

MANAGER'S REPORT

JANUARY 2020

SOUTHEASTER, INC.

MEETINGS

There were no meetings scheduled in January

BUILDING MAINTENANCE

➤ Maintenance performed the following:

- Treated rust areas on tennis courts and on buildings around AC units
- Repaired pool heater
- Replaced dead grass at both sides of seawall gate and replaced with stones
- Took down all of the Christmas decorations
- Repaired a broken chair at seawall
- Coordinated solar system replacement of bad sensor
- Repaired sink hole along seawall
- Coordinated leak repair in D building
- Replaced 5 turtle lights
- Cleaned up grounds from high winds
- Cleaned up seaweed tangled in beach walkover
- 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 sewer line and popups 2 units A Building
- Coleman Plumbing – Replaced cracked pipe in unit D Building
- A Action – Drywall removal from cracked pipe in unit D Building and ceiling in laundry room D Building
- Michael Aleksich – Replaced drywall from cracked pipe in unit D Building and laundry room D Building
- Harrison Electric – Replaced bad breaker B Building

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

GROUND

- Terra Scape – Checked all sprinklers and adjusted accordingly.

MANAGER'S NOTES

- **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. 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 DO NOT DUMP YOUR OLD MATTRESSES IN OR AROUND THE DUMPSTER. 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 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 February and 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 January.

VIOLATIONS

- No Violations.