

**MANAGER'S REPORT  
APRIL 2020  
SOUTHEASTER, INC.**

**MEETINGS**

There were no meetings scheduled in April

**BUILDING MAINTENANCE**

- Maintenance performed the following:
  - Disinfect and sanitize patio furniture and common areas as needed due to COVID-19
  - Close down both pools due to COVID-19 and reopen when designated
  - Cleanout and remove old grills from bricked area north side parking lot
  - Replaced beach gate hardware
  - Replaced seawall water line
  - Removed and replaced new chemical pump north pool
  - Replaced flag and replaced flagpole hardware
  - Washed down all walkways
  - Repaired fill valve north pool
  - Replaced tube on chemical feeder south pool
  - 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:
  - Volusia Patio – Repaired several chairs and tables
  - Terra Scape – Remove and replace basketball rim and net
  - Smyrna Signs – 3 new pool rule signs, 2 new beach signs, new laundry mailroom sign
  - Mounts Maintenance – Paint walkway F building from sewer project installations
  - Computer A Services – New battery backup
  - Florida Bulb & Ballast – Post light fixtures and turtle light fixtures

**UPCOMING/IN PROGRESS**

- There will be a Board of Director's Meeting held on Saturday, May 23, 2020 at 9:00 a.m. in the recreation room.
- Ray Halas, Maintenance vacation to be determined based upon COVID-19
- Luann Fanelli, Manager vacation to be determined based upon COVID-19
- Items being addressed and/or to be addressed by the board:
  - Security – Rule Enforcement
  - Tennis Court Resurface

## GROUND

- Terra Scape – Checked all sprinklers and adjusted accordingly. Replaced main sprinkler valve in courtyard.

## MANAGER'S NOTES

- **PLEASE LOOK FOR COVID-19 UPDATES WEEKLY.**
- Sea turtle nesting season is May 1<sup>st</sup> through October 31<sup>st</sup>. 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.
- **THE CPA FIRM OF CHARLES BELOTE & ASSOCIATES HAVE COMPLETED THE ASSOCIATION'S 2019 FINANCIAL AUDIT. THE FINANCIAL AUDIT IS AVAILABLE UPON REQUEST. PLEASE CONTACT THE OFFICE IF YOU WOULD LIKE A COPY.**
- 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 May and June 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 2020 will be \$495.
- There were no closings in April
- There is one unit for sale F207 for \$435,000. You can contact the office for more details.
- There is a sale pending for B216 and a sale pending for C203.

## VIOLATIONS

- No Violations.