

MANAGER'S REPORT

JANUARY 2019

SOUTHEASTER, INC.

MEETINGS

There were no Meetings held in January

BUILDING MAINTENANCE

➤ Maintenance performed the following:

- Coordinated repairs from sewer backup F building
- Dug hole to locate sewer pipe F building
- Coordinated repairs from broken water line B building
- Repaired top cap on C roof (loose from storm)
- Inspected all roofs and solar panels after storm
- Repaired west side shuffleboard court
- Hung new camera signs
- Repaired all outdoor trash cans
- Installed paver wall between A & B buildings
- Fertilized several areas of lawn
- Filled in holes in lawn
- Replaced US Flag (larger one)
- Removed several large pieces of furniture from south dumpster (entertainment system, TV's, boxes)
- Put together and installed new bookcase rec room
- Deep cleaned all bathrooms, laundry rooms and rec room
- Replaced four (4) turtle lights
- Replaced 5 deck lights
- Pressure washed E and F buildings
- 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:

- Howell Plumbing – Repaired main water line break in B building; repaired toilet in ladies bathroom in rec room.
- A Action Carpet & Tile Cleaning – Cleaned rec room floors and grout
- Coleman Plumbing – Repaired sewer pipe F building

UPCOMING/IN PROGRESS

- There are no meetings scheduled at this time.
- Luann Fanelli will be vacation February 7 -11 and May 11 – 13.
- Patio pavers, patio furniture and sidewalks - Professional cleaning scheduled for early May – Exact dates to follow.
- Items being addressed and/or to be addressed by the board:
 - To be Determined

GROUNDINGS:

- Terra Scape – Repaired a main line irrigation break at front entrance.

MANAGER'S NOTES

- **REMINDER: THE 2019 MAINTENANCE DUES ARE \$495. PLEASE MAKE THAT ADJUSTMENT.**
- **THE CPA FIRM OF CHARLES BELOTE & ASSOCIATES ARE PREPARING THE ASSOCIATION'S 2018 TAX RETURN AND FINANCIAL AUDIT. THE FINANCIAL AUDIT WILL BE AVAILABLE TO ALL OWNERS UPON COMPLETION.**
- **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. ALL PETS MUST BE TAKEN OUT PAST THE TENNIS COURTS.**
- **PLEASE DO NOT DUMP YOUR OLD MATTRESSES IN OR AROUND THE DUMPSTER. WE HAVE HAD TO PAY TO HAVE THEM PICKED UP ON THREE DIFFERENT OCCASIONS (APPROXIMATELY \$150 PER PICKUP). ALSO 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.**
 - 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 February and March is blue.***

COLLECTIONS/CLOSINGS

- 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.
- **Please remember that the maintenance fee for 2019 is \$495.**
- There were no closings in January.
- There are no units listed for sale.

VIOLATIONS

- No Violations.