

MANAGER'S REPORT

JULY 2023

SOUTHEASTER, INC.

MEETINGS

There were no Board of Directors Meeting held in July

BUILDING MAINTENANCE

➤ Maintenance performed the following:

- Painted wall between Southeaster and Ocean Club South
- Installed small lights on all new gates around pools and on beach stairs
- Painted yellow safety lines on the new beach stairs
- Hung American flags around the pool fence for July 4 holiday (pictures attached)
- Replaced gate latch between C & B and between A & B
- Replaced several hose reels and hoses around the property
- Repair hose bib south A building
- Painted rusted dryer vents C, D, E, F buildings
- Painted shower tower by south pool
- Painted rusted surfboard room door F building
- Touch up painted areas in the rec room
- Pressure washed building walkways
- Replaced eight (8) deck lights
- Replaced ten (10) turtle lights
- Replaced broken pool safety line floats
- Spread dirt/fertilizer in bad areas of lawn
- Cleaned out sump room both south and north pools
- 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:

- Sams Furniture Removal – Remove mattresses left by garbage dumpsters
- Volusia Patio – replaced 3 chairs, restrapped several chairs and loungers
- Coleman Plumbing – replaced hose bib north A building
- Coleman Plumbing - replaced broken cast iron sewer pipe in mens bathroom Rec room
- AAction – Cleanup sewer pipe break in mens bathroom Rec room
- Martineaus Dryall company replaced drywall, finished and painted mens bathroom Rec room
- SE Pools - replaced pool vacuum system
- Coleman Plumbing - installed new drainfield in the courtyard for the pools

UPCOMING/IN PROGRESS

- There will be a Board of Directors Meeting held on Saturday, September 2 at 9:00 a.m. in the recreation room.
- Luann Fanelli, vacation September 12-20.
- Items being addressed and/or to be addressed by the board:
 - Concrete Repairs
 - Front Entrance Sign
 - Building Maintenance
 - 2024 Budget

GROUNDS:

- Terra Scape – Checked all sprinkler zones for proper coverage. Located B building broken sprinkler valve and replaced valve.

MANAGER'S NOTES

- **TerraScape is preparing a landscape plan for both entrances and other areas around the property to be approved at the September board meeting.**
- **A building roof replacement is scheduled in August. Permits have been received.**
- **Keep off grass signs have been placed in the grass outside the pool fences along B and E side to encourage people to go through the pool gates when they are dragging buggies and coolers to keep from damaging the grass.**
- **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, Allen 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.**
- 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 blue.***

- 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 2023 is \$610.**
- There were no closings in July.

VIOLATIONS

- No Violations.