

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

MEETINGS

There were no meetings held in June

BUILDING MAINTENANCE

➤ Maintenance performed the following:

- Replaced shower valve on seawall shower
- Replaced south pool flow meter
- Replaced south pool acid pump
- Replaced check valve chemical feeder
- Repaired two umbrellas
- Replaced forty (40) courtyard deck light bulbs
- Replaced twenty-five (25) courtyard deck light entire canister fixtures
- Replaced twenty-five (25) courtyard deck light lens caps
- Replaced thirty (30) up lights in courtyard islands and shrubs
- Replaced one (1) turtle light fixture B building
- 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:

- H2O Power – Power washed all patio furniture
- Harrison Electric – Replaced burnt main electrical panel C building
- Coleman Plumbing – Repaired toilet mens bathroom C laundry
- Pat Malenwald – Repaired 4 US flags
- Davis Brothers – Serviced AC rec room

UPCOMING/IN PROGRESS

- There will be a Board of Director's Meeting held on Saturday, September 4, 2021 at 9:00 a.m. in the recreation room.
- Luann Fanelli, Manager, Vacation September 9 – 14.
- Items being addressed and/or to be addressed by the board:
 - Rules & Regulations Committee to discuss updates
 - Researching Electric Car charging stations

GROUNDS

- Terra Scape – Checked all sprinklers and adjusted accordingly. Replaced 2 sprinklers.

MANAGER'S NOTES

- Ray Halas, maintenance is now working part time so we have hired another part time maintenance person. Allen Ebaugh was hired and started June 21, 2021. He will be working between 25 and 30 hours per week. If you see him on property please make sure you introduce yourself and welcome him to the Southeaster. He is doing a great job so far!
- The Association Flood policy renewed July 1, 2021 with less than a 1% increase.
- 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 and I when we are preparing for a storm.
- A Security Guard will be on property every Saturday and Sunday 10am – 4pm 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.
- **PLEASE DO NOT DISPOSE ANY CONSTRUCTION OR HOUSEHOLD ITEMS IN ANY OF THE DUMPSTERS!**
- Sea turtle nesting season is May 1st through October 31st. Lights adjacent to the beach **MUST NOT BE VISIBLE 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 July and August will be Pink.***
- 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 June.

VIOLATIONS

➤ No Violations.