

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

**MEETINGS**

There were no Meetings in August

**BUILDING MAINTENANCE**

- Maintenance performed the following:
  - Preparations for Hurricane Isaias
  - Add more pebbles around beach gate area
  - Replaced chemical pump south pool
  - Replaced two skimmer grates 1 north and 1 south pool
  - Replaced injector tube chemical line north pool
  - Replaced turtle lights F204 and south laundry stairs
  - Replaced light fixtures, toilet seats, towel rods, hang curtains in master and living area in Association Owned Unit C202
  - Replaced several hoses
  - Rebuilt north and south chemical pool pumps
  - Clean north and south pool filters
  - Continue to disinfect and sanitize patio furniture and common areas as needed due to COVID-19
  - 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:
  - Ace Enterprises – Concrete repairs in preparation of slider install B107.
  - W Davis Roofing – Minor roof repairs and sealant applied A building.
  - Security Center – Replaced broken security camera C building.

**UPCOMING/IN PROGRESS**

- There will be a Board of Director's Meeting held on Saturday, September 5, 2020 at 9:00 a.m. in the recreation room.
- Luann Fanelli, Manager, Vacation September 19 – 28.
- Items being addressed and/or to be addressed by the board:
  - **To be determined**

**GROUNDS**

- Terra Scape – replaced several popup sprinklers.

## MANAGER'S NOTES

- Maintenance Ray Halas has moved out of the Association Owned Unit C202. Ray still works at the Southeaster but he no longer lives on site. There will no longer be anybody on site after hours for lockouts so please remember your keys.
- 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.
- The recycle container has been replaced with a garbage container. The Southeaster will now have three garbage dumpster. **PLEASE DO NOT DISPOSE ANY CONSTRUCTION OR HOUSEHOLD ITEMS IN ANY OF THE DUMPSTERS!**
- 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.**
- **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 September and October 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 August.**

## VIOLATIONS

- No Violations.