

# **MANAGER'S REPORT**

## **August 2023**

### **SOUTHEASTER, INC.**

#### **MEETINGS**

There were no Board of Directors Meeting held in August.

#### **BUILDING MAINTENANCE**

➤ Maintenance performed the following:

- Painted walls in C building laundry room
- Painted doors in C laundry room
- Painted shuffleboard benches
- Cleaned ice machine filter
- Replaced window screen C laundry room
- Setup and clean rec room for board meeting
- Replaced several hose reels and hoses around the property
- Freshwater rinse all building walkways weekly
- Put up new posting board in C laundry
- Removed flag and all umbrellas in prep for storm and replaced when storm passed
- Replaced eight (8) deck lights and replaced two (2) deck light canisters
- Replaced five (5) turtle lights
- Replaced broken pool safety line floats
- Shut down and treated south baby pool for algae
- Cleaned out sump room both south and north pools
- Back washed north and south pools
- Scum lines north and south pools
- Cleaned filters 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:

- John Banks Inspections – Roof recertification for insurance purposes.
- Volusia Patio – replaced 1 lounge, restrapped several chairs and loungers
- Coleman Plumbing – Cleared main line to rec room bathrooms

#### **UPCOMING/IN PROGRESS**

- There will be a Board of Directors Meeting held on Saturday, September 2 at 9:00 a.m. in the recreation room.
- Luann Fanelli, vacation September 12-20.
- Items being addressed and/or to be addressed by the board:
  - Concrete Repairs
  - Front Entrance Sign
  - Building Maintenance
  - 2024 Budget

## GROUNDS:

- Terra Scape – Checked all sprinkler zones for proper coverage.

## MANAGER'S NOTES

- I am happy to report that we had no damage or issues with hurricane Idalia.
- TerraScape is preparing a landscape plan for both entrances and other areas around the property to be approved at the September board meeting.
- A building roof replacement is scheduled in September. Permits have been received.
- Keep off grass signs have been placed in the grass outside the pool fences along B and E side to encourage people to go through the pool gates when they are dragging buggies and coolers to keep from damaging the grass.
- 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.
- 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.
- 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 and September is 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 2023 is \$610.**
- There were no closings in August.

## VIOLATIONS

- No Violations.