

MANAGER'S REPORT

JULY 2019

SOUTHEASTER, INC.

MEETINGS

There were no meetings held in July.

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Coordinate sewer line locate and repair D building
 - Coordinate sewer line locate and repair B building
 - Coordinated roof contractor for installation and repair of roof drains A, C, & E buildings
 - Install landscape edging F building from pipe repair
 - Setup parking attendant and guard for July 4th holiday
 - Cleanup property from July 4th holiday
 - Repair irrigation line from pipe repair B and D buildings
 - Replaced sign in F building above F101 AC
 - Replaced two light sensors on the pump house
 - Treated rust stain areas from AC leaks
 - Painted fan covers as needed
 - Re-installed new safety lines in both pools
 - Spread turf builder in several areas of the lawn
 - Replaced two (2) turtle lights
 - Replaced five (5) broken deck lights
 - Repaired sump pump south pool
 - 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:
 - A Computer services – New printer and router
 - Smyrna Signs – New sign F building
 - Coleman Plumbing – Emergency after hours call B building clear line
 - Howell Plumbing – Rebuilt toilet ladies room and new flapper mens room C laundry room

UPCOMING/IN PROGRESS

- There will be a board of director's meeting held on Saturday, August 31, 2019 at 9am in the recreation room. Owners are always welcome to attend.
- Luann Fanelli will be on vacation September 13 - 23.
- Ray Halas will be on vacation November 8 - 17.
- Items being addressed and/or to be addressed by the board:
 - To be Determined

GROUNDINGS:

- Terra Scape – Replacement of defective remote control timer in front of A building.

MANAGER'S NOTES

- **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 and I when we are preparing for a storm.**
- **Sea turtle nesting season is May 1st through October 31st. 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.**
- **REMINDER: THE 2019 MAINTENANCE DUES ARE \$495. PLEASE MAKE THAT ADJUSTMENT.**
- **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 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 is red.***

COLLECTIONS/CLOSINGS

- Collection Policy- All monthly maintenance fees are due on the first of each month. All payments that are 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 was one closing in July to Judd & Holly Dickerson, Unit E206.

VIOLATIONS

- No Violations.