

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

**MEETINGS**

There were no meetings scheduled in February

**BUILDING MAINTENANCE**

- Maintenance performed the following:
  - Repaired sink hole by seawall and replaced sod with sand and stones
  - Repaired pavers around south pool
  - Repaired pavers by south pool shower
  - Replaced sprinkler valve box E building courtyard
  - Repaired seawall stair railing
  - Replace garden hoses E building
  - Put together 5 new outdoor garbage cans
  - Coordinate and setup for Coleman Plumbing A building sewer line popups and pipe repair
  - Replaced 2 turtle 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 – Completed broken pipe repair in parking lot near A building
  - Davis Brothers AC – Replaced AC unit in Rec room
  - Walmart – Replaced TV in Rec room
  - Total Solar – Replaced solar sensors
  - Coomber Construction – Adjust beach stairs after storm

**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 scheduled for May 2 - 8
- Luann Fanelli, Manager vacation scheduled for May 9 – 18
- Items being addressed and/or to be addressed by the board:
  - To be determined

**GROUNDS**

- Terra Scape – Checked all sprinklers and adjusted accordingly.

## MANAGER'S NOTES

- **DUE TO HEAVY WIND AND SURF THE BOTTOM HALF OF OUR BEACH STAIRS HAVE BEEN DAMAGED. COOMBER CONSTRUCTION WILL BE REPLACING THE SECOND HALF OF OUR STAIRS WITH A TREX MATERIAL THE FIRST WEEK OF MARCH.**
- **THE CPA FIRM OF CHARLES BELOTE & ASSOCIATES HAVE COMPLETED THE ASSOCIATION'S 2019 TAX RETURN AND IS IN THE PROCESS OF COMPLETING THE FINANCIAL AUDIT. THE FINANCIAL AUDIT WILL BE AVAILABLE TO ALL OWNERS UPON COMPLETION.**
- **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.**
- **DO NOT PUT LARGE BOXES OR FURNITURE ITEMS IN THE DUMPSTER. PLEASE BREAK DOWN BOXES AND PUT THEM IN THE RECYCLE DUMPSTER LOCATED AT THE FIRST ENTRANCE. WE HAVE BEEN CHARGED **OVERAGE** FEES FROM THE GARBAGE COMPANY DUE TO LARGE BOXES AND FURNITURE ITEMS TAKING UP ALL OF THE SPACE IN THE DUMPSTERS (APPROXIMATELY \$200 PER OVERAGE FEE).**
- **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 March is green.***
- **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 February.**
- **There are two units for sale F207 for \$449,000 and B216 for \$435,000. You can contact the office for more details.**

## VIOLATIONS

- **No Violations.**