and Sunday 12pm – 5pm through July. Please make sure your family and guests are provided a parking pass. The guard has been instructed to tow any vehicle that does not have an owner sticker or guest pass.**
- **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.**
- 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 August 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 2022 is \$545.**
- There were no closings in July.

VIOLATIONS

- No Violations.