

# **MANAGER'S REPORT DECEMBER 2020 SOUTHEASTER, INC.**

## **MEETINGS**

There were no meetings scheduled in December.

## **BUILDING MAINTENANCE**

- Maintenance performed the following:
  - Replaced lock hinges both pool pump houses
  - Replaced three (3) hose bibs F building
  - Replaced several hoses
  - Coordinate hot water replacement C laundry – shut off gas until heater replaced
  - Rebuild north pool chemical pump
  - Rebuild and repair sump pump north pool
  - Replaced toilet seats bathrooms both laundry room C and D buildings
  - Replaced two (2) up lights
  - Washed down all walkways
  - 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:
  - Coleman Plumbing – Locate and replace water shut off for C building C104
  - Tyler Plumbing – Ordered hot water heater C laundry room

## **UPCOMING/IN PROGRESS**

- There will be a Board of Director's Meeting held on Saturday, February 6, 2021 at 9:00 a.m. in the recreation room.
- Items being addressed and/or to be addressed by the board:
  - To be determined

## **GROUPS:**

- Terra Scape – Replaced three broken rotary sprinklers. Check all sprinklers zones for proper coverage.

## **MANAGER'S NOTES**

### **➤ 2020 Accomplishments:**

- **Re-surfaced both north and south tennis courts. Pickle ball stripes were put on north court and basketball stripes were put on south court.**
- **Tennis court fence replacement and/or repairs.**
- **Replaced south tennis court net and basketball rim and net.**
- **Painted recreation room (T.V. & library) and both recreation room bathrooms.**
- **New AC installed in recreation room.**
- **Repaired beach walkover handrails and steps (storm damage).**
- **Concrete repairs F building one column, B building balcony and concrete repair around sliders, C building master bedroom sill and A building wall facing parking lot.**
- **Disinfect and sanitize patio furniture and common areas as needed due to COVID-19.**
- **Re-striped all stair landings.**
- **Upgraded Association owned unit C202 and placed on rental program.**
- **Sod replacement in several areas.**
- **Acid etched south pool.**
- **Installed new pool pump.**
- **Solar panel maintenance and minor repairs.**
- **Purchased and installed new patio umbrellas.**
- **Installed emergency shutoff valves both pool drains.**
- **Roof repairs and general roof maintenance.**
- **Replaced and/or re-strapped several patio chairs and replaced several small and large patio tables.**

**➤ The 2020 Property and Windstorm Insurance has been secured with an annual premium increase of less than 5%. Even though the Southeaster did not file any claims, the increase is due to nationwide claims.**

**➤ 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. ALL PETS MUST BE TAKEN OUT PAST THE TENNIS COURTS.**

**➤ Please note there have been several raccoons in our area. PLEASE DO NOT LEAVE YOUR TRASH OR PET WASTE OUTSIDE YOUR DOOR OR YOU MAY FIND A RACCOON AT YOUR DOOR STEP.**

**➤ 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 January and February is yellow.***
- 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 will be \$545.**
- There were no closings in December.

#### VIOLATIONS

- No Violations.